

AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. PRESENTATIONS

- 3.1 MacDonald Museum – Claire Grazette
- 3.2 Middleton Railway Museum - Bill Linley & David Hankinson

4. APPROVAL OF THE MINUTES

- 4.1 Council Meeting Minutes – January 20, 2024
- 4.2 Special Council Meeting Minutes – February 3, 2025

5. ANYTHING BY CITIZENS

Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.

6. NEW BUSINESS

- 6.1 Committee of the Whole Recommendations
 - a. RFD 007-2025 Reservoir Project Management, Change Order #1 – Director of Public Works
 - b. RFD 008-2025 Reservoir Construction, Change Order #1 – Director of Public Works
- 6.2 RFD 010-2025 Temporary Borrowing Resolution (TBR) Public Works Truck – Director of Finance
- 6.3 Financial Forecast for Town General and Water Utility – Director of Finance

7. REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for January
- 7.3 IMSA Board Jan 15/25 Meeting Minutes
- 7.4 Accessibility Advisory Committee Jan 14/25 Minutes

MIDDLETON TOWN COUNCIL
Town Hall – Council Chambers & Facebook Live
Tuesday, February 18, 2025
7:00pm



- 7.5 Accessibility Advisory Committee Jan 28/25 DRAFT Minutes
- 7.6 Police Advisory Board Jan 16/25 DRAFT Minutes
- 7.7 Annapolis County Inter-Municipal Working Group Jan 30/25 DRAFT Minutes
- 7.8 IDEA Governance Committee Jan 23/25 DRAFT Minutes
- 7.9 IDEA Committee Feb 4/25 DRAFT Minutes
- 7.10 Mayor's Report

8. CORRESPONDENCE

- 8.1 Correspondence from Minister John Lohr
- 8.2 Department of Justice Policing Service Recipient Update – February 2025
- 8.3 What's Happening – Valley REN Newsletter

9. ANYTHING BY MEMBERS

10. ADJOURNMENT



Presentation to Middleton Town Council - February 18, 2025

Who Are We?

- Middleton Railway Museum Society
 - Incorporated in July 2017, took over the station in January 2021
- Received registration as a CRA Charity in December 2021; our filings are current
- Member-based volunteer organization in good standing with NSR Joint Stocks
 - 32 members and adherents from Halifax to Calgary and Missouri; 5 in Middleton
 - 7 board members – 3 are residents of Annapolis County and 2 of Middleton

What are We Doing?

- Informing and educating the public on the railway's role in growing the Valley
- Interpreting Middleton's Union [DAR/CNR] Station of January 1917
- Restoring to Aug 1956 when the DAR replaced steam passenger trains with *Dayliners*
 - Our station is a fully accessible heritage centre with a powered door opener, two wheelchair ramps and washrooms
- Preserving CNR's 4th oldest surviving steam locomotive, our 1274, from MLW in 1905
 - It's like Canadian Northern locomotives that ran here from Bridgewater
- Preserving CNR 7260, the oldest surviving product of CLC in Kingston, built in 1906. For decades, 7260's crews assembled trains in Bridgewater that came to Middleton.
- Exhibiting our 32' Fruehauf van of 1950 showing the transition from trains to trucks.
- Operating one of Nova Scotia's largest HO-scale model dioramas showing the DAR from Windsor through Middleton to Deep Brook and the CNR from Nictaux through Middleton to Port Wade
- Encouraging guests to drive a train through the Valley using our train simulators
- Hosting an active archive and library – 5 nationally recognized collections: Harold Jenkins, David Othen, Bruce Chapman, Gary Hadfield and Ken MacDonald – thousands of images and kilometres of video footage with over 1,000 railway books. We are growing!

Our Recent Major Projects

- Restored the exterior of our historic station that deteriorated significantly after its closure in 1990 and transfer to the Province of Nova Scotia. A persistent drainage problem was resolved, and new wood shingles and stain applied to the station in a cream and brown pattern of the early 1950s.
 - \$244,171 was provided by ACOA in late 2022 with an additional \$65,000 raised through donations, including \$25,000 from the County of Annapolis and \$10,000 from the Town of Middleton.
 - Completed building back a better interior following a contractor's fire in April 2023. We have new, contemporary insulation plumbing and wiring. Our new floors and windows feature flawless Douglas Fir trim as did the original in 1917.

