

AGENDA
FINANCE COMMITTEE

Bridgewater, NS

Tuesday, November 6, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION:
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – September 4 & October 2, 2018
6. BUSINESS ARISING FROM MINUTES: (Nil)
7. PRESENTATIONS/SCHEDULED TIMES:
 - 7.1 Ken Smith re South Shore Field House Update..... 1-6 9:15 a.m.
8. CONSIDERATION OF CORRESPONDENCE: (Nil)
9. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
 - 9.1 Municipal Joint Services Board
 - 9.1.1 HR Shared Services Pilot Project..... 7-10
10. STAFF REPORTS
 - 10.1 Finance Department
 - 10.1.1 2018/19 Operating Fund Variance Report & Capital Project Status 11-18
 - 10.1.2 Tax Relief – Damaged Property 19-20
 - 10.1.3 Procurement Policy re: Group Rate for Sewer Installations 21-22
 - 10.1.4 SSREN Asset Distribution 23-27
 - 10.2 Engineering Department
 - 10.2.1 New Administration Building – Fire Dispatch Services 28-29
 - 10.3 Recreation Department
 - 10.3.1 Designated Community Project Fund – Lunenburg Yacht Club 30
 - 10.4 Planning Department
 - 10.4.1 Building Inspector Vehicle Replacements 31-32
 - 10.5 Administration Department
 - 10.5.1 South Shore Field House Funding Request
11. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS: (Nil)
12. IN CAMERA
13. ADJOURNMENT



Municipality of the District of Lunenburg

INFORMATION REPORT

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: November 6, 2018
RE: South Shore Field House Update

At the October 9, 2018 Council Meeting made the following motion:

Municipal Council accepts the recommendation of the Finance Committee and approves the funding request of HB Studios Sports Centre and provides a grant for \$31,000 based on receipt of a positive cash flow projection to March 31, 2019 that includes the Municipality of the District of Lunenburg's contribution.

Please find enclosed cash flow projections supplied by the South Shore Field House. The summary includes a projection of the bank overdraft of \$47,650 once MODL's contribution is made to \$62,250 at March 31, 2019. This is not a positive cash flow.

A presentation will be made to the Committee to discuss options going forward.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Oct. 31, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

Cash Receipts

| <u>October</u> | <u>November</u> | <u>December</u> | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>August</u> | <u>September</u> |
|----------------|-----------------|-----------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|
| \$40800 | \$5250 | \$18650 | \$15650 | \$16550 | \$23550 | \$14950 | \$6750 | \$5550 | \$2150 | \$2150 | \$3550 |

Expenditures

| <u>October</u> | <u>November</u> | <u>December</u> | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>August</u> | <u>September</u> |
|----------------|-----------------|-----------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|
| \$18450 | \$14550 | \$18650 | \$19550 | \$26750 | \$14750 | \$29450 | \$12950 | \$16250 | \$11800 | \$13950 | \$11950 |

Net of Receipts vs Expenditures

| <u>October</u> | <u>November</u> | <u>December</u> | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>August</u> | <u>September</u> |
|----------------|-----------------|-----------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|
| \$22350 | \$(9300) | \$0 | \$(3900) | \$(10200) | \$8800 | \$(14500) | \$(6200) | \$(10700) | \$(9650) | \$(11800) | \$(8400) |

Overdraft balance

| <u>October</u> | <u>November</u> | <u>December</u> | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>August</u> | <u>September</u> |
|----------------|-----------------|-----------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|
| \$47650 | \$56950 | \$56950 | \$60850 | \$71050 | \$62250 | \$75750 | \$82950 | \$93650 | \$103300 | \$115100 | \$123500 |

October

Revenue

Field (soccer) - 5300
Field (other) - 1300
Track - 1000
Meeting room - 350
tenant - 1850
MoDL Grant - \$31000

Total - \$40800

Expenses

Loan - 6400
Salary/benefit - 5300
Utilities - 2700
HST - \$1000
Other - 2700
Interest - \$350

Total - \$18450

November

Field (soccer) -
Field (other) - 1800
Track - 1500
Meeting room - 100
tenant - 1850

Total - 5250

Loan - 6400
Salary/benefits - 6100
Other - \$1700
Interest - \$350

Total - \$14550

December

Field (soccer) - 12900
Field (other) - 1800
Track - \$2000
Meeting room - 100
Tenant - 1850

Total - 18650

Loan - 6400
Salary/benefits - 6100
Other - 1700
Interest - 350
Utilities - \$4100

Total - \$18650

January

| | |
|------------------------|------------------------|
| Field (soccer) - 10650 | Loan - 6400 |
| Field (other) - 550 | Salary/benefits - 6100 |
| Track - 2500 | Other - 1700 |
| Meeting room - 100 | Interest - 350 |
| Tenant - 1850 | HST - 5000 |
| Total - 15650 | Total - 19550 |

February

| | |
|------------------------|------------------------|
| Field (soccer) - 10350 | Loan - 6400 |
| Field (other) - 1050 | Salary/benefits - 6300 |
| Track - 3100 | Other - 1700 |
| Meeting room - 200 | Interest - 350 |
| Tenant - 1850 | Utilities - 12000 |
| Total - 16550 | Total - 26750 |

March

| | |
|-------------------------|------------------------|
| Field (soccer) - 14800 | Loan - 6400 |
| Field (baseball) - 1200 | Salary/benefits - 6300 |
| Field (other) - 2000 | Other - 1700 |
| Track - 3500 | Interest - 350 |
| Meeting room - 200 | |
| Tenants - 1850 | |
| Total - 23550 | Total - 14750 |

April

| | |
|-------------------------|------------------------|
| Field (soccer) - 7200 | Loan - 6400 |
| Field (baseball) - 1200 | Salary/benefits - 5000 |
| Field (other) - 1000 | Other - 1700 |
| Track - 3500 | Interest - 350 |
| Meeting room - 200 | Utilities - 12000 |
| Tenants - 1850 | HST - 4000 |
| Total - 14950 | Total - 29450 |

May

| | |
|-------------------------|------------------------|
| Field (soccer) - | Loan - 6400 |
| Field (baseball) - 1200 | Salary/benefits - 4500 |
| Field (other) - 1000 | Other - 1700 |
| Track - 2500 | Interest - 350 |
| Meeting room - 200 | |
| Tenants - 1850 | |
| Total - 6750 | Total - 12950 |

