

**COMMITTEE OF THE WHOLE COUNCIL MEETING**  
**August 8, 2023**

The meeting was called to order by the Chair at 7:00 p.m., in the Conference Room, in the Administrative Centre, in Barrington, N.S., with the following members present:

- Lindsay (Eddie) Nickerson, Chair
- Jody Crook
- Shaun Hatfield
- Andrea Mood-Nickerson
- George El-Jakl – Arrived at 7:06 p.m.

- Chris Frotten, CAO
- Lesa Rossetti, Municipal Clerk

APPROVAL OF AGENDA

Being duly moved and seconded that the agenda be approved as circulated.

Motion carried unanimously.

APPROVAL OF MINUTES

Being duly moved and seconded that minutes of the last meeting held July 18, 2023, be approved as circulated.

Motion carried unanimously.

MATTERS ARISING FROM PREVIOUS MEETINGS

Draft New Noise By-law No. 9

Council referred this by-law back to committee for further consideration.

Much discussion took place regarding decibel levels, etc.

Stephen and Ruth Kelly were present for this discussion and were permitted to address the meeting regarding a noise concern they have.

It was agreed by consensus of members that no changes be made to the draft new Noise By-law No. 9 and that it be referred back to Council for First Reading.

FINANCIAL REPORT

The Director of Finance, Leah d'Eon, appeared before the meeting and presented a Financial Report Summary covering the period April 1 to June 30, 2023, which was reviewed in detail. A copy of the summary is attached and forms part of the minutes.

The Director of Finance was thanked for her presentation and left the meeting.

POLICIES

Policy No. 59 “Policy on Committees of Council”

In advance of the meeting, members were provided with draft amendments to Policy 59 relating to the Accessibility Advisory Committee and the Joint Police Advisory Board.

Notice was given that Council will consider amendments to the policy at their next meeting.

Proposed Amendments to Personnel Policy No. 15 – Sick Leave

As of July 1, 2023, Nova Scotia employers can no longer request a sick note unless an employee is absent for more than five working days or has already had two absences of five or fewer working days in the previous 12 month period. This change will allow Doctors more time to take care of their patients.

It is proposed that Personnel Policy No. 15 – Sick Leave be amended to be consistent with provincial regulations.

Notice was given that Council will consider amendments to this policy at their next meeting.

RFP MODB2305 – ARCHITECT SERVICES FOR COMMUNITY HEALTH CENTRE

Members were provided with the Tender Evaluation Report for the RFP issued for architect services for the Community Health Centre project. A copy of the report is attached and forms part of the minutes.

Resolution COW230801

Being duly moved and seconded that it be recommended to Council that the proposal received from Jost + Architects Ltd in the amount of \$699,434.00, be accepted, as presented.

Motion carried unanimously.

AMANS SPONSORSHIP REQUEST

A sponsorship request has been received from the Association of Municipal Administrators of Nova Scotia to support the 2023 Fall Convention in the amount of \$1,295.55.

Resolution COW230802

Being duly moved and seconded that it be recommended to Council that the Municipality sponsor the 2023 AMANS Fall Convention in the amount of \$1,295.55, as requested.

Motion carried unanimously.

IN-CAMERA SESSION RE: CONTRACT NEGOTIATIONS – MGA SECTION 22(2)(e)

At 8:54 p.m., an in-camera session was held under Section 22(2)(e) of the Municipal Government Act, to deal with contract negotiations.

The meeting returned to open session at 9:17 p.m.

REPORT ON IN-CAMERA SESSION

Information was presented to members in the in-camera session on contract negotiations and additional information will be collected and brought back to members for their consideration.

Resolution COW230803

Being duly moved and seconded that it be recommended to Council that steps be taken to update the data in the 2018 hotel study and the cost to do so, be taken from other professional fees, G/L #21215-002, in the 2023/24 Municipal Budget.

Motion carried unanimously.

AGENDA ITEMS FOR FUTURE MEETINGS

No future agenda items were brought forward.

ADJOURNMENT

The meeting was adjourned at 9:19 p.m.