Our Impacts

- Our fundraising since 2019 totals almost \$800,000, with individual donations of \$352,000, Federal \$272,000, Provincial \$124,000, and the County of Annapolis \$30,000. We genuinely appreciate the Town of Middleton's \$17,000 of support.
- In-kind CN Rail \$200,000 of trackwork, \$230,000 of externally appraised photographs, books and model railway collections and a 1951 wooden caboose CNR 78769 valued at \$45,000
- Assets have more than doubled in three years to almost \$1.8 million.
- Since 2022, we have spent over \$930,000 on station enhancements. We follow a buy-local policy; almost all purchases have been in the Annapolis Valley.
- We have local suppliers of building and maintenance materials and services, hardware, heating equipment, fuel oil, promotional materials, and insurance.
- We were open 62 days last summer, plus six weekend Open Houses. We employed a local student interpreter and an intern, had revenues of \$6,100, and welcomed over 2,000 visitors.
- Our monthly operating expenses of \$2,000 are an ongoing challenge.
- Have become a key destination point in Annapolis County, notably on the Harvest Trail, with a significant impact on local eateries and other businesses.
- Steady flow of visitors to see our outdoor exhibits and progress on the reconstruction since the first engine, CNR 1274, arrived in December 2020.
- We work closely with local organizations to participate in parades, festivals and events like Halloween. The station is the second most popular venue in the local Halloween celebration.
- Popular Facebook site - 7,000 hits on our layout cab ride video in one week
- We continued a promotional partnership with the MacDonald Museum to host a most successful dinner theatre over the past weekend. We thank Mayor Gail Smith for her assistance!

Future Initiatives

- Open our 2025 season - June 1st to Labour Day every Wednesday through Sunday.
- Welcome visitors on six Holiday Weekends throughout 2025, as well as at special Halloween and Christmas events
- Host a formal grand opening on Saturday, June 7th, to dedicate our renovated station!
- Archive and shelve Ken MacDonald's Maritime railway images and books.
- We hope to receive approval for a pending application with the Municipality of the County of Annapolis for \$20,000 to install a new attraction—an extensive, G-scale Garden Railway in an enclosure south of the station. Also, we will build a replica toolshed to interpret our collection of tools used to maintain the tracks. The Town of Middleton assisted with a contribution of \$3,000, Rotary \$2,000, Rice's Concrete \$6,000. Our equity makes it a \$50,000 project.
- Continue fundraising to design and install interpretive panels in our newly renovated operators' office at an estimated cost of \$3,000.

Our Ask

- \$5,000 to assist with ongoing annual operating costs of \$24,000. Of this amount, \$2,600 will be directly returned to the Town for property taxes and water services.
- \$3,000 to fund the installation of interpretive panels in our Operator's Office to explain the significance of railways to the growth of Middleton.

Dave Hankinson / Bill Linley

Chairman / Treasurer MRMS info@middletonrailway museum.ca February 18, 2025. Call 902 221-6922



The Middleton Railway Museum's mission is to preserve and interpret railways in Nova Scotia's Annapolis Valley.