June

| | |
|------------------------|------------------------|
| Field (soccer) -1000 | Loan - 6400 |
| Field (baseball) - 500 | Salary/benefits - 3800 |
| Field (other) - 750 | Other - 1700 |
| Track - 1250 | Interest - 350 |
| Meeting room - 200 | Utilities - 4000 |
| Tenants - 1850 | |
| Total - 5550 | Total - 16250 |

July

| | |
|---------------------|------------------------|
| Field (soccer) - | Loan - 6400 |
| Field (baseball) - | Salary/benefits - 3000 |
| Field (other) - 500 | Other - 1700 |
| Track - 300 | Interest - 350 |
| Meeting room - 200 | HST - 350 |
| Tenants - 1150 | |
| Total - 2150 | Total - 11800 |

August

| | |
|---------------------|------------------------|
| Field (soccer) - | Loan - 6400 |
| Field (baseball) - | Salary/benefits - 3000 |
| Field (other) - 500 | Other - 1700 |
| Track - 300 | Interest - 350 |
| Meeting room - 200 | Utilities - 2500 |
| Tenants - 1150 | |
| Total - 2150 | Total - 13950 |

September

| | |
|---------------------|------------------------|
| Field (soccer) - | Loan - 6400 |
| Field (baseball) - | Salary/benefits - 3500 |
| Field (other) - 750 | Other - 1700 |
| Track -750 | Interest - 350 |
| Meeting room - 200 | |
| Tenants - 1850 | |
| Total - 3550 | Total - 11950 |

| | |
|--------------------------------------|------------------------------|
| <u>Overall Total - 155550</u> | <u>Total - 209050</u> |
|--------------------------------------|------------------------------|

Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8
Phone: (902) 543-2991 Fax: (902) 543-7960

Finance Committee
November 6, 2016
Item: 9.1.1
Authorization: E. Wentzell

*A Joint
Services
Board*

MEMORANDUM

TO: Kevin Malloy, CAO
Dylan Heide, CAO
Richard McLellan, CAO

FROM: Siew Secord, COO

DATE: October 22, 2018

SUBJECT: Approval 1-year Pilot Project HR Shared Services



At the September 26, 2018, meeting of the Municipal Joint Services Board the Board approved a recommendation to undertake HR Shared Services. An HR support staff from the Town of Bridgewater will be seconded to the Board for a pilot program for a 12-month period.

Attached is a copy of the proposal as discussed and approved in the meeting of September 26, 2018. In accordance with the Municipal joint Services Agreement, this new initiative requires each council's approval.

Please do not hesitate to contact me if you have any questions. I will be available to attend your council meeting to present this proposal if required.

A handwritten signature in blue ink, appearing to read 'Siew Secord'.

Siew Secord, COO

SS/tf

Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8
Phone: (902) 543-2991 Fax: (902) 543-7960

A Joint Services Board

Report to: Members of the MJSB
Submitted by: Share Services Committee (including the CAOs)
Date: September 18, 2018
Subject: HRSS Pilot

Decision [X] Direction [] Information []

Background:

In June, Town of Bridgewater made a proposal to the Shared Services Committee that would see an existing staff member provide Human Resources Support Services to member units. The committee supported the concept and further discussed options for implementation at the September meeting.

Discussion:

Human Resources is a specialized profession. All municipal units have periodic requirements for this support. Quality HR support has several benefits to the municipal organizations:

- Hiring the right person for the right job
- Retaining good people
- Keeping policy current and responsive

HR Support to a municipal unit can provide financial, legal, and service delivery public service benefits.

The Town of Bridgewater employs a full time Human Resources staff member. This employee is currently working on achieving her Certification as a Human Resources Professional (CHRP) which she hopes to achieve by 2020. The Certification is a blend of practical experience and education. This employee also hopes to complete her bachelor's degree within two years. Her practical experience currently would meet the requirements of the certification. She handles all HR related issues for the Town of Bridgewater. These include:

- Recruitment and hiring processes
- Support in Performance Evaluation Program
- Policy Development and renewal
- Coordination of Labor Relations management, including coordinating our 2018 negotiations with CUPE
- Coordination of Staffing Matters (discipline, terminations, severance)



Currently this staff member utilizes approximately 60 to 70% of her time supporting the Town of Bridgewater, though she is assigned other duties to justify the position: Taxi By-Law Administrator, Safety Program duties, and some other support activities, the Town believes she can be better utilized in the HR support function.

Three options were considered for implementation:

1. The employee would remain in a reporting relationship with CAO of Town of Bridgewater and provide services to other member units on a client basis;
2. She would be seconded to the Municipal Joint Services Board, reporting to the COO of the MJSB;
3. Her employment be transferred to Municipal Joint Services Board entirety.

The committee discussed and agreed that Options 1 and 2 are viable and preferred. However, the recommendation to move to the secondment enables a higher level of confidentiality for partner units.

The administrative staff recommend a cost allocation as follows:

- 60% Town of Bridgewater
- 40% Municipality of District of Lunenburg
- Services to Mahone Bay and Municipal Joint Services Board on hourly cost recovery basis of \$32 per hour.

Implementation of HRSS for option 2:

- The HR support staff will remain as the employee of the Town but report directly to the Chief Operating Officer of the Board;
- Town of Bridgewater and Municipal Joint Services Board would develop a Secondment Agreement;
- The Board will assume 100% of the cost and distribute based on the applicable percentage to the Town and Municipality;
- User fees billed to other units such as the Board and/or Town of Mahone Bay will be used to off-set the cost for the Town and Municipality;
- Secondment agreement date will be used as the effective date of the secondment allocation

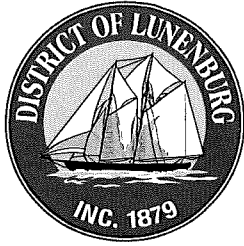
Financial Implication:

The current full cost for the HR support staff is \$58,162. Based on the agreed formula above the distribution will be as following:

TOB Share = \$34,897
MODL share = \$23,265

Recommendation:

It is recommended that the Municipal Joint Services Board approves and recommend to the partner Councils that an agreement for the provision of shared Human Resources support services be developed whereby the HR support person of the Town of Bridgewater is seconded to the MJSB for a twelve (12) month trial period.



