

**AGENDA**  
**SPECIAL MEETING OF MUNICIPAL COUNCIL**  
**Via TELE & VIDEO CONFERENCE**

**Tuesday, April 28, 2020 – 9:00 a.m.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITIONS**
  - 3.1 Proclamation – National Denim Day
- 4. AWARDING OF TENDERS/RFPs**
  - 4.1 Award of RFP #2019-05-407 re Furniture, Fixtures & Equipment for new Municipal Building..... 1-4
  - 4.2 Award of RFP #2020-05-402 Design & Build Services Swings & Shade Awnings River Ridge Common.....5-14
- 5. RECOMMENDATIONS FROM COMMITTEES & BOARDS**
  - 5.1 Planning Advisory Committee
    - 5.1.1 Development Agreement Amendment re Boulangerie de la Vendéene Application .....15 (TBC)
- 6. STAFF REPORTS**
  - 6.1 Economic Development Department
    - 6.1.1 Internet Tower Relocation Update
  - 6.2 Finance Department
    - 6.2.1 MDL-49 Property Tax Rebate Policy re Unsworn Statutory Declaration..16-17
  - 6.3 Administration Department
    - 6.3.1 Municipal Cost-Shared Road Paving Program .....18 (TBC)  
.....19-23
- 7. IN CAMERA**
  - 7.1 Contract Negotiations re Internet Approval under Section 22(2)(e) of the MGA
  - 7.2 Contract Negotiations re LaHave Straight Pipe Appeal under Section 22(2)(e) of the MGA
- 8. ADJOURNMENT**



April 17, 2020

Municipality of the District of Lunenburg  
210 Aberdeen St.  
Bridgewater, Nova Scotia  
B4V 1S6

Attn: Stephen W. Pace, MBA, P. Eng.

**Re: Recommendation for Furniture RFP award**

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Stephen,

Further to our recent discussions on the above captioned project, we request that staff proceed to make the following recommendation to Council:

**Background**

Catalyst Consulting Engineers in conjunction with By & Large Interior Design studios developed a Request for Proposals for Office Furniture (RFP #2019-05-407) which included a detailed submission requirement from respondents and a standard of acceptance for all office furniture items. The requirements of the Municipality's separately engaged Ergonomist were also incorporated into the RFP document.

The RFP was issued on March 10<sup>th</sup> and closed on March 27<sup>th</sup>. A total of 6 firms submitted proposals, specifically:

- 1) Chandler
- 2) Eastern Office Supplies
- 3) Ergoworks
- 4) Interspace
- 5) Office Interiors
- 6) Workspace



Project Management & Owner's Representative Services

## Evaluation & Recommendations

The submissions were evaluated both Qualitatively and Quantitatively. Qualitative factors included quality of proposed furniture, durability, customer service, warranty representations, local representation and the designer's experience with the firms and the proposed furniture. Quantitatively, costs were evaluated across 3 groupings – specifically:

- 1) Workstations
- 2) Individual Office Task Chairs
- 3) Balance of furniture (tables, guest chairs, storage units, loose furniture, etc.)

Final recommendations were based on **OVERALL BEST VALUE FOR MONEY**; where both qualitative and quantitative criteria were considered.

In addition, shortly after the tender closed, we reached out to the various suppliers / manufacturers / vendors to inquire on plant closures related to the current Covid-19 pandemic. We were advised of which plants are currently shut down, when they plan to reopen, and which plants were at most risk going forward to a shutdown. The results of these inquiries also guided us on our recommendations in order to reduce the risk of delivery delays to MODL.

### Quantitative (cost) results

Vendor	Workstations	Balance of furniture	Total
Chandler	\$156,434.80	\$77,816.40	\$234,251.2
Eastern Office Supplies <sup>1</sup>	N/A <sup>1</sup>	N/A <sup>1</sup>	N/A <sup>1</sup>
Ergoworks	\$160,547.99	\$68,984.48	\$220,561.27
Interspace	\$134,862.00	\$65,233.00	\$200,095.00
Office Interiors	\$136,150.96	\$77,386.09	\$213,517.05
Workspace	\$152,982.91	\$71,265.00	\$224,247.91

*1 - Eastern Office Supplies only quoted on some items but omitted pricing for many*

### Recommendation A

Generally, the pricing was very competitive and within a tight range. However when looking at qualitative factors such as quality of proposed furniture, durability, customer service, warranty representations, local representation and the designer's experience with the firms and the proposed furniture – the recommendation of the consultants considering an OVERALL VALUE FOR MONEY perspective is to purchase the workstations from Interspace for a price of \$134,862.00 and the balance of furniture from Office Interiors for a price of \$77,386.09, for a total of \$212,248.09.