DAR Westbound freight train, July 1956

August 1973 with the new freight shed of 1965



DAR Dayliner, May 1958



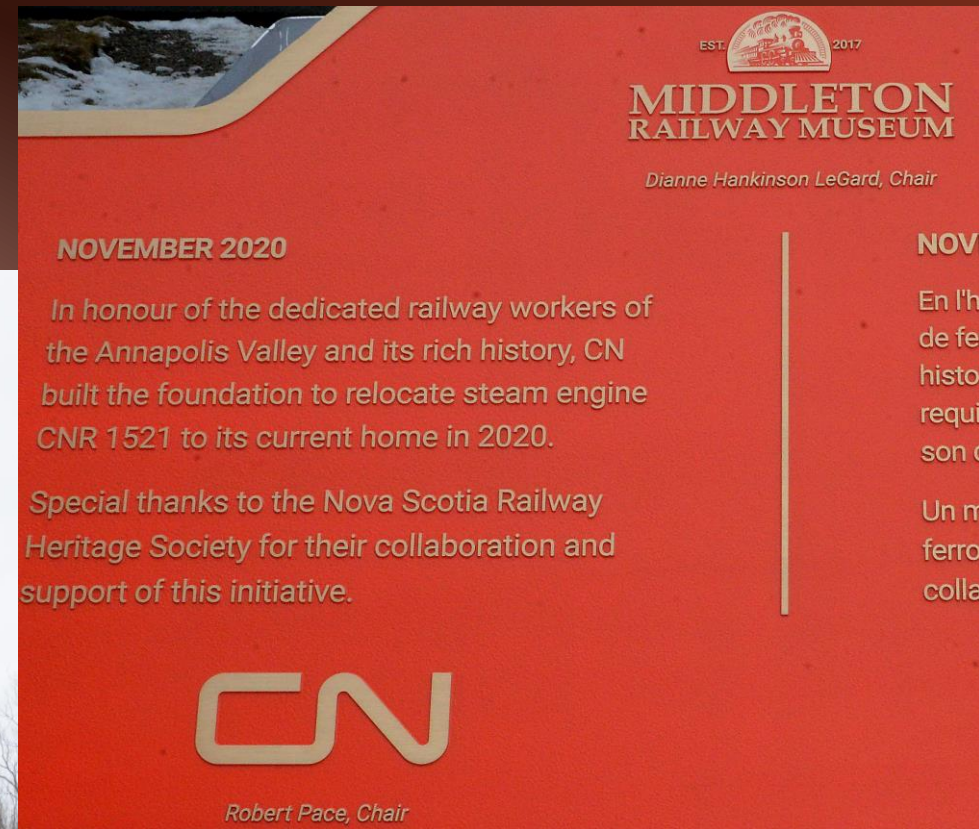


Last VIA daylight passenger train from Yarmouth, January 13, 1990



1913 era steam locomotive about to return to Bridgewater ca 1952. A three-hour ride of 55 miles.

Celebrating the Move



- CN Chairman Robert Pace
- NS Premier Hon. Stephen McNeil
- MRMS Chair Dianne LeGard

New Arrivals



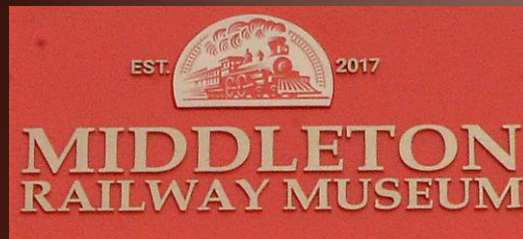
Display & Storage



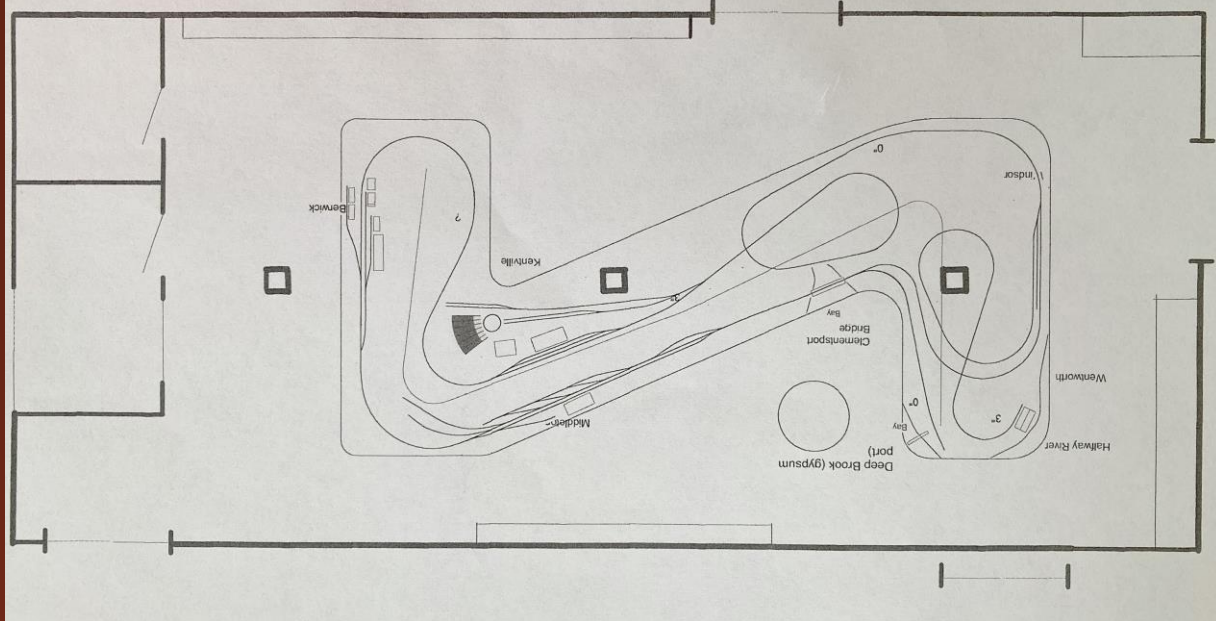
32 foot 1950 Fruehauf van



53' Utility storage van and
75' turntable from Bridgewater



Our HO-scale layout



Our collections



- Photographic collections of
 - David Othen's international images and videos over 30 years
 - Bruce Chapman's collection over 50 years
 - Harold Jenkins' Nova Scotia railway station negatives from the 1950s and 60s.
 - Ken MacDonald's and Gary Hadfield's Maritime collections.
- Artifacts small and large featuring the CNR, CPR and DAR



Restoration



Our CN 57520 NSC 2-1948



New number plates and cab for
1274 and 1521
Our station in 2021 and 2025



The Fire of April 2023



The Blackburn's donate CNR 78769



Current Plans



Archive & shelve
MacDonald collection



Construct G-scale layout and replica DAR tool shed



Install interpretive panels



Re-roof, paint and open van



Our ask of you

\$5,000 to help to offset our projected annual operating loss of \$12,000 on expenses of \$24,000.