Municipality of the District of Lunenburg

INFORMATION REPORT

Finance Committee
November 6, 2018
Item: 10.1.1
Authorization: E. Wentzell

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CPA, CMA

DATE: November 6, 2018

RE: 2018/19 Operating Fund Variance Report & Capital Project
Status Update as at September 30, 2018

ORIGIN: Staff

EXECUTIVE SUMMARY

The enclosed Operating Fund Variance Report gives Council details of operating budget accounts where forecasted savings will be achieved and where additional costs are expected to be incurred.

The Capital Budget Status Report is enclosed to give Council information on the status of the Capital Projects approved in this fiscal year.

Changes from the prior months' report are highlighted in yellow.

BUDGET IMPLICATIONS

Some Departments are forecasting budget shortfalls in some accounts with overages in others. Staff are projecting an increase in Operating surplus.

Capital Projects are moving forward as indicated on the attached status report.

CONCLUSION

Staff are projecting operating budget shortfalls in some accounts which are offset by budget overages in others, with an estimated 2018/19 Operating Budget surplus of \$232,500 (vs budget of \$83,000).

The Capital Budget Status Report indicates that projects in the amount of \$1,178,873 have been completed to date.

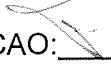
Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date Oct 29, 2018

Report Approved By:  _____

Date _____

Reviewed By CAO:  _____

Date _____

**Municipality of the District of Lunenburg
Operating Fund Variance Report
September 30, 2018**

| | Actual Cost | Annual Budget | Forecast | Actual Variance (% Budget left) | Forecast Variance | Comments on Forecast Variance |
|---|----------------------|----------------------|----------------------|------------------------------------|----------------------|--|
| REVENUE | | | | | | |
| Tax Revenue | \$ 22,946,477 | \$ 22,817,300 | \$ 22,943,300 | -1% | \$ 126,000 | Estimate increase in residential billing based on actual |
| Business Property | 146,918 | 164,000 | 172,800 | 10% | 8,800 | Based on actual received from Aliant and HST Offset |
| Deed Transfer Tax | 783,361 | 1,225,000 | 1,225,000 | 36% | - | |
| Other Taxes | 97,655 | 66,300 | 97,600 | -47% | 31,300 | Based on actual Change of Use Tax Billed |
| Grants in Lieu of Taxes | - | 198,200 | 198,200 | 100% | - | |
| REMO recovery from Other Units | 26,571 | 53,100 | 53,100 | 50% | - | |
| Sale of Services (Recreation & Bldg Insp) | 42,339 | 48,200 | 56,800 | 12% | 8,600 | Based on actual building inspection services billed |
| Other Revenue - Fines, Permits, Rentals & Interest | 695,463 | 1,373,600 | 1,458,700 | 49% | 85,100 | Based on actual interest earned estimate on funds in bank and estimates of other revenue |
| Farm Acreage Grant | 50,596 | 87,200 | 87,200 | 42% | - | |
| Provincial Grants | 278 | 51,300 | 51,300 | 99% | - | |
| TOTAL REVENUE | \$ 24,789,660 | \$ 26,084,200 | \$ 26,344,000 | 5% | \$ 259,800 | |
| EXPENDITURES | | | | | | |
| Mayor & Council | \$ 182,742 | \$ 397,100 | \$ 397,100 | 54% | \$ - | |
| Bank Interest & Charges | 1,009 | 3,200 | 3,200 | 68% | - | |
| Administration | 318,689 | 743,900 | 743,900 | 57% | - | |
| Finance | 274,910 | 625,300 | 610,100 | 56% | (15,200) | Estimate savings due to staffing changes |
| Tax Exemptions | 148,347 | 167,300 | 149,500 | 11% | (17,800) | Based on actual tax exemptions received |
| Legal & Advisory Services | 92,627 | 571,400 | 586,400 | 84% | 15,000 | Estimate based on forecast costs for Procurement offset by Finance wage savings |
| Administration Building, Supplies and Data Processing | 254,360 | 659,400 | 681,200 | 61% | 21,800 | Estimate increase based on actual billing for IT Services |
| Allowance for Uncollectible taxes | - | 65,000 | 65,000 | 100% | - | |
| Tax Sale Expenses | 6,149 | 70,000 | 70,000 | 91% | - | |
| Government Relations, Communications & Municipal Celebrations | 16,036 | 80,500 | 80,500 | 80% | - | |
| Insurance | 65,517 | 68,500 | 67,300 | 4% | (1,200) | Based on actual insurance costs for year |

**Municipality of the District of Lunenburg
Operating Fund Variance Report
September 30, 2018**

| | Actual Cost | Annual Budget | Forecast | Actual Variance (% Budget left) | Forecast Variance | Comments on Forecast Variance |
|---|----------------------|----------------------|----------------------|------------------------------------|----------------------|--|
| Grants to Organizations | 230,659 | 441,000 | 442,000 | 48% | 1,000 | Estimate based on \$31,000 contingent approval for South Shore Fieldhouse vs. \$30,000 budget |
| Assessment Services | 516,184 | 680,700 | 680,700 | 24% | - | |
| Police Protection | 806,553 | 3,251,500 | 3,251,500 | 75% | - | |
| Correction Services & Prosecutions | 261,217 | 504,200 | 499,000 | 48% | (5,200) | Estimate savings based on actual annual billing for forensics |
| Fire Protection Municipal Costs | 41,683 | 287,300 | 287,300 | 85% | - | |
| Emergency Measures | 42,434 | 124,400 | 124,400 | 66% | - | |
| Protective Inspection Services | 171,595 | 477,600 | 478,200 | 64% | 600 | |
| Dog Control | 14,844 | 36,000 | 36,000 | 59% | - | |
| Common Services (Engineering) | 140,353 | 327,300 | 326,600 | 57% | (700) | |
| Municipal Road Maintenance | 113,558 | 682,400 | 682,400 | 83% | - | |
| Garbage & Waste Collection | 1,417,778 | 2,816,600 | 2,816,600 | 50% | - | |
| Regional Housing | 0 | 35,000 | 35,000 | 100% | - | |
| Planning & Zoning | 209,834 | 425,000 | 442,900 | 51% | 17,900 | Estimate increase based on actual costs for Subdivision By-Law Review |
| Economic Development | 283,683 | 991,600 | 986,600 | 71% | (5,000) | Estimate savings based on actual insurance costs for schools |
| Recreation Staffing, Facilities and Programming | 529,973 | 1,055,700 | 1,028,500 | 50% | (27,200) | Estimate savings based on summer programs (\$10,000), swim program (\$14,000), and P/T Gatekeepers (\$5,000) |
| Libraries | 79,858 | 160,000 | 160,000 | 50% | - | |
| LCLC | 263,006 | 442,500 | 442,500 | 41% | - | |
| Education | 4,001,076 | 8,002,200 | 8,002,200 | 50% | - | |
| Financing & Transfers | 365,000 | 1,802,600 | 1,833,600 | 80% | 31,000 | Estimate increased Transfer for Open Space funds received included in "Other Revenue" above |
| TOTAL EXPENDITURES | \$ 10,849,675 | \$ 25,995,200 | \$ 26,010,200 | 58% | \$ 15,000 | |
| Area Rates | | | | | | |
| Fire Protection Revenue | 3,195,700 | 3,106,000 | 3,196,200 | -3% | 90,200 | Based on actual billing |
| Fire Protection Expenditures | (1,549,525) | (3,106,000) | (3,195,900) | 50% | (89,900) | Based on expected expenditures |
| | | | | | | |
| Sewage Collection & Disposal Revenue | 516,098 | 600,600 | 594,600 | 14% | (6,000) | Based on actual billing |

