

COMMITTEE OF THE WHOLE COUNCIL
September 17, 2024

The meeting was called to order by the Chair at 7:04 p.m., in the Conference Room, in the Administrative Centre, in Barrington, N.S., with the following members present:

- Jody Crook - Chair
- Lindsay (Eddie) Nickerson – arrived at 7:15 p.m.
- Andrea Mood-Nickerson
- Shaun Hatfield

- Chris Frotten, CAO
- Debbie Mader, Municipal Clerk

- George El-Jakl - absent

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 the minutes of the last meeting held September 10, 2024, be approved as circulated.

Motion carried unanimously.

MATTERS ARISING FROM PREVIOUS MEETINGS:

There were no matters arising from previous meetings.

POLICY NO. 16 – GUIDELINES FOR FUNDING AND AWARDING A BURSARY

The CAO provided a policy change recommendation for Policy No. 16 – Guidelines for Funding and Awarding a Bursary. The change would advance the deadline date from June 1st to May 1st.

At this time, it was also suggested to review the amount of the bursary which has not changed for a number of years. It was suggested that the amount of \$2000 would be more realistic for the bursary.

Draft changes will be made to the policy and brought back to Committee of the Whole Council for review.

APPOINTMENT OF AUDITORS

In accordance with Section 42 of the Municipal Government Act, Council is required to appoint a municipal auditor, yearly, who is registered pursuant to the Act. It was noted that the Municipality currently has a contract with Grant Thornton to provide auditor services to March 31, 2025.

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Resolution COW240906

Being duly moved and seconded that it be recommended to Council that Grant Thornton be appointed to serve as Municipal Auditors for the Municipality of Barrington.

Motion carried unanimously.

DRAFT AMENDMENTS TO BY-LAW NO. 35 GOOSE LAKE ROAD ASSOCIATION

As a result of a request from the Goose Lake Road Association to increase the yearly fee from \$100 to \$150, amendments have been made to By-law No. 35 "A By-law Respecting the Maintenance and Improvement of Private Roads in the Goose Lake Area".

It is also proposed that the map contained in the By-law showing affected properties be removed and the "Charge Area" be described as the area in which the Charge is imposed and properties subject to the charge be identified by Assessment Account Number and contained on a list approved and provided by the Goose Lake Road Association.

It was agreed that proposed amendments to the by-law be referred to Council for First Reading.

RFP EVALUATION REPORT – MODB 2405 SWIMMING POOL FACILITY CONDITION ASSESSMENT

The CAO provided details on the request for proposal evaluation report MODB2405 to assess the condition of the Barrington Pool. The report is attached and forms part of the minutes.

Resolution COW240907

Being duly moved and seconded that it be recommended to Council to proceed with TEAL Architects + Planners phase one, to assess the current condition of the pool.

Motion carried unanimously.

DIGITAL SIGNAGE UPDATE

The CAO provided a staff report on the digital sign that was included in this year's capital budget. The staff report is attached and forms part of the minutes.

Direction was given to the CAO to proceed with looking into lines of sight either at the Barrington Library/Duck Pond area or across the road from the Barrington Ground Search and Rescue Building, both of which are municipally owned lands.

DECEMBER MEETINGS

Resolution COW240908

Being duly moved and seconded that it be recommended to Council to set meeting dates for December as December 3, 2024, Committee of the Whole Council Meeting and December 10, 2024, Council Meeting.

Motion carried unanimously.

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NSFM UPDATE

No significant updates to report.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Chair

Secretary for the Meeting



REQUEST FOR PROPOSAL EVALUATION REPORT MODB2405

Description of RFP

This RFP was issued to invite proposals from qualified and experienced professional consultants with backgrounds in aquatics, recreation, architecture, engineering and similar professions to perform a comprehensive condition assessment of our outdoor pool facility.

Details of Invitation

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

RFP invitation date: July 16, 2024

RFP closing date: August 8, 2024

Proposals Received

Number of Proposals Received: 4

Proponents	Total Fees excluding HST (lowest first)
TEAL Architects+Planners	\$10,800
Green PI Inc.	\$18,000
RJC Engineers	\$39,500
DSRA Architecture Inc.	\$107,000

Compliance with Tender Specifications

Proponent	Compliance with RFP specifications	Details of any non-compliance
TEAL Architects+Planners	Yes	N/A
Green PI Inc.	Yes	N/A
RJC Engineers	Yes	N/A
DSRA Architecture Inc.	Yes	N/A

Budget Implications

\$20,000 was allocated in this year's operating budget for the completion of this assessment. The funds will be taken from GL 01-21215-002 – Other Professional Fees. With our municipal rebate on HST, the total cost of the assessment will be approximately \$8,700 under the budgeted amount.