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Chair

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Secretary for the Meeting



**2023-2024 Financial Report  
Summary  
June 30, 2023**

Type	Group Type	Section	23/24 Budget	23/24 YTD Budget	Actuals June 30, 2023	YTD Variance	
Revenue	Property & Other Taxes	Business Property	303,057	85,250	139,350	54,100	
		Health Services - Sewer	357,354	178,677	173,801	4,876	
		Taxes	6,945,652	3,472,824	3,473,412	588	
	Property & Other Taxes Total			7,606,063	3,736,751	3,786,563	49,812
	Grants in Lieu of Taxes	Federal Government	47,640	-	-	-	
		Provincial Government	101,406	2,759	3,287	528	
	Grants in Lieu of Taxes Total			149,046	2,759	3,287	528
	Services to Other Governme	Services to Other Governments	161,849	79,034	84,401	5,367	
	Services to Other Governments Total			161,849	79,034	84,401	5,367
	Sale of Services	General Government Services	141,200	22,800	10,194	12,606	
		Municipal Arena	115,500	7,500	11,027	3,527	
		Recreation Programs	101,810	38,222	32,457	5,765	
		Swimming Pool	18,500	6,166	5,737	429	
	Sale of Services Total			377,010	74,688	59,415	15,273
	Other Revenue	Admin Revenue	32,000	6,498	4,089	2,409	
		Interest on Investments	35,000	8,751	62,183	53,432	
		Interest on Taxes	145,000	36,249	40,975	4,726	
		Licenses and Permits	40,950	10,236	17,203	6,967	
		Rentals	60,811	11,832	11,016	816	
		Wind Turbine Revenue	65,000	16,251	17,179	928	
	Other Revenue Total			378,761	89,817	152,643	62,826
	Unconditional Transfers	Provincial Government	190,235	37,834	37,834	-	
	Unconditional Transfers Total			190,235	37,834	37,834	-
Conditional Transfers	Federal Government	1,487,120	-	-	-		
	Provincial Government	6,116,738	31,186	31,437	251		
Conditional Transfers Total			7,603,858	31,186	31,437	251	
Other Transfers	Debenture Receipts	2,250,000	-	-	-		
	Other	-	-	-	-		
	Special Reserve Fund	1,270,000	-	-	-		
Other Transfers Total			3,520,000	-	-	-	
Revenue Total			19,986,822	4,052,069	4,155,580	103,511	
Expense	General Government Service	Financial Management	24,000	6,000	8,893	2,893	
		General Administrative	918,363	237,498	236,366	1,132	



**2023-2024 Financial Report  
Summary  
June 30, 2023**

Type	Group Type	Section	23/24 Budget	23/24 YTD Budget	Actuals June 30, 2023	YTD Variance	
Expense	General Government Service	Legislative	156,276	36,345	33,596 -	2,749	
		Other General Government	179,500	71,774	76,355	4,581	
		Property Services	428,047	101,028	106,160	5,132	
		Tuition	296,193	89,622	87,100 -	2,522	
	<b>General Government Services Total</b>			<b>2,002,379</b>	<b>542,267</b>	<b>548,471</b>	<b>6,204</b>
	Protective Services	Building Inspection Services	By-Law Enforcement	140,889	32,844	34,403	1,559
			EMO	8,000	2,751	2,717 -	34
			Fire Services Coordinator	30,220	9,096	8,078 -	1,018
			Law Enforcement	94,194	22,146	154,077	131,931
			Police Protection	9,000	2,250	- -	2,250
				1,302,091	324,522	323,769 -	754
	<b>Protective Services Total</b>			<b>1,584,394</b>	<b>393,609</b>	<b>523,043</b>	<b>129,434</b>
	Transportation Services	Community Clean-up Program	Road Transportation	17,187	13,387	9,335 -	4,052
			Street Lighting	97,000	28,896	29,878	982
				165,000	41,250	45,558	4,308
	<b>Transportation Services Total</b>			<b>279,187</b>	<b>83,533</b>	<b>84,771</b>	<b>1,238</b>
	Environmental Health	Landfill	Sewage Collection and Disposal	309,151	60,969	51,041 -	9,928
			Sewage System - Barrington	5,200	1,302	601 -	701
			Sewage System - Woods Harbo	215,209	71,151	67,386 -	3,765
			Sewer System - Sherose Island	106,159	42,393	39,255 -	3,138
			Solid Waste Management	36,500	9,126	3,229 -	5,897
				1,152,600	298,401	264,382 -	34,019
	<b>Environmental Health Total</b>			<b>1,824,819</b>	<b>483,342</b>	<b>425,894 -</b>	<b>57,448</b>
	Public Health and Welfare	Housing	Public Health	50,000	12,501	12,500 -	1
				78,000	15,753	14,861 -	892
<b>Public Health and Welfare Total</b>			<b>128,000</b>	<b>28,254</b>	<b>27,361 -</b>	<b>893</b>	
Environmental Development	Community Development	Planning Advisory Committee	3,465	1,481	1,232 -	249	
		Regional Enterprise Network	42,000	5,000	4,224 -	776	
		Senior Services Coordinator	42,000	21,000	21,671	671	
		Tourism and Community	134,536	50,563	52,817	2,254	
		Tourism and Community Develo	146,982	30,351	33,808	3,457	
		Visitor Information Centre	-	-	-	-	
			32,521	9,840	7,102 -	2,738	