The rationale for not going with the low bid for the “balance of furniture” is the QUALITY of the furniture being proposed by Office Interiors – it is a much higher grade than those of the competitors. They have included upgraded features and a more durable / aesthetic line.

Recommendation B

For this we are still recommending the workstations from Interspace for a price of \$134,862.00 and the balance also rom Interspace at a cost of \$65,233.00 for a total of \$200,095.00.

This represents the LOWEST COST option which generally meets the specifications and is of acceptable quality but not necessarily optimal value for money.

Chairs

Task chairs for the individual office staff was based on acceptability for function based primarily on the recommendations of the ergonomist. Her strong recommendation was that the chairs proposed by Ergoworks at a cost of \$752.60 each (\$42,898.20 total) and by Interspace for \$689.00 each (\$39,273 total) were the only fully compliant and appropriate chairs based on her assessments of staff and their requirements along with best practices in the ergonomics field.

Vendor	Chandler	Eastern Office	Ergoworks	Interspace	Office Interiors	Workspace
Price	\$24,445.02	\$32,443.83	\$42,898.20	\$39,273.00	\$30,515.52	\$23.403.63
Image						

Based on this recommendation from the ergonomist, lowest cost of the two and lumping in the order with Interspace, our recommendation is to purchase the recommend chair from Interspace for a cost of \$39,273.00

Summary

The recommendations of the consultants are as follows:

Option	Workstations	Balance of furniture	Chairs	Contingency (7 %)	Total
A	\$134,862.00	\$77,386.09	\$39,273.00	\$17,606.53	\$269,127.62
B	\$134,862.00	\$65,233.00	\$39,273.00	\$16,755.76	\$256,123.76


A 7% contingency is required to address final changes required due to works with the ergonomist and final changes being requested to some offices / boardrooms as well as to cover any unforeseen circumstances which may arise through the course of the procurement, delivery and installation..

The budget for this portion of the Furniture, Fixtures and Equipment (FF&E) was \$350,000, so this tender came in well below budget.

If you have any questions related to any aspect of these recommendations, please feel free to contact the undersigned at your convenience.

Sincerely,

**CATALYST CONSULTING ENGINEERS INC.**



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Andrew Amos, P.Eng.  
Senior Partner

ADA/lsm



## Municipality of the District of Lunenburg

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### REQUEST FOR DECISION

**REPORT TO:** Council

**SUBMITTED BY:** Tissy Bolivar, Acting Director of Recreation Services

**DATE:** April 28, 2020

**RE:** RFP No. 2020-05-402 Design and Build Services  
Swings and Shade Awnings: River Ridge Common

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### RECOMMENDATION

That Council for the Municipality of the District of Lunenburg award RFP No. 2020-05-402: Design and Build Services; Swings and Shade Awnings for River Ridge Common to Hornbeam Contracting for \$59,625.00 plus HST.

### EXECUTIVE SUMMARY

River Ridge Common is a multi-year, phased development of various park components on a 115-acre property, divided by the South Shore Annapolis Valley (rail) Trail into 2 distinct parcels. The 100-acre Upper Park area is a former woodlot, to the north of the rail trail. The 15-acre Lower Park is a former gravel pit situated between Highway 10 and the rail trail and is the primary focus of the work described in this recommendation. RFP. To date, a portion of the Lower Park has been converted into a natural play and land art area.

The work outlined in this RFP will add swings and shade awnings to specific locations within the developed portion of the Lower Park, using a natural playground aesthetic style that matches the existing site facilities. Details of these proposed swings and shade awning facilities are attached.

The proposed equipment is a priority installation for the River Ridge Common Park for added play value to the site while respecting the naturalized feel of the onsite park.

The proposed features are to be constructed from wood and industrial grade swing attachments, inviting play and relaxation for all ages and abilities. They are meant to enhance the site and the existing features, including rest areas, trails, climbing hills and the surrounding forest.

The implementation of the added features will be welcomed by park users and have been anticipated as a significant portion of the park planning process. This will assist in the completion the natural playground. In addition, as part of the carry-over funding, there is a mountain bike skills feature, an OHV pull-off area and upgrades to the rail-trail through the park planned.