\$2,600 of this will flow back directly for property taxes and water services.

\$3,000 to design and install panel displays in our Operator's Office to tell the story of the railways in and around Middleton.

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, January 20, 2025, starting at 7:00pm.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier, Bernadette Knapp, Jonathan Archibald, John Bartlett and Dan Smith; Director of Finance, Brigitte Stennett, Director of Public Works, Adam Verran, Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau.

Regrets:

Also in Attendance: Fire Chief Mike Toole, Deputy Fire Chief Jody Spidle

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:00pm.

2. APPROVAL OF THE AGENDA

250120.01 It was moved and seconded that Council approve the agenda as amended. **Motion carried.**

3. PROCLAMATIONS

Mayor Smith proclaimed that January 27, 2025 as International Holocaust Remembrance Day.

4. PRESENTATIONS

Fire Chief Mike Toole gave a brief overview of the 2024 Fire Department Report.

5. APPROVAL OF THE MINUTES

5.1 Approval of the Previous Meeting Minutes

2024.12.16 Public Hearing Minutes
2024.12.16 Council Minutes

No errors or omissions were noted, and the minutes were considered approved.

6. ANYTHING BY CITIZENS

No comments given or received.

7. NEW BUSINESS

7.1 RFD 001-2025 Appointment List Update

250120.02 It was moved and seconded that Council, on recommendation from the CAO, appoint Ning Laing of Brighter Community Planning and Consulting as a Development Officer for the Town of Middleton. **Motion carried.**

250120.03 That Council, on recommendation from the CAO, appoint Dana Olmstead as a Building and Fire Inspector for the Town of Middleton. **Motion carried.**

250120.04 It was moved and seconded that that Council, on recommendation from the CAO, appoint Andy Renwick to the Middleton Pool Society. **Motion carried.**

250120.05 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

7.2 RFD 002-2025 Joint Police Advisory Draft Terms of Reference

CAO Crocker gave a brief overview of the Joint Police Draft Terms of Reference.

A discussion was held regarding the terms of reference and the number of meetings that the new Joint PAB would have each year. CAO Crocker stated that Staff Sergeant Mike Maxwell is available to meet, however, the RCMP software only generates reports on a quarterly basis.

250120.06 It was moved and seconded that Council approve the Terms of Reference for the Annapolis County Joint Police Advisory Board. **Motion carried.**

250120.07 It was moved and seconded that Council recommend that the new Joint Police Advisory Board meet a minimum of six (6) times per year with at least three (3) of those meetings occurring in the Town of Middleton. **Motion carried.**

7.3 RFD 004-2025 Award of Tender for Half Ton Truck

Councillor Archibald declared a conflict of interest and sat in the gallery for the remainder of the agenda item.

DPW Verran provided a brief overview of RFD 004-2025, Award of Tender for Half Ton Truck.

Deputy Mayor Marshall inquired whether tenders are always awarded to the lowest bidder. CAO Crocker stated that it depends on the evaluation criteria outlined in the tender. In this case, several factors were considered, and staff reviewed the Town's Procurement Policy as well as the *Procurement Act*, before making a recommendation.

250120.08 It was moved and seconded that Council award the tender for a new half ton truck to O'Regan's Chevrolet Buick GMC Cadillac Limited for \$49,369 + HST. **Motion carried.**

7.4 RFD 005-2025 Supplemental Capital Project – Fire Department Stalls

DOF Stennett gave an overview of the Supplemental Capital Project, Fire Department Stalls.

A brief discussion took place, and the fire department confirmed that this piece of equipment could be removed and taken to the new fire hall when the time comes.

250120.09 It was moved and seconded that Council approve a supplemental budget of \$20,000.00 (before HST) for the replacement of the plywood stalls with steel stall storage units for firefighting equipment at the Fire Hall. **Motion carried.**

7.5 RFD 006-2025 Supplemental Capital Project – Fire Department Heat Pump

DOF Stennett gave a brief overview of the Supplemental Capital Project, Fire Department Heat Pump.