**2023-2024 Financial Report  
Summary  
June 30, 2023**

Type	Group Type	Section	23/24 Budget	23/24 YTD Budget	Actuals June 30, 2023	YTD Variance	
Expense	Environmental Development	Wind Turbine Generator	15,000	3,750	-	3,750	
	Environmental Development Total		416,504	121,985	120,855	1,130	
Expense	Recreation and Cultural	Arena Canteen	-	-	-	-	
		CED Centre/Library	30,100	7,524	7,313	211	
		Curling Club	18,000	4,500	1,164	3,336	
		Learning Centre	-	-	-	-	
		MPAL	68,615	16,059	18,236	2,177	
		Municipal Arena	388,004	70,004	65,328	4,676	
		Municipal Swimming Pool	64,996	13,349	19,233	5,884	
		Recreation Centre	-	-	-	-	
		Recreation Department	94,445	22,095	21,498	597	
		Recreation Facilities	122,500	29,629	33,957	4,328	
		Recreation Programs	132,350	71,867	66,450	5,417	
		Summer Staff	77,007	9,422	7,181	2,241	
		Western County Regional Library	54,000	13,500	13,400	100	
		Recreation and Cultural Total		1,050,017	257,949	253,759	4,190
			Education	Education	1,475,000	368,751	376,533
Education Total		1,475,000	368,751	376,533	7,782		
	Financing	Debt Charges	30,000	-	-	-	
		Transfers to Own Reserves	11,196,522	205,000	205,185	185	
Financing Total		11,226,522	205,000	205,185	185		
Expense Total			19,986,822	2,484,690	2,565,872	81,182	
Grand Total			-	1,567,379	1,589,708	22,329	

**REQUEST FOR PROPOSAL EVALUATION REPORT  
MODB2305**

**Description of RFP**

This RFP was issued to invite proposals for architect services for the construction of a Community Health Centre in the Municipality.

**Details of Invitation**

RFP invitation method: Open tender posted on the Nova Scotia Procurement website.

RFP invitation date: March 16, 2023

RFP closing date: April 27, 2023

The proposals were opened on May 2, 2023 at 11:00 a.m.

In attendance: Chris Frotten (Chief Administrative Officer) and Leah d'Eon (Director of Finance) and Debbie Mader (Executive Assistant).

**Proposals Received**

Number of Proposals Received: 2

Proponents	Total Fees excluding HST (lowest first)
DSRA Architecture Inc.	\$687,290.55
Jost + Architects Ltd.	\$699,434.00

**Compliance with Tender Specifications**

Proponent	Compliance with RFP specifications	Details of any non-compliance
DSRA Architecture Inc.	Yes	N/A
Jost + Architects Ltd.	Yes	N/A

**Budget Implications**

All costs related to the Community Health Centre will be accounted for in GL 01-28224-032. Capital. The budget allocated for the project this year is \$4,500,000.

**Recommendation**

The proposals were evaluated by the CAO, Director of Finance and Director of Property Services to determine the degree to which they responded to the requirements as set out in the RFP. The evaluation was based on the following matrix:

Criteria	Points
Project Understanding	20
Individual Qualifications	45
Comparable Projects	20
References	15
<b>Total</b>	<b>100</b>

Upon evaluation, the results were the following:

<b>Proponent</b>	<b>Score</b>
DSRA Architecture Inc.	80.64
Jost + Architects Ltd.	82.82

Both proponents had strengths and weaknesses that resulted in scores that are very similar. For example, DSRA Architecture Inc.'s proposal scored better when it came to individual qualifications and comparable projects, while Jost + Architects Ltd.'s proposal scored better when it came to project understanding and references.

Although DSRA Architecture Inc.'s proposal came in slightly lower in cost than Jost + Architects Ltd.'s, we are recommending that **Jost + Architects Ltd.** be awarded the project due to their superior understanding of the project and feedback from references.