All work intended for River Ridge Common is from the original Concept Plan for the site.

Work is expected to be completed for the additional playground features by the end of July 2020. COVID 19 restrictions may affect the completion date.

## **DISCUSSION**

An RFP was prepared and issued following the MODL purchasing and tendering policy. It was also posted on the Provincial procurement website. One response was received from Hornbeam Contracting.

Hornbeam Contracting was the Design-Build contractor for the naturalized playground in the lower park, completed in 2019, which they completed on time and within budget.

Their proposed price for this RFP is \$59,625.000 plus HST.

## **BUDGET IMPLICATIONS**

Council has approved a budget carry-over from 2019-2020 for \$130,000 to complete the remaining components of the project as originally budgeted. This carry-over is reflected in the proposed 2020-2021 capital budget.

## **STRATEGIC PLAN**

The completion of this project has been a priority of Council, setting it as one of the top three priorities in the Open Space Strategic Plan. The property was acquired by MODL in 2011 and MODL hosted a successful and well-received opening of the first two phases of the park, along with the natural playground in July 2019.

## **WORK PLAN**

The oversight of this project will continue to be through Municipal Staff, with direct project management by Snow Owl Consulting.

**ALTERNATIVES**

To not award the RFP.

**CONCLUSION**

This project has proven to be a success within our Municipality and staff continue to oversee this project and ensure the completion of all components as planned. Staff are confident in their recommendations that the response is reasonable and will help move this part of the project forward in this fiscal year.

Department: Recreation

Report Prepared By: Tissy Bolivar  
Acting Director of Recreation Services

Date April 21, 2020

Report Approved By: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_

Date \_\_\_\_\_



\* For durable, long-lasting swinging experience:  
All HUCK nest swings now come with completely reworked and extra strong anti abrasion protection on the connections of the suspension chains to the nest and on the suspension-chain cross points!

## Original HUCK Bird's Nest®

Art. no. 4650

### Equipment

Two-point suspension

Colourful rope ring (Ø 1.20 m), padded, standard colour blue or green (also available in red, black or hemp on request)

Seat made of steel-rope chain-link mat

Suspension chains with rubber-fabric tubing (red), with Hercules rope on request

Delivered without suspension bearings (we recommend universal joint, art. no. 4608-1)

Suspension height 2.00 m or 2.50 m or as universal suspension up to a suspension height of 2.00 m to 2.50 m (please specify at time of order)

### Technical data

Suspension height:	2.00 m	2.50 m
Diameter:	approx. 1.20 m	approx. 1.20 m
Bore spacing:	1.90 m	1.90 m
Min. distance to swing frame:	0.70 m	0.70 m
Height of fall:	2.10 m	2.35 m
Ground surface:	see table on page 275	see table on page 275



Exceeds all safety requirements of EN 1176-2: extra strong padding, entrapment-protected linked mat

Additional information on the original HUCK birds nest can be found on page 13!

## Product Specification

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### **HW-005**

#### **COMMERCIAL MOLDED RUBBER BELT SEAT**

**Colors available: Black, Blue, Green, Red, Tan and Yellow**

**Description:**

Vandal Proof Commercial Swing Seat with galvanized triangle hardware makes this one of our sturdiest swing seats. It is made of EPDM rubber and Polymer blend, with an insert is to prevent vandalizing. The seat measures 6" x 24" x 5/16" thick. National Test Lab Results: 5573 lbs. Grade: Commercial



