

Special Municipal Council Meeting Agenda

Tuesday, July 6, 2021 – **8:30 a.m.**

Via Video/Audio Teleconferencing

1. Call to Order

1.1 Mi'kma'ki Territorial Acknowledgement

2. Approval of Agenda

3. Awarding of Tenders/RFPs

3.1 Award RFP No.2021-05-400 Design & Build Services: Singletrack1-3
Trails II River Ridge Common

4. Staff Reports

4.1 Administration Department

4.1.1 2021-22 J-Class Street Paving re Orphans Home Road Cost Overage..... 4-7

4.1.2 Council & Committee Meetings in July 20218-9

5. In Camera

5.1 Contract Negotiations under Section 22(2)(e) – Verbal Update



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Special Council

SUBMITTED BY: Bill Schurman, Director of Recreation Services
Laura Barkhouse, Trails and Open Space Coordinator

DATE: July 6th, 2021

RE: **RFP No. 2021-05-400 Design and Build Services:
Singletrack Trails II
River Ridge Common**

ORIGIN Staff

RECOMMENDATION

That Municipal Council for the Municipality of the District of Lunenburg award RFP No. 2021-05-400 to Trailflow Outdoors Adventures for the design and construction of the River Ridge Common Singletrack Trails Phase II at River Ridge Common for \$141,625 plus HST.

EXECUTIVE SUMMARY

The River Ridge Common Park (RRC) is a 115-acre parcel of land in New Germany that was purchased by the Municipality of the District of Lunenburg (MODL) in 2011. River Ridge Common is divided by the South Shore Annapolis Valley Trail into two distinct parcels: a 15-acre Lower Park, which was a former gravel pit, situated between Highway 10 and the rail trail and a 100-acre Upper Park area which is a former woodlot, to the north of the rail trail. The hillside site faces south towards the LaHave River and is bounded by Indian Brook to the west and Ross Brook to the east.

MODL has adopted a park concept plan, which was developed by a steering committee of local volunteers, the River Ridge Common Association, and MODL staff. The plan was completed by Dartmouth-based Ekistics Planning and Design, in conjunction with New Germany-based Snow Owl Consulting Inc.

The park design includes a variety of accessible and mountain bike trails transformed from old logging roads, new picnic areas, a natural playground, and interactive art park.

These are constructed from wood, stone, and plant elements, inviting play and relaxation for all ages, revealing views of the river and a shady mossed gully that crosses the site. Rest stops, look offs, and interpretive features allow users to enjoy special features, such as the lovely waterfalls of Indian Brook, and highlight the succession of a former working woodland growing back into a diverse Acadian Forest.

The implementation of the design is divided into 4 phases. The first three phases were completed between 2017 and 2020. This included Mid Park site prep, trail reconstruction and routing, barricade and fencing for site safety, trail surfacing, storm water infrastructure and environmental protection work, as well as the provision of gravel, a natural playground site (complete), a series of single track mountain bike trails, and an extension to the trails that are built to best practice standards for accessibility, following standards in other parts of Canada and the US.

All work intended for River Ridge Common under the current fiscal year funding is from the original Concept Plan for the site.

DISCUSSION

As part of the standard procurement process for Municipal projects, this RFP was posted on the Provincial Procurement website.

Only one response was received – Trailflow Outdoor Adventures. This is the same company that completed the other singletrack trails and the looped trails that are constructed to a standard that permits wheelchair use.

Staff and the River Ridge Common project manager, Snow Owl Consulting, reviewed the single submission.

Staff is recommending Trailflow Outdoor Adventures as the successful bidder to this project for the following reasons:

1. Their project history clearly shows significant experience building sustainable singletrack trails - as shown in their previous work at the site.
2. Trailflow offered a clearly stated work plan with a detailed approach, including clear consideration given to beginner and intermediate cyclists as well as hikers who also enjoy the trails.
3. Trailflow quote is within budget and also offers value added components such as hosting a fall trail build workshop with local youth, the install of wayfinding signage for trail users and an annual inspection of the entire trail system in the spring.