**Municipality of the District of Lunenburg
Operating Fund Variance Report
September 30, 2018**

| | Actual Cost | Annual Budget | Forecast | Actual Variance (% Budget left) | Forecast Variance | Comments on Forecast Variance |
|---|---------------|---------------|-------------|------------------------------------|----------------------|--|
| Sewage Collection & Disposal Expenditures | (242,062) | (590,800) | (598,100) | 59% | (7,300) | Based on increased costs for Hebbville Sewer rate paid to TOB (\$14,700) net of savings in other treatment areas |
| Private Road Maintenance Revenue | 162,457 | 160,900 | 162,600 | -1% | 1,700 | Based on actual billing |
| Private Road Maintenance Expenditures | (154,721) | (152,900) | (152,900) | -1% | - | |
| Street Lighting Revenue | 121,349 | 122,500 | 121,500 | 1% | (1,000) | Based on actual billing |
| Street Lighting Expenditures | (65,023) | (146,300) | (146,300) | 56% | - | |
| NET AREA RATES | \$ 1,984,274 | \$ (6,000) | \$ (18,300) | | \$ (12,300) | |
| SURPLUS (DEFICIT) | \$ 15,924,258 | \$ 83,000 | \$ 315,500 | | \$ 232,500 | |

**Municipality of the District of Lunenburg
2018/19 Capital Budget Status Report**

| | Project Budget | Actual Cost | | Staff Comments |
|--|----------------|-------------|-----------|--|
| | | 30-Sep-18 | Variance | |
| General Government Services | | | | |
| Administration Building | 7,200,000 | 23,641 | 7,176,359 | RFP for Design awarded |
| Financial Reporting Software | 42,000 | - | 42,000 | Defer based on new priorities for Finance Department (REN closeout and LCLC) |
| Phone System | 11,000 | 12,551 | (1,551) | New Phone System installed July 2018 |
| Planning Services | | | | |
| Flood Risk Identification Phase 2 of LiDar Project | 100,000 | 3,194 | 96,806 | Working with Technical Advisor in preparing RFP. |
| Building Inspection Vehicle Replacements | 70,000 | - | 70,000 | Request for Quotations under Provincial standing offer closes Oct. 12/18 |
| GPS equipment Replacement | 19,000 | 11,977 | 7,023 | Completed |
| Transportation Services | | | | |
| Paving of Stonehurst, Tanner & Southside Roads | 560,000 | 360 | 559,640 | Southside Road only being paved this year as part of cost sharing with NSTIR |
| White Ave Paving and Culvert Replacement | 135,000 | 4,484 | 130,516 | Project Complete |
| Whitley Lane Culvert Replacement | 80,000 | 6,049 | 73,951 | Project Complete |
| Municipal Roads Projects | 250,000 | - | 250,000 | Placeholder in advance of Council and NSTIR project selection |
| Environmental Health Services | | | | |
| Aerated Compost Carts | 20,000 | 8,658 | 11,342 | Purchased as required |
| New Germany I & I Mitigation | 7,000 | 6,434 | 566 | Report and easy fixes complete. Shovel ready tender complete with detailed drawings. |
| New Germany WWTP Equipment Replacements | 60,000 | 22,342 | 37,658 | Spare clarifier motor purchased. No other purchases to be made this FY. |
| New Germany Collection System Refurbishment | 15,000 | - | 15,000 | Replacement pump for Pump Station 3 on order. |
| New Germany WWTP Controls/SCADA | 30,000 | 27,309 | 2,691 | Complete. |
| Cookville WWTP Refurbishment & Upgrades | 20,000 | 58 | 19,942 | RFQ closed. Waiting for insurance certificates from lowest bidder. |

**Municipality of the District of Lunenburg
2018/19 Capital Budget Status Report**

| | Project Budget | Actual Cost | | Staff Comments |
|---|----------------|-------------|-----------|---|
| | | 30-Sep-18 | Variance | |
| Conquerall Bank WWTP Upgrades | 25,000 | - | 25,000 | Testing of various processes to control pH is ongoing. |
| Garden Lots Water/Sewer Upgrades | 75,000 | - | 75,000 | Dept of Municipal Affairs was contacted to gauge interest in studying the potential for a collaborative project in advance of the Federal Funding Call. |
| Riverport School demolition and remediation | 10,000 | 521 | 9,479 | RFP for demolition & site remediation being prepared by Hoeg Construction Mgmt for release in early 2019. Extension from NSE has been requested. |
| Centre School demolition | 800,000 | 25,790 | 774,210 | Demolition on hold - Transferred budget to Riverport School demolition & site remediation |
| LaHave River Straight Pipe Replacement Program | 2,321,400 | 923,187 | 1,398,213 | Total of 80 septic systems to be installed in 2018. |
| Economic Development Services | | | | |
| Cookville Internet Tower Access Road/Trail Connector | 43,000 | 1,564 | 41,436 | RFP ready for release late Fall 2018 |
| Osprey Village - Nathan Cirillo Road Expansion | 50,000 | 11,317 | 38,684 | RFP for design work now in preparation. |
| CES/CEF Building Parking Lot | 85,000 | - | 85,000 | Tender for work to be released in early 2019 |
| Highway 103 Signage Project | 10,000 | - | 10,000 | Two signs should be erected by October 31. |
| Internet Capacity Study - Long term Strategy & Implementation | 250,000 | 9,021 | 240,979 | Study is complete. Awaiting contracts. |
| Recreation Services | | | | |
| Water Sampling Meter for Sherbrooke Lake | 10,000 | 9,379 | 621 | Water Sampling Meter - Complete. |
| Replace MARC ATV with Side by Side | 30,000 | - | 30,000 | Pending Tender template completion to issue. |
| LaHave Sunset Park Land Purchase | 145,000 | - | 145,000 | Balance of land purchase not required as total expensed in 2017/18 |
| Hirtle's Beach removal of canteen & park entrance widening | 15,000 | - | 15,000 | RFQ for demolition now being prepared for work to be complete fall 2018 |
| LaHave Sunset Park Walking Path & Parking | 15,000 | - | 15,000 | Reviewing options for parking/park improvements/signage |
| MARC Admin Building floor & water bunker roof | 30,000 | - | 30,000 | Design work currently underway for modifications to water system |
| Miller Point Kiosk Replacement | 10,000 | - | 10,000 | Preliminary planning has begun |