COMPLIES WITH **CAN/CSA-Z614-07**

**BABY-PARENT SWING  
BALANCOIRE BÉBÉ-PARENT**

-FOR 9FT SWING OR MORE  
-POUR UNE BALANCOIRE DE 9 PIEDS OU PLUS

**SWING HANGERS NOT INCLUDED  
IN PRICE  
JOINTS PORTEUR NON INCLUS  
DANS LE PRIX**



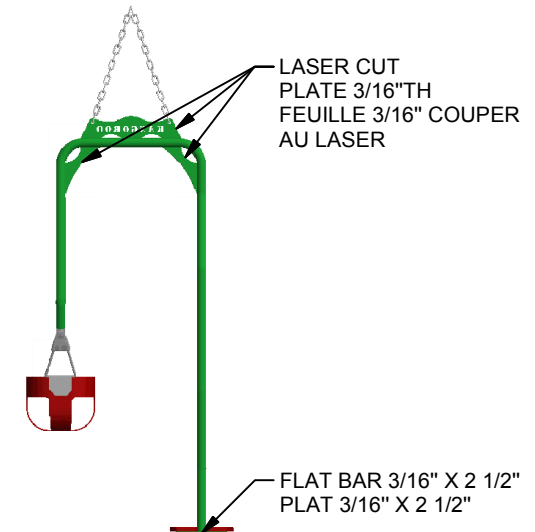
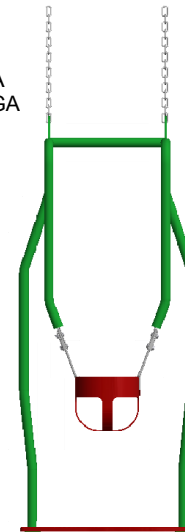
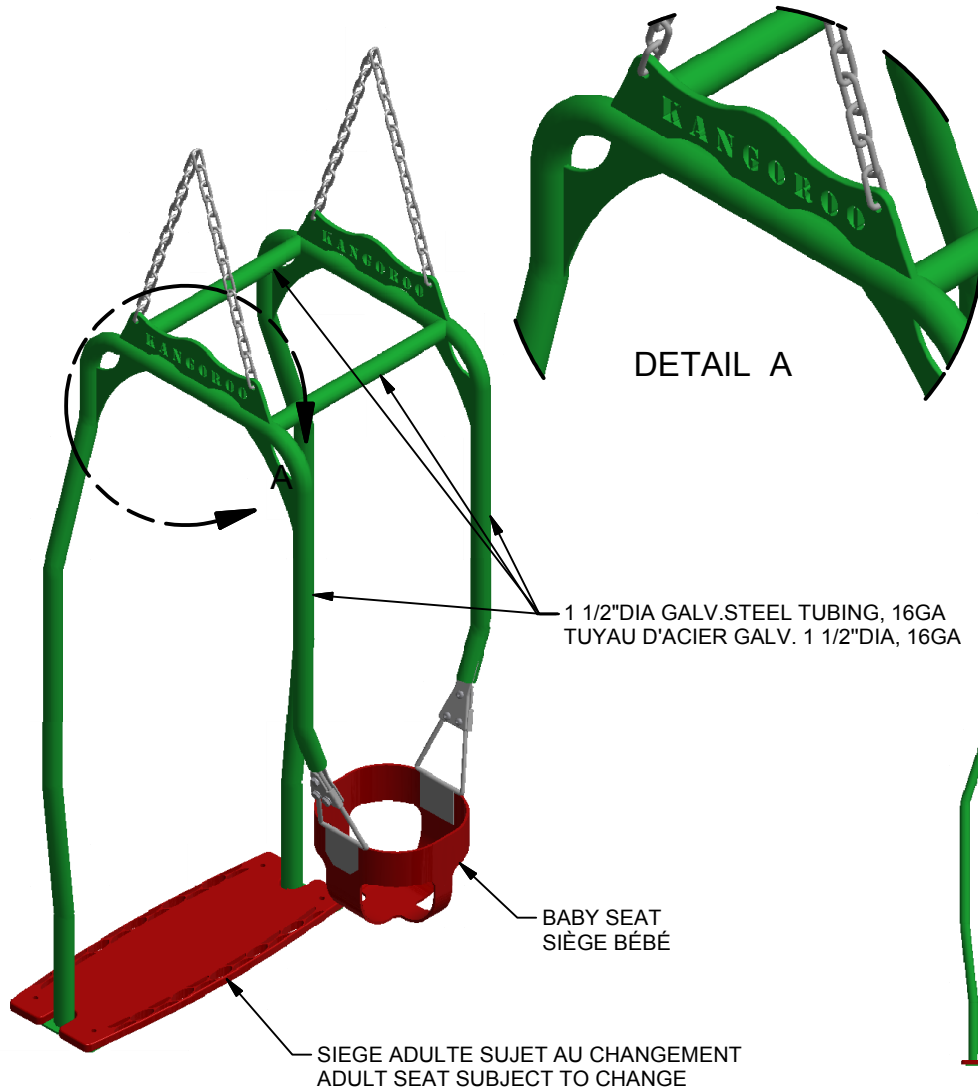
23 ch. Boom Lane, Unit/Unité E, Industrial Park/Parc industriel  
Atholville, New-Brunswick, Canada, E3N 4E8  
Tel/tél. : 1-888-212-1411, Fax. : 1-888-789-0987  
contact@kangoroo.com / www.kangoroo.com