Recommendation

The proposals were evaluated by the CAO and Director of Recreation 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	15
Experience & Qualifications	30
Project Approach and Methodology	15
Schedule	10
Pricing	30
Total	100

Upon evaluation, the results were the following:

Proponent	Score
TEAL Architects+Planners	84
DSRA Architecture Inc.	67
RJC Engineers	60
Green PI Inc.	57.5

It was challenging to compare MJMA/TEAL to the other proposals as they recommended a phased approach, but they clearly demonstrated the best understanding of the project and seemed the most realistic. They stood out by providing solid examples of similar projects and highlighting a diverse team, with partners that others also listed for their specific expertise. We particularly appreciated how MJMA/TEAL clearly outlined their assessment methodology, breaking it down by area of expertise, and offering the most realistic range of potential outcomes.

While DSRA is undoubtedly experienced, their responses seemed generic. The level of detail provided by DSRA was terrific, but their costs are disproportionately high given the similarity in scope to the other firms.

Green PI's proposal was vague in terms of methodology, leaving us uncertain about their grasp of the project. Additionally, they failed to provide a detailed scope of work, making it difficult to determine how much of the project would be handled remotely or through subcontractors.

RJC Engineers also lacked clarity in certain areas, though the partners they listed, such as those involved in the Mahone Bay pool project, have relevant experience. However, RJC did not specify who would be responsible for various tasks in their cost breakdown.



STAFF REPORT
SUBMITTED BY: Chris Frotten & Misty James
DATE: September 12, 2024
SUBJECT: Digital Sign Update
STRATEGIC OBJECTIVE: N/A

ORIGIN

A new digital sign to replace the existing letter sign at the ground search and rescue building was included in this year's capital budget. This report seeks direction from Council regarding the placement of a new digital sign.

BACKGROUND

The location of the new digital sign was never formally discussed. As a result, the assumption has been that it would replace the current letterboard sign located at the Ground Search and Rescue building. However, the Municipal Administrative Centre, which houses numerous tenants, lacks proper signage for the building itself and for those tenants. The question now arises whether to invest in both a new digital sign and a new exterior sign for the administrative centre or to consider combining these needs into a single solution.

This report presents various options for the placement of the digital sign and explores the potential for addressing both digital communication and tenant signage in a cohesive manner.

DISCUSSION

In considering the placement of the new digital sign, several factors must be taken into account, including power availability, visibility, traffic, and the potential to address our Administrative Centre's tenant signage needs. The following options explore possible locations for the sign, weighing the pros and cons of each based on their suitability for digital communication, ease of installation, and capacity to serve both municipal and tenant-related signage needs. The options include retaining the current location at Ground Search and Rescue or moving the sign to more visible, high-traffic locations such as the Municipal Administrative Centre or other community hubs.

Option 1: Municipal Administrative Centre

The Administrative Centre is a central location for municipal operations, making it ideal for providing up-to-date information on services and events. A new sign at this location could be designed to include information about the various tenants in the building, addressing the long-standing issue of inadequate signage. Easily available power ensures that the digital sign can operate efficiently, minimizing installation costs. As the administrative centre receives a steady flow of visitors, a larger digital sign (4'2" x 6'3") would provide greater visibility and impact.

That said, the area surrounding the administrative centre may require modifications to accommodate both a new exterior sign and a digital sign. If tenant signage and digital messaging are combined, careful design is needed to avoid overwhelming visitors with too much information.

Option 2: Ground Search and Rescue Property

This property already hosts the current letterboard sign, making it a known location for residents seeking municipal updates. Using this location may avoid the need for extensive design changes, as it could simply replace the existing sign with a digital version.

Power would be complicated at this location as we do not own the building, and we would have to seek approval to get the power to the sign. Alternative energy sources such as solar could be considered but they would lead to increased costs. This location does not solve the problem of tenant signage at the administrative centre, meaning an additional exterior sign would still be required.

Option 3: Library or Other Barrington Passage Location

The Library and Barrington Passage areas are high-traffic public locations, ideal for displaying community news and event information. Alternative energy sources such as solar could also be considered here but they would lead to increased costs. A branded design could align well with municipal signage and enhance the visibility of municipal announcements.

The Library and Barrington Passage already feature significant signage, and adding another sign could contribute to visual clutter. Like the Ground Search and Rescue option, this location does not resolve the issue of tenant signage for the Municipal Administrative Centre.

Option 4: Sherose Island

Sherose Island is a popular recreational site, making it a good location for a digital sign focused on sports, events, and recreation programming. A branded sign here could further promote municipal recreational services and events.