As mentioned, Trailflow Outdoor Adventures was the successful Design-Build contractor for the current trail system that is well used and much appreciated by cyclists and hikers. They completed all projects on time and within budget.

BUDGET IMPLICATIONS

This work has been budgeted within the 2021/2022 capital budget.

STRATEGIC PLAN

The completion of this project has been a priority of Council for the past 10 years and longer, setting it as one of the top three priorities in the Open Space Strategic Plan. The property was acquired by MODL in 2011, and the park is currently open and enjoyed by many park goers.

WORK PROGRAM IMPLICATIONS

The oversight of the project is being carried out through Municipal staff and the consulting Project Manager, Snow Owl Consulting

ALTERNATIVES

To not approve the submissions and wait until 2022 to begin the procurement process again, in a new fiscal year.

COMMUNICATION CONSIDERATIONS

The park is now open and promoted within the community. Once the new features are added we will communicate the new features through our promotion and advertising when it is appropriate.

CONCLUSION

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:	Bill Schurman, Director of Recreation Services Laura Barkhouse, Trails and Open Space Coordinator
Report Approved By: _____	Date: _____
Reviewed By CAO: _____	Date _____



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Mayor & Municipal Council
SUBMITTED BY: Tom MacEwan, CAO
DATE: June 30, 20210
RE: J Class Roads

RECOMMENDATION

It is recommended that Council continue to take advantage of the cost sharing opportunity and approve the increase in cost sharing amount for the J Class Road (listed below) as presented by TIR in the amount of \$42,500 and it is further recommended that Council direct the Mayor to execute the Notice of Approval in the form provided by TIR.

BACKGROUND

As per section 6.2 of the Cost Share Agreement 2018-015, the Province is required to notify the Municipality in writing of any cost overruns of more than 10% on approved projects for the current fiscal year.

The Province has advised us of the following cost increases:

Road Name	Original Estimate	Tender Amount	New Cost Share Amount	% Over original estimate	Municipality to proceed with project (Y/N – please write in)
Orphan's Home Road (paving)	\$200,000	\$285,000	\$142,500	+42.5%	

Budget Implications

The original estimate for the above J Class Road was \$200,000. The tender amount is \$285,000 representing an increase of \$85,000 above the cost estimate. The original cost share amount for the road (based on the original estimates) was \$100,000 and the new cost share amount (based on the tender amount) is \$142,500 representing an increase of \$42,500.

The Department is prepared to proceed with this work, but it requires the approval of the Municipality to proceed with these revised costs in order to award the contract. TIR has advised that an immediate response is required so that this project may proceed within the current construction season.

Our 2021/2022 Capital Budget included \$528,000 for J Class Road paving. The increased cost for Orphan's Home Road (the only approved J Class Road eligible for paving this year) of \$142,500 is well within budget.

If Council wishes to proceed with the paving of these J Class Roads at the increased cost sharing amount then Council must approve the increase cost.

RECOMMENDED MOTION

Council approve the increase in the cost sharing amount for the J Class Road (listed above) as presented by TIR in the amount of \$42,500 and directs the Mayor to execute the Notice of Approval in the form provided by TIR.

Department: Administration

Report Prepared By: Tom MacEwan, CAO

Date:

Report Approved By:

Date:

Reviewed By CAO:

Date:



**Department of Transportation
& Active Transit
Capital Programs**

Johnston Building, 4th Floor
1672 Granville Street
PO Box 186
Halifax, Nova Scotia
B3J 2N2

Bus: 902-424-0897
Fax: 902-424-0570
E-mail:
laura.cunningham@novascotia.ca

MEMO - URGENT

To: Mayor Carolyn Bolivar-Getson
CC: Mr. Tom MacEwan
From: Laura Cunningham
Email: laura.cunningham@novascotia.ca
Date: June 28, 2021
Re: 2021-22 J-Class Subdivision Street Paving
of Pages: 2

As per section 6.2 of the cost share agreement 2020-022, the Province is required to notify the Municipality in writing of any cost overruns of more than 10% on approved projects for the current fiscal year.