**Colors / Couleurs  
RED & SPRING GREEN  
ROUGE ET VERT PRINTANIER**

SPECIFICATIONS/SPECIFICATIONS	
Material/Matériel	Finish/Finition
ALLIED PRE-GALVANIZED 'FLOWCOAT' STEEL/ ACIER PRÉ-GALVANISÉ ALLIED 'FLOWCOAT'	POLYESTER POWDER PAINT CURED UNDER HEAT / POUDRE DE POLYESTER CUIE.

**CHAINS  
1/4" GALVANIZED CHAIN  
CHAINES  
CHAINES GALVANISÉ 1/4"**



<b>PB-100</b>	Min. Protective Surface Required / Surface de protection min. requise : NA	Equipment Dimensions / Dimensions de l'équipement : NA	Approval date: 17/10/2017 Rev: 00 Initial: TLG
CAN/CSA-Z614-xx xx: Last Edition Published/ Dernière édition publiée	Recommended Ages / Âges recommandés : 18 months to 5 years old / 18 mois à 5 ans	Capacity / Peut accueillir : up to 2 children / Jusqu'à 2 enfants	







POTENTIAL  
ALTERNATE  
SWING TYPE



"BASKET / FLYING"  
SWING TYPE

TYPICAL SINGLE  
SWING STRUCTURE



"EXPRES  
SWING T

2 X "TRADITIONAL" SWING INSTALLATION  
(SWING TYPES MAY VARY FROM THOSE  
SHOWN TO ACCOMMODATE OLDER  
CHILDREN AND ADULT USERS - CONTRACTOR  
TO PROVIDE DETAILS WITH QUOTE)



TYPICAL 4 POST SHADE AWNING

# Report To Be Circulated



# Municipality of the District of Lunenburg

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## REQUEST FOR A DECISION

**REPORT TO:** Municipal Council

**SUBMITTED BY:** Elana Wentzell, CMA, CPA

**DATE:** April 28, 2020

**RE:** MDL-49 Property Tax Rebate Policy – Statutory Declaration Exception

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### RECOMMENDATION

**Move that Municipal Council approve that applications for 2020-21 Property Tax Rebate be accepted with an Unsworn Statutory Declaration for the 2020-21 fiscal year only.**

### EXECUTIVE SUMMARY

The Municipality has a low-income tax exemption policy as authorized by Section 69 of the Municipal Government Act (MGA) and outlined in Policy MDL-49. Section 69 (3) of the MGA provides that Council may make the provision that an applicant shall sign an affidavit or provide other proof as confirmation of income. The current policy contains the requirement for a sworn Statutory Declaration and Statement of Income. The deadline for application submission is August 1.

### DISCUSSION

To remove barriers in the application process, during the current conditions created by the Provincial State of Emergency, staff believe the requirement for the Statutory Declaration to be sworn should be removed. The applicant would still be required to sign the Statutory Declaration (unsworn) and provide their Statement of Income. Applications will be accepted either electronically, by mail or dropped off in the outdoor mail drop at the Municipal Administration building.

**BUDGET IMPLICATIONS**

The 2020-21 Draft Budget is \$88,400 and per the policy, if applications total more than the budget, the rebate amounts will be pro-rated. Last year, we had 349 qualifying properties with exemptions totaling \$84,887.

**CONCLUSION**

Staff believe that accepting applications with unsworn declarations will remove the barriers created by the current state of emergency.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: April 17, 2020

Report Approved By: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_

Date \_\_\_\_\_

**Report #1**  
**To Be Circulated**



# Municipality of the District of Lunenburg

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## REPORT TO COUNCIL

**REPORT TO:** Municipal Council  
**SUBMITTED BY:** CAO Tom MacEwan  
**DATE:** April 22, 2020  
**SUBJECT:** J Class Road Lists

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### RECOMMENDATION

Council formally ratify the two (2) Notices of Acceptance that were submitted to NSTIR on April 17, 2020 in which the Municipality accepted the cost estimates of the projects listed and confirmed its intention to proceed with construction as per the terms of Agreement 2018-105 for the following J Class Roads:

Charlie Lane, Lohnes Drive, Hillside Drive, Pernette Drive

### EXECUTIVE SUMMARY

At the direction of Council, the Mayor and CAO had a conference call with TIR regarding the J Class Road List for the 2020-2021 year. The Municipality requested that the List of Roads that was approved by the Minister be amended to include the following:

Charlie Lane, Lohnes Drive, Hillside Drive and Pernette Drive.