**Municipality of the District of Lunenburg
2018/19 Capital Budget Status Report**

| | Project Budget | Actual Cost | | Staff Comments |
|--|-------------------|------------------|-------------------|--|
| | | 30-Sep-18 | Variance | |
| River Ridge Common - Phase 2 | 200,000 | 59,226 | 140,774 | RFP awarded to Hornbeam Contracting. Work underway. |
| Sherbrooke Lake Park Design & Implementation | 75,000 | 11,809 | 63,191 | RFP Awarded to EDM Planning Services. Final Report for Council on November 13. |
| TOTAL | 12,818,400 | 1,178,873 | 11,639,527 | |



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: FINANCE COMMITTEE
SUBMITTED BY: ELANA WENTZELL
DATE: November 6, 2018
RE: TAX RELIEF – DAMAGED PROPERTY

RECOMMENDATION

That Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$217.91 as per the submitted application for the property located at 532 Back Street 2 Rd AA # 03476464, and as per the Municipality's Damaged Property Relief Policy.

BACKGROUND

The following taxpayer has completed application for tax relief due to fire loss of residential property:

| <u>NAME</u> | <u>PROPERTY TAX BILLING</u> | <u>Pro-rated Taxes on Remaining</u> |
|-------------------------------|-----------------------------|---|
| Gregory Nauss AA# 03476464 | 2018-/2019 \$ 720.99 | \$217.91 |

DISCUSSION

Staff have reviewed the application and are satisfied they meet the requirements of the Damaged Property Relief Policy.

RELIEF CALCULATION
GREGORY LORRAINE NAUSS
03476464

2018/2019 Taxes Billed (Assessment multiplied by tax rate):

\$ 88,900 x .81----- \$720.09

Calculation for tax relief (assessed value reduced for 213 days):

| | | |
|--------------------------------|---------------|-----------------|
| \$ 88,900 x .81 (for 152days) | \$299.87 | |
| \$ 42,800 x .81 (for 213 days) | <u>202.31</u> | |
| <hr/> | | \$502.18 |
| | | <u>\$217.91</u> |

TOTAL ELIGIBLE FOR RELIEF IS \$217.91 for 2018/2019.



Municipality of the District of Lunenburg

INFORMATION REPORT

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CPA, CMA

DATE: November 6, 2018

RE: Procurement Policy re: Group Rate for Sewer Installations

BACKGROUND

The Finance Committee, at their September 4, 2018 meeting, gave the following direction to Staff:

“Explore program funding options for residents to reduce the cost of installing septic systems on private property. A similar option is that of the Municipal Government Act allowance to provide funding for well drilling.”

ISSUES AND OPTIONS

The report circulated on September 4, 2018 outlined the restrictions under the Municipal Government Act, whereby staff determined that funding could not be offered unless a wastewater district was established along with a by-law and corresponding policies and procedures as required under the Act.

Staff contacted our Municipal Advisor at the Department of Municipal Affairs who confirmed staff's determination:

“The MGA does not allow municipal funding for private septic systems. However, under section 342 of the MGA the Municipality may establish a wastewater management district by-law (as MODL has with the La Have River project). The homeowner contribution can be financed via the Municipality but for wastewater it would have to be done under the wastewater management district model.”

Well drilling is covered under separate legislation in the Act in Sections 65 (acb) and 81 A (1) (b) which also requires by-laws and polices to be established. It appears that the only difference between financing of wells versus septic systems, is the requirement to create a management district. Otherwise, the legislation is similar.

CONCLUSION

Staff believe there are no other options as the legislation is clear on how funding for private septic systems can be achieved.

| | |
|--|--------------------|
| Department: Finance and Administration | |
| Report Prepared By: Elana Wentzell | Date: Oct 05, 2018 |
| Report Approved By: _____ | Date _____ |
| Reviewed By CAO: _____ | Date _____ |



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: November 6, 2018
RE: SSREN Asset Distribution

RECOMMENDATION

It is recommended that the Finance Committee recommend to Municipal Council:

1. The laptop computers be deployed to the LCLC at a cost of \$700. + HST
2. The remaining assets be purchased by MODL for \$4,450. + HST

BACKGROUND

The South Shore Regional Enterprise Network (SSREN) was dissolved effective September 30, 2018. The Municipality of the District of Lunenburg has taken on the responsibility to close out the SSREN. Part of that responsibility is the sale and distribution of the remaining assets. These assets include computers, printers, cell phones, and office furniture. Please see the attached inventory list for more details.

OPTIONS

The inventory list includes a phone system and network equipment in the Communications room that is required to remain so existing MODL staff at the King Street location have access to the network copier and phone system. The other assets should be disposed of in a timely fashion. Staff feel there are some viable options including:

1. Laptop Computers – staff contacted MJSB to inquire whether they were interested in purchasing them and distributing to their clients. They were not as two of the three are

low value home computers. However, they suggested that the HP Probook be distributed to the LCLC where a new laptop is required. Staff have been made aware that the LCLC is in need of spare laptops when there is an event. The MJSB agrees this would be a good use. The disposition value is estimated at \$700.

2. Remaining Office Equipment – the computer equipment and printers could be offered to Fire Services.
3. Office Furniture – the office furniture including desks, table and chairs could be utilized by existing Municipal Departments or perhaps Fire Services.