Installation would require significant investment in power infrastructure or alternative solutions like solar, which would add to project costs. Sherose Island's role as a recreation hub means the sign would primarily serve recreational audiences, limiting its broader municipal communication potential. Like the Ground

Search and Rescue and Library/Barrington Passage option, this location does not resolve the issue of tenant signage for the Municipal Administrative Centre.

Finally, in terms of size considerations, there are two options:

4'2" x 6'3" Sign

This larger display offers more visibility and is suitable for areas with ample space and high traffic, such as the Municipal Administrative Centre or the Library. It would be ideal for maximizing engagement at high-traffic locations.

2'11" x 6'3" Sign

The narrower display fits well in tighter spaces, offering significant visual impact while taking up a smaller footprint. This size is more appropriate for locations like Ground Search and Rescue or Sherose Island.

BUDGET IMPLICATIONS

Installing a new digital sign at the Ground Search and Rescue location or Sherose Island would cost approximately \$47,000 - \$52,000, including the \$42,000 for the digital sign and an additional \$5,000 - \$10,000 for power installation. For a location in Barrington Passage, such as the Library, the cost would be slightly higher, totaling \$49,000 - \$57,000 due to potentially greater power installation costs.

The option to combine digital and exterior signage at the Municipal Administrative Centre would have a total estimated cost of \$72,000 - \$77,000, considering the \$42,000 for the digital sign and an additional \$30,000 - \$35,000 for the exterior sign, which includes the need for a double-sided sign.

Note that these are rough estimates at this time. We will endeavor to keep the budget as close to the digital sign budget in the capital budget as possible. A more exact quote will be obtained based on the chosen location.

LEGAL IMPLICATIONS

N/A

PUBLIC CONSULTATION/COMMUNICATIONS

N/A

RECOMMENDATION

Placing the sign at Sherose Island does not offer the same benefit, as people visiting for recreation are already engaged, and the location would not provide the same level of visibility for broader municipal messaging.

While the Ground Search and Rescue property or another location in Barrington Passage (such as the Library) could also work and would offer high visibility, the challenge of getting power to these locations makes them more difficult and costly to implement.

As such, it is our opinion that the Municipal Administrative Centre presents the most practical and cost-effective option. Placing the sign here addresses two key issues in one solution: improving signage for both the building and its tenants, while also providing a highly visible platform for municipal communications. This approach also further reinforces that the Recreation Department, which has sometimes been perceived as separate, is indeed part of the municipality, strengthening the overall brand and communication strategy.