TIR agreed to amend the List of Approved Roads to include the J Class Roads as requested by the Municipality.

A revised List of Approved J Class Roads and two (2) Notices of Acceptance were forwarded to the Municipality. The two (2) Notices of Acceptance were executed by the Mayor and returned to TIR (receipt of which was acknowledged by TIR).

## **DISCUSSION**

TIR accepted the revised list of J Class Roads as presented by the Municipality. The two (2) Notices of Acceptance were executed by the Mayor and returned to TIR (as per the terms of the Agreement 2018-105).

We are requesting that Council ratify the two (2) Notices of Acceptance.

## **BUDGET IMPLICATIONS**

The total cost estimate (excluding HST) for each J Class Road is outlined on the Notice of Acceptance and, in particular, the total cost estimate and the cost share estimate for each of the submitted J Class Roads is as follows:

Road	Total Cost Estimate	Cost Share Estimate
Charlie Lane	\$390,000	\$195,000
Lohnes Drive	\$80,000	\$40,000
Hillside Drive	\$70,000	\$35,000
Pernette Drive	\$110,000	\$55,000
TOTAL	\$650,000	\$325,000

## **PROPOSED MOTION**

Given all the foregoing, it is recommended that Council approve the following motion

Council ratifies the two (2) Notices of Acceptance that were submitted to NSTIR on April 17, 2020 in which the Municipality accepted the cost estimates of the projects listed and confirmed its intention to proceed with construction as per the terms of Agreement 2018-105 for the following J Class Roads:

Charlie Lane, Lohnes Drive, Hillside Drive, Pernette Drive

Department: Administration

Report Prepared By: Tom MacEwan

Date

Report Approved By: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_

Date \_\_\_\_\_

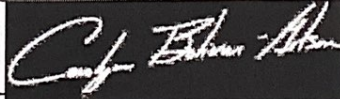
**NOTICE OF ACCEPTANCE:**

The Municipality of the District of Lunenburg accepts the cost estimates of the projects listed as "Yes" below for fiscal year 2020-21 and wishes to proceed with construction as per the terms of Agreement 2018-015.

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)	Accept: Yes / No / (please write in)
Charlie Lane	from Pine Grove Road to Lohnes Drive, paving	1.2	\$390,000	\$195,000	YES
Lohnes Drive	from Charlie Lane to Dawson Heights, paving	0.23	\$80,000	\$40,000	YES
Hillside Drive	from Bridgewater Town Line to end of listing at cul-de-sac, paving	0.27	\$70,000	\$35,000	YES
<b>Total</b>		<b>1.7</b>	<b>\$540,000</b>	<b>\$270,000</b>	<b>YES</b>

Carolyn Bolivar-Getson

Name (Print)



Name (Signature)

Mayor

Title

April 17, 2020

Date

Please ensure the yellow highlighted column is filled in and return signed document via email to:

Laura Cunningham  
Capital Program Administration Officer  
PO Box 186  
Halifax, NS B3J 2N2  
Tel: (902) 424-0897  
Fax: (902) 424-0570  
laura.cunningham@novascotia.ca

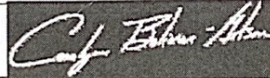
**NOTICE OF ACCEPTANCE:**

The Municipality of the District of Lunenburg accepts the cost estimate of the project listed as "Yes" below for fiscal year 2020-21 and wishes to proceed with construction as per the terms of Agreement 2018-015.

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)	Accept: Yes / No / (please write in)
Pernette Drive	from Route 331 to end of listing, paving	0.3	\$110,000	\$55,000	YES
Total		0.3	\$110,000	\$55,500	YES

Carolyn Bolivar-Getson

Name (Print)



Name (Signature)

Mayor

Title

April 17, 2020

Date

Please ensure the yellow highlighted column is filled in and return signed document via email to:

Laura Cunningham  
Capital Program Administration Officer  
PO Box 186  
Halifax, NS B3J 2N2  
Tel: (902) 424-0897  
Fax: (902) 424-0570  
laura.cunningham@novascotia.ca