The disposition value of the remaining office equipment and furniture is \$4,450.

BUDGET IMPLICATIONS

These costs are not currently part of the municipal budget. However, the \$4,450 will be offset when the SSREN is closed out and the remaining surplus funds are distributed to the Municipal partners. Staff estimate that there will be approximately \$100,000 in available surplus to distribute. MODL's share is 32% or \$32,000.

CONCLUSION

Staff believe that in the interest of time and to be fair to the remaining partners of the SSREN, the assets be distributed to the LCLC and sold to MODL as outlined in this report.

| | |
|---|---------------------|
| Department: Finance and Administration | |
| Report Prepared By: Elana Wentzell | Date: Oct. 31, 2018 |
| Report Approved By:  | Date _____ |
| Reviewed By CAO: _____ | Date _____ |

Lunenburg Queens Regional Development Agency Inventory

| # of items | Item Description | Make | Model | Serial Number | Additional Information | Item Location | | Cost of Acquisition | Disposition | Disposition Value 25% |
|------------|---|------------------|------------------|--------------------------|---------------------------|-----------------|--------------------------|---------------------|--------------------------------|-----------------------|
| 1 | Monitor | Benq | V2420H | ETV4A0R384019 | Black | EDO Office | EDO Operations & Staff | \$ 200.00 | | \$ 50.00 |
| 1 | 2-door printer cart | | | | Brown wood grain | EDO Office | EDO Operations & Staff | \$ 100.00 | | \$ 25.00 |
| 1 | Office chair | | | | Gray Fabric | EDO Office | EDO Operations & Staff | \$ 250.00 | | \$ 62.50 |
| 1 | Office desk | | | | 3 piece brown | EDO Office | EDO Operations & Staff | \$ 750.00 | | \$ 187.50 |
| 1 | Small Round Table | | | | | EDO Office | EDO Operations & Staff | \$ 200.00 | | \$ 50.00 |
| 2 | Guest Chairs | | | | Blue | EDO Office | EDO Operations & Staff | \$ 150.00 | | \$ 37.50 |
| | Brother Printer | | DCPL250-DW | U63884F5N2989-37 | 2015 | EDO Office | EDO Operations & Staff | | | \$ - |
| | Verbatim Hard Drive (HDD) 1TB | | | | | EDO Office | EDO Operations & Staff | \$ 100.00 | | \$ 25.00 |
| | Logitech Wireless Keyboard/Mouse | | Y-R0042 | | February, 2018 | EDO Office | EDO Operations & Staff | \$ 40.00 | | \$ 10.00 |
| | Blackberry | | STV 100-3 | 1161996094 | 2015 | EDO Office | EDO Operations & Staff | | | |
| | Acer Monitor | | K222HQL | MMT5XAA0066-43036982-423 | 2015 | CEO | REN Operations and Staff | \$ 200.00 | Estimated original cost | \$ 50.00 |
| | Brother Printer | | LT-320CL | E7342A6Y117544 | 2015 | CEO | REN Operations and Staff | \$ 599.99 | | \$ 150.00 |
| | Polycom Phone | | 27788138999 | | January, 2017 | CEO | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| | L-Shape Desk with Cupboard and two blue chairs & office chair | | | | 2015 | CEO | REN Operations and Staff | \$ 6,500.00 | | \$ 1,625.00 |
| 1 | Digital Camera | Canon Power Shot | SX120IS | 8856007203 | Black/10x optical zoom | CEO Office | REN Operations and Staff | \$ 250.00 | | \$ 62.50 |
| 1 | Camcorder | JVC | GZ-MS120BU | | Black | CEO Office | REN Operations and Staff | \$ 100.00 | | \$ 25.00 |
| 1 | Office chair | | | | Blue | CEO Office | REN Operations and Staff | \$ 250.00 | | \$ 62.50 |
| 1 | Large White Board | | | | | CEO Office | REN Operations and Staff | \$ 75.00 | | \$ 18.75 |
| 1 | Phone System | Jazinga | Unity-2000 | F000L2900021 | | Comm Room | REN Operations and Staff | \$ 1,700.00 | | \$ - |
| 1 | WAN Switch | HP | V1410-8 | CN14DXZ4JV | | Comm Room | REN Operations and Staff | \$ 10.00 | | \$ - |
| 1 | Network Switch | HP | ProCurve 2610-24 | CN128ZT0FD | | Comm Room | REN Operations and Staff | \$ 250.00 | | \$ - |
| 1 | Network Switch | HP | ProCurve 2610-24 | CN133ZQ050 | | Comm Room | REN Operations and Staff | \$ 250.00 | | \$ - |
| 1 | Network Switch | HP | ProCurve 2610-25 | CN128ZT0NR | | Comm Room | REN Operations and Staff | \$ 250.00 | | \$ - |
| 1 | Fire Wall | Sonic Wall | TZ-210 | 0017C5ADE598 | | Comm Room | REN Operations and Staff | \$ 350.00 | | \$ - |
| | Tele Switch 24 POE | Allied Telesys | AT-80005 | A03229R111700771A3 | | Comm Room | REN Operations and Staff | \$ 400.00 | | \$ - |
| 1 | Battery Back-Up | APC | SMT1500RM2U | AS1129110604 | | Comm Room | REN Operations and Staff | \$ 275.00 | | \$ - |
| 1 | Cupboard | | | | White/1-draw w glass door | Lady's washroom | REN Operations and Staff | \$ 50.00 | | \$ - |
| | Hewlett Packard Laptop | | 13-41200CA | 5CD5446M63 | 2015 | Managers Office | REN Operations and Staff | \$ 1,032.43 | A St. Onge | \$ - |
| | ASUS Laptop | | X555Q | X555QG-SH12-CB | January, 2017 | Managers Office | REN Operations and Staff | \$ - | Duplicate of Asus below | \$ - |
| | iPhone 6S | | 6S | FK4QFGL0GRY7 | January, 2018 | Managers Office | REN Operations and Staff | \$ 250.00 | | \$ 62.50 |
| | Oval Table | | | | January, 2017 | Meeting Room | REN Operations and Staff | \$ 100.00 | | \$ 25.00 |
| | 5 Office Chairs | | | | January, 2017 | Meeting Room | REN Operations and Staff | \$ 240.00 | | \$ 60.00 |