The Department is prepared to proceed with this work, but the Municipality's approval of these costs is required to award the contract. An immediate response is requested so that this project may proceed within the current construction season.

Please indicate on the attached list whether the Municipality wishes to accept or decline the new tender (and cost share) amounts. The Department will proceed to award the projects that have been accepted by the Municipality. **Sign the attached page and scan and email this document back to laura.cunningham@novascotia.ca.**

Yours truly,

Laura Cunningham

Laura Cunningham
Capital Program Administration Officer

Page 2
2021-22 J-Class Subdivision Street Paving

Dear Ms. Cunningham

The Municipality of the District of Lunenburg agrees to proceed/cancel projects **as indicated** on the list below.

Road Name	Original Estimate	Tender Amount	New Cost Share Amount	% Over original estimate	Municipality to proceed with project (Y/N – please write in)
Orphans Home Road, paving	\$200,000	\$285,000	\$142,500	+42.5%	

Signature

Name and Title (Print)

Date



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Mayor & Municipal Council

SUBMITTED BY: Tom MacEwan, CAO

DATE: June 30, 2021

RE: Council & Committee Meetings in July 2021

RECOMMENDATION

As the Province moves into Phase 3 of the Provincial Re-Opening Plan, it is recommended that MODL continue to take a cautious approach with respect to operations including Council and All Committees such that Council Meetings and all Committee Meetings continue to be held virtually with a review of operations taking place following Council's return from the summer break in September 2021.

BACKGROUND

Council and Committee meetings have continued to be held virtually through Phase 2 of the Provincial Re-Opening Plan. With the move into Phase 3, the Province has reduced some of the restrictions including the permitted capacity for municipal meetings (indoors) which has been increased to 50% of the venue's capacity up to 100 people with social distancing and masking.

At the Staff level, although we are permitted to have increased numbers of staff operating out of the Administrative Building, we have, out of an abundance of caution, intentionally continued to operate with a limited number of staff being present in the building.

Notwithstanding the option to increase our numbers, we remain confident in our ability to provide excellent service while maintaining a lower number of staff in the building.

COUNCIL & COMMITTEE MEETINGS

In considering whether it is time to recommend a change in Council and Committee meeting operations (ie, to move to in person sessions), it should be noted that our practice of having virtual Council and Committee meetings has served us very well during the pandemic. From this perspective, there does not seem to be any urgent need to introduce in person sessions.

As it relates to Council meetings as well as Finance Committee and Policy Strategy Committee meetings, we have experienced some operational challenges with Council / Committee members not being able to sit at their assigned spots because of the need for social distancing.

As you are aware, while the established council spots are integrated into our audio-visual system, the extra spots that become necessary to accommodate social distancing create operational challenges (particularly as it relates to the recording of the meetings). It is also challenging for staff to make presentations or answer questions as they have to attend at the single microphone. In person meetings of committees would also require additional cleaning services by our custodian.

Given these operational challenges (coupled with the fact that members of the public are not likely to be permitted to attend these meetings into the future), it is recommended that Council meetings as well as Finance Committee and Policy Strategy Committee meetings continue to meet virtually with a review of operations taking place following Council's return from the summer break in September 2021.

While some committee meetings (outside of the Finance Committee and Policy Strategy Committee) typically include less members than the FC and /PSC, for consistency of operations and public perception, we should consider the benefit of having one set of rules apply to all committees. If the Finance Committee and the Policy Strategy Committee continue to have virtual meetings, it is recommended that all committees continue to meet virtually with a review of operations taking place following Council's return from the summer break in September 2021.

The recommended continuation of the virtual meetings for Council and All Committees also respects the staff decision to continue to limit the number of staff attending at the Administrative Building.

RECOMMENDED MOTION:

MODL continue to take a cautious approach with respect to operations including Council and all Committees such that Council Meetings and all Committee Meetings continue to be held virtually with a review of operations taking place following Council's return from the summer break in September 2021.

Department: Administration

Report Prepared By: Tom MacEwan, CAO

Report Approved By: _____ Date: _____

Reviewed By CAO: _____ Date: _____