SUGGESTED MOTION

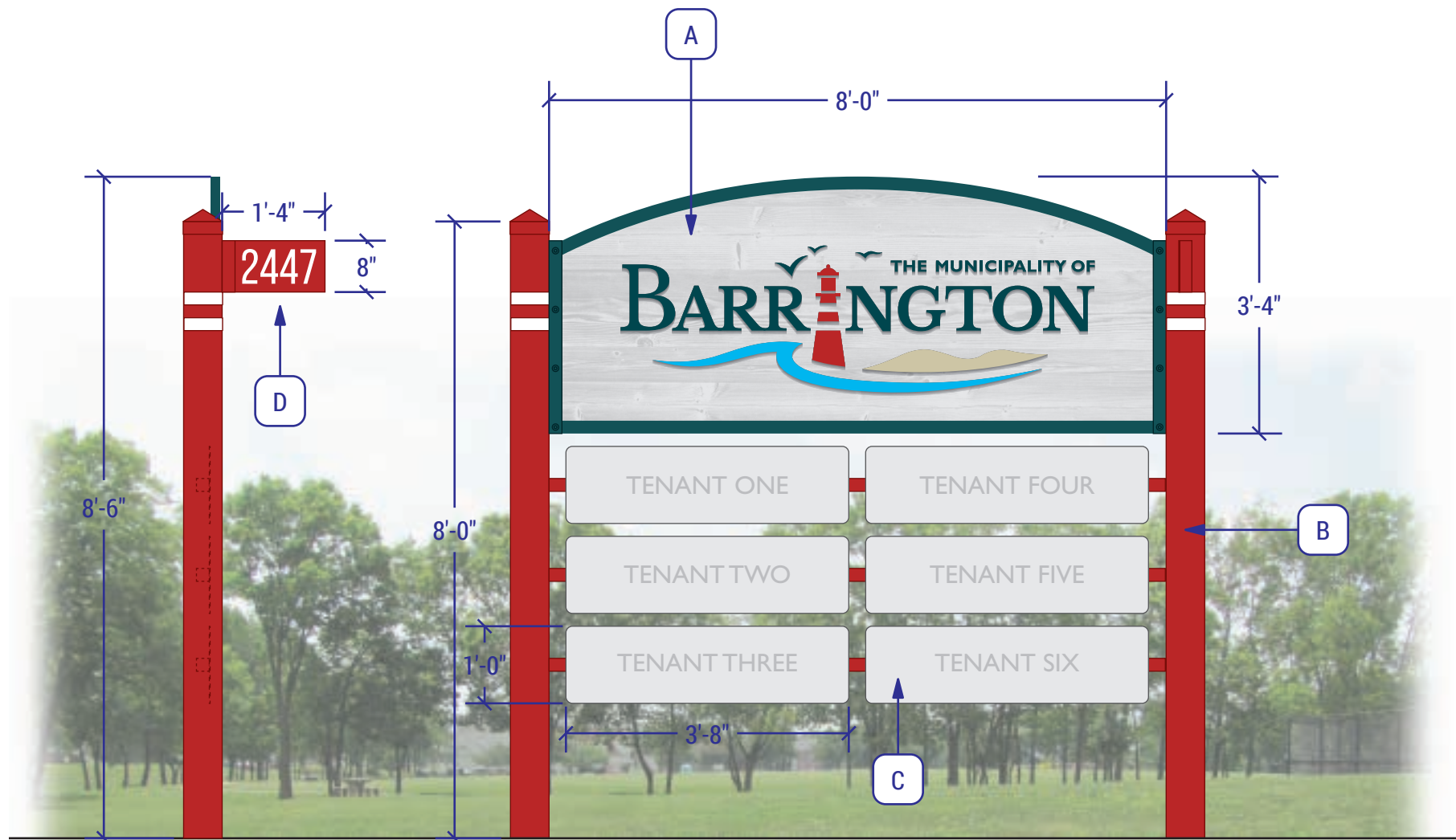
Move to recommend to Council to direct staff to proceed with the installation of a new digital sign at the Municipal Administrative Centre, with the option to combine the sign with new exterior signage for the building and its tenants.

ALTERNATIVES

- Install the digital sign at another location.

ATTACHMENTS

- Single Sided Non-Illuminated Pylon Sign Example



(A) 1.5" cedar main sign, background sandblasted, leaving logo and border raised. All elements painted brand colours and background painted off-white (very light gray). This sign is mounted to aluminum tube crossmembers between the posts.
 (B) 6" x 6" pressure treated wood posts, paint

red, with top caps painted the same colour and reflective white stripes (imitates stripes in lighthouse from logo).
 (C) Tenant panels - 3mm ACM signs with printed graphics (TBD), mounted to 2" x 2" aluminum crossmembers using aluminum angle clips adhered to backs of signs

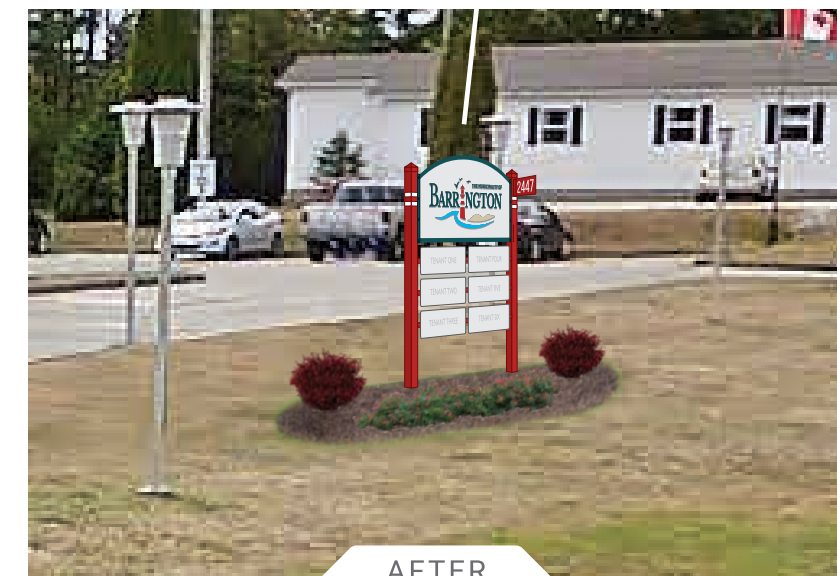
(D) ACM civic address sign flag mounted with aluminum angle to one post, with reflective white characters.



EXISTING



AFTER



AFTER

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Municipality of Barrington - Non-Illuminated Pylon Design

Artist: A. Babcock

AR: R. Desjardins

Revision: - 2h



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