Lunenburg Queens Regional Development Agency Inventory

| # of items | Item Description | Make | Model | Serial Number | Additional Information | Item Location | | Cost of Acquisition | Disposition | Disposition Value 25% |
|------------|--|-----------|----------------------|----------------------------|------------------------|-----------------------|---------------------------------|---------------------|--|--------------------------|
| | SSREN Pop- up banners (2) | | | | | Meeting Room | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| | Epson Projector | | H478A | RFCK4701924 | December, 2016 | Meeting Room | REN Operations and Staff | \$ 749.90 | | \$ 187.48 |
| 1 | Wireless Printer | Epson | Artisan 810 | LJEY006456 | Black | Office Manager | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| 1 | Multi-tilt office chair | | | | Blue | Office Manager | REN Operations and Staff | \$ 250.00 | | \$ 62.50 |
| 1 | Filing cabinet | ProSource | | | 4-drawer/cream colour | Office Manager | REN Operations and Staff | \$ 250.00 | | \$ 62.50 |
| 1 | Book shelf | | | | Wooden/4-shelf | Office Manager | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| 2 | Office chairs | | | | Rust/fabric | Office Manager | REN Operations and Staff | \$ 150.00 | | \$ 37.50 |
| 1 | Office Desk | | | | Brown | Office Manager | REN Operations and Staff | \$ 1,250.00 | | \$ 312.50 |
| 1 | Small 2-drawer Filing Cabinet | Storex | | | White | Office Manager | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| | ASUS Laptop | | X555Q | X555QG-SH12-CB | January, 2017 | Office Manager | REN Operations and Staff | \$ 701.18 | | \$ 175.30 |
| | Hewlett Packard Probook | | 450G5 | 5CD8025RZZ | March, 2018 | Office Manager | REN Operations and Staff | \$ 1,329.93 | Computer holds accounting software used for wrap-up | \$ 332.48 |
| | Dell Inspiron 13-7000 Series Laptop | | P57G002 | 1VB3D82 | June, 2016 | EDO Office | REN Operations and Staff | \$ 851.19 | | \$ 212.80 |
| | Blackberry | | Classic SQC100-4 | 74049860067 | 2017 | Office Manager | REN Operations and Staff | \$ 249.99 | | \$ 62.50 |
| | Acer Monitor | | G236HL | MMLVNAA00571002D3 42482 | March, 2018 | Office Manager | REN Operations and Staff | \$ 182.17 | | \$ 45.54 |
| | Logitech Wireless Keyboard/Mouse | | G710 | 1627SY006A88 | January , 2017 | Office Manager | REN Operations and Staff | \$ 100.00 | | \$ 25.00 |
| | Sony Recorder | | ICD-PX470 | | December, 2017 | Office Manager | REN Operations and Staff | \$ 69.93 | | \$ 17.48 |
| | Brother Label Printer | | Brother-QL- 720NW | U63328-L5Z690096 | December, 2016 | Office Manager | REN Operations and Staff | \$ 89.00 | | \$ 22.25 |
| | Seagate Portable Drive 1TB | | SRD00F1 | NA9LCTMO | April, 2018 | Office Manager | REN Operations and Staff | \$ 79.96 | | \$ 19.99 |
| | Seagate Portable Drive 1TB | | SRD00F1 | NA9LCTL4 | April, 2018 | Office Manager | REN Operations and Staff | \$ 79.96 | | \$ 19.99 |
| | Seagate Portable Drive 1TB | | SRD00F1 | NA9C8741 | March , 2018 | Office Manager | REN Operations and Staff | \$ 100.00 | | \$ 25.00 |
| | Polycom Phone | | 27788138999 | | January, 2017 | Office Manager | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| 1 | Set of computer speakers | Aopen | | 50603035MRUB | Silver | Spare Room | REN Operations and Staff | \$ 30.00 | | \$ 7.50 |
| 1 | Large Lateral four drawer filing cabinet | | | | 4-drawer/Grey | Spare Room | REN Operations and Staff | \$ 500.00 | | \$ 125.00 |
| 1 | Multimedia Projector | Sharp | PG-M20S | 305314116 | | Spare Room | REN Operations and Staff | \$ 600.00 | | \$ 150.00 |
| 1 | Tri-pod | Soligor | T157 | | | Spare Room | REN Operations and Staff | \$ 50.00 | | \$ 12.50 |
| 1 | Power bar | APC | | | Grey/6 outlet | Spare Room | REN Operations and Staff | \$ 20.00 | | \$ 5.00 |
| 1 | Sm garbage can | | | | Grey | Spare Room | REN Operations and Staff | \$ 10.00 | | \$ 2.50 |
| 1 | Recycle can | | | | Blue | Spare Room | REN Operations and Staff | \$ 10.00 | | \$ 2.50 |
| 1 | Large Standing Cupboard | | | | Brown | Spare Room | REN Operations and Staff | \$ 350.00 | | \$ 87.50 |

Lunenburg Queens Regional Development Agency Inventory

| # of items | Item Description | Make | Model | Serial Number | Additional Information | Item Location | | Cost of Acquisition | Disposition | Disposition Value 25% |
|-------------------------|---|-----------|-----------------|-----------------------------|------------------------|---------------|--------------------------|---------------------|-------------|--------------------------|
| 1 | 5 Shelve Bookcase | | | | Brown | Spare Room | REN Operations and Staff | \$ 100.00 | | \$ 25.00 |
| 1 | Large Lateral four drawer filing cabinet | | | | Grey | Spare Room | REN Operations and Staff | \$ 500.00 | | \$ 125.00 |
| 1 | Monitor | ACER | X233h – Model # | | | Spare Room | REN Operations and Staff | \$ 200.00 | | \$ 50.00 |
| 1 | Office chair | | | | Rust/fabric | Storage | REN Operations and Staff | \$ 150.00 | | \$ 37.50 |
| 1 | Wireless Keyboard and Mouse | Microsoft | | 77967-545-4965013- 00723 | | Storage | REN Operations and Staff | \$ 50.00 | | \$ 12.50 |
| TOTAL REN ASSETS | | | | | | | | \$ 23,385.63 | | \$ 5,152.05 |



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Council

SUBMITTED BY: Stephen W. Pace, Director of Engineering & Public Works

DATE: October 24, 2018

RE: New Administration Building – Fire Dispatch Services

RECOMMENDATIONS

Authorize staff to proceed with the design of the proposed new MODL Administration Building without the inclusion of a dedicated space for local fire dispatch services.

EXECUTIVE SUMMARY

MODL staff wish to seek a decision from Council whether or not to include a space for a dedicated fire dispatch service in the new Administration Building. After investigating the request, it is recommended it not be included in the new facility.

BACKGROUND

MODL is in the early stages of conceptual design for a new Administration Building. A request was made regarding the potential of providing a dedicated space for the local fire dispatch service. The local dispatch service is currently Scotia Business Centre which services four municipalities, MODL, Town of Bridgewater, Town of Mahone Bay, Town of Lunenburg and Shelburne County. The potential for including this function in the new Administration Building was discussed briefly in the Special Council on October 2, 2018, when awarding the contract to IBI Group and associate design firms responding to RFP No. 2018-05-300.

Space for the dispatch service was not considered when developing the “*Program Space*” outlined in the RFP No. 2018-05-300. The inclusion of this space would be an addition in scope. Ideally, if included, this space would be separate from the remaining functions of the new Administrations Building. This would include separate entrance, staff areas, HVAC systems, etc.

DISCUSSION

Initial review of the building requirements for an emergency dispatch facility indicate the preference for construction to post-disaster standards. These standards involve enhanced structural, mechanical, electrical and other building components and systems. These enhanced

building features would involve more time to design and construct as well as increasing the overall project cost to bring the entire new building up to post-disaster standards.

There is currently a resolution regarding fire dispatch services in Nova Scotia from the Fire Service Association of Nova Scotia to the Minister of the Department of Municipal Affairs and Internal Services as well as the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators of Nova Scotia. The resolution involves the commencement of discussions *“towards rationalizing fire service dispatch across the province with the Fire Dispatch Standards as the guiding principle”*. The outcome of this resolution may lead to a centralized service located in another jurisdiction negating the need for space in the new MODL Administration Building.

CONCLUSION

After considering the preference for post-disaster standards for emergency dispatch services and the potential rationalization of fire dispatch services, MODL staff are recommending that the new MODL Administration Building not include the fire dispatch service.



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar, Acting Director of Recreation Services

DATE: November 6, 2018

RE: Designated Community Project Fund – Lunenburg Yacht Club

RECOMMENDED MOTION

That the Finance Committee for the Municipality of the District of Lunenburg recommend to Municipal Council to grant the Lunenburg Yacht Club \$26,465 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

BACKGROUND

At the February 21, 2017 Council Meeting, Council approved an application submitted by the Lunenburg Yacht Club under the Designated Community Project Fund, Policy MDL-48 to assist them in raising \$450,000 in capital funds for capital projects for the Club.

Recently, there were seven donations totalling \$26,500. The amount of \$26,465 is being recommended to be approved as \$35 will be retained by MODL for administrative charges as per Policy MDL-48.

BUDGET IMPLICATIONS

There would be no implications to the budget.

ALTERNATIVES

The alternative would be to not issue the Lunenburg Yacht Club this grant, money in which they have raised on behalf of capital projects to be undertaken to the Club.

CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects. In fact, it was a capital project of the Lunenburg Yacht Club originally that was the motivator for MODL to consider the possibility of establishing such a policy.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Finance Committee

SUBMITTED BY: Jeff A. Merrill, MCIP, LPP, Director of Planning & Development Services

DATE: November 6, 2018

RE: Vehicle Replacements - Building

ORIGIN: 2018-2019 Budget

RECOMMENDATION

That Council award the quote 2018-05-500, received under the provincial standing offer for light duty vehicles, to Steele Chrysler Limited for \$66,100.00 plus HST for two 2019 Jeep Cherokee Sport 4x4s.

BACKGROUND

Council budgeted for the replacement of two municipal vehicles used to provide building inspection services.

The quotes exceeds \$25,000 therefore as per section 10.1 of Council's procurement policy (MDL-33) the procurement decision shall be made by Council.

DISCUSSION

An Invitation to Quote (ITQ 2018-05-500) under the provincial standing offer for light duty vehicles closed on October 12, 2018. Four quotes were received from the following vendors:

| VENDOR NAME | VEHICLE MAKE/MODEL | Price | Meets Specs |
|--|------------------------------|---------------------------------------|--------------------------------------|
| Steele Chrysler Limited | 2019 Jeep Cherokee Sport 4x4 | \$33,050 +HST AWARD RECOMMENDATION | Yes |
| O'Regan Chevrolet Buick GMC Cadillac Ltd | 2019 Equinox AWD LS | \$31,910.00 + HST | No – tow package requirement not met |
| Steele Ford Lincoln | 2019 Ford Edge SEL AWD | \$41,646.12 + HST | No – Missing fuel efficiency |
| Dartmouth Dodge | 2018 Jeep Compass North 4x4 | Rejected Bid | No - Incomplete pricing |

Dartmouth Dodge did not submit a total cost of the vehicle. The cost submitted was “plus taxes and applicable fees” however the “applicable fees” were not listed. Their quote also did not include or provide a cost for winter tires nor the cost for the extended warranty coverage. As a result, the Dartmouth Dodge quote was deemed incomplete and rejected.

Steele Ford Lincoln did not submit the required fuel efficiency information. However, their quote for a 2019 Ford Edge SEL AWD (\$41,646.12 + HST) was the highest price even without the estimated fuel cost in the analysis. The fuel savings would need to be significant to justify the increased purchase price.

O'Regan Chevrolet Buick GMC Cadillac Ltd submitted the lowest bid at \$31,910.00 +HST for a 2019 Equinox LS AWD. However, the 1,500 lbs tow package does not meet the cargo weight range specified in the quote, 2866 lbs.

Steele Chrysler Limited submitted a quote for a 2019 Jeep Cherokee Sport 4x4 for \$33,050.00 + HST. The quote meets the all specifications. The ground clearance on the 2019 Cherokee, 200.6mm (7.9in), is similar to the vehicles currently in use [205.7mm (8.1 in) and 215.9mm (8.5 in).]

BUDGET IMPLICATIONS

\$70,000 was allocated in the 2018-2019 capital budget to replace two inspection vehicles.

The Steele Chrysler Limited quote comes in just under budget at \$68,933.05 (HST included) for two 2019 Jeep Cherokee Sport 4x4s.

CONCLUSION

Staff recommends that Council award the quote to Steele Chrysler Limited for two 2019 Jeep Cherokee Sport 4x4s.