The fire department answered Councillor questions regarding whether Efficiency Nova Scotia could be consulted on the project, and what community groups make use of the community center in the fire hall.

250120.10 It was moved and seconded that Council approve a supplemental budget of \$20,000.00 (before HST) for the replacement of the main heat pump in the Community Room at the Fire Hall. **Motion carried.**

250120.11 It was moved and seconded that Town Council approve utilizing the remaining funds in the Fire Capital Reserve of \$2,710.00, and up to \$17,290.00 (plus HST) from the Gas Tax (CCBF) Reserve to finance the replacement of the failed heat pump. **Motion carried.**

7.6 2024-25 Capital Projects Update

DOF Stennett gave a detailed overview of the 2024-25 Capital Projects.

250120.11 It was moved and seconded that Council approve the name change of Capital Project 24-07 from School Street Lift Station Suction Line Replacement to Hospital Lift Station Suction Line Replacement. **Motion carried.**

7.7 2025-26 Budget Schedule

DOF Stennett gave an overview of the 2025-26 Budget Schedule.

A discussion took place regarding the process for taking applications for grants. CAO Crocker noted that a process will be put in place for the next budget year. For this year's budget, all requests will be gathered and presented to Council during the budget process. Council expressed the need for public consultation during the budget process.

8. REPORTS

8.1 Management Report

8.2 Middleton Fire Department Dispatch Report for December

8.3 Audit Committee Dec 6/24 DRAFT Minutes

8.4 IMSA Board Dec 18/24 Meeting Minutes

8.5 Annapolis County Inter-Municipal Working Group Dec 19/24 DRAFT Minutes

8.6 Mayor's Report

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion. No comments or questions were made by Council members.

9. CORRESPONDENCE

9.1 Nova Scotia Association of Realtors Correspondence.

9.2 Moving towards Consistent and Impactful Emergency Response

10. ANYTHING BY MEMBERS

Councillor Bartlett stated that the Town is doing a great job at keeping everything clean and inquired if the poop bags at Rotary Park can be replenished. Additionally, he noted that at the splash pad, a hard plastic access cover has melted, creating a hole, and asked if Public Works could investigate this.

11. IN-CAMERA

250120.12 It was moved and seconded to adjourn the meeting and move to in camera at 8:07pm. **Motion carried.**

250120.13 It was moved and seconded to move out of in-camera and back into regular session at 8:39pm. **Motion carried.**

250120.14 It was moved and seconded that Council authorize the execution of the Funding Agreement as discussed in-camera with the funding details and initiatives to be publicly available upon execution of the funding announcement. **Motion carried.**

12. ADJOURNMENT

250120.15 It was moved and seconded to adjourn the meeting at 8:40pm. **Motion carried.**

Mayor

Recording Secretary

UNAPPROVED

A Special Town of Middleton Council Meeting was held at the Town Hall, via Zoom and Facebook Live on Monday, February 3, 2025, immediately following the Committee of the Whole Meeting.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Jonathan Archibald, John Bartlett, Sandra Fournier, Bernadette Knapp, and Dan Smith; Chief Administrative Officer, Ashley Crocker and Recording Secretary, Sara Marceau.

1. CALL TO ORDER

Mayor Smith called the meeting to order at 8:38pm.

2. APPROVAL OF THE AGENDA

250203.01: It was moved and seconded to approve the agenda, as circulated. **Motion carried.**

3. NEW BUSINESS

3.1 RFD 009-2025 Appointment List Update

250203.02: It was moved and seconded that Council, on recommendation from the CAO, appoint Patricia Leslie and John Thompson as Town citizen representatives to the Joint Police Advisory Board. **Motion carried.**

250203.03 It was moved and seconded that Council appoint Councillor Fournier and Councillor Bartlett to the Joint Police Advisory Board. **Motion carried.**

250203.04 It was moved and seconded that Council approve the Appointment List, as presented. **Motion carried.**

4. ADJOURNMENT

250203.05 It was moved and seconded to adjourn the meeting at 8:40pm. **Motion carried.**

MAYOR

RECORDING SECRETARY

**REQUEST FOR DECISION
Reservoir Project Management
Change Order 1
RFD#: 007-2025**



To: COTW and Town Council
From: Adam Verran, Director of Public Works
Date: February 3, 2025 and February 18, 2025
Subject: Reservoir Project Management – Change Order #1

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Reservoir Project Management Proposal – CBCL
- Tank QA Testing Proposal – CBCL
- Capital Project Sheet 22-12-A

Legislation

- *Nova Scotia Municipal Government Act*
- Town Policy Code A – General Administration Procurement and Purchasing Policy
- Public Procurement Policy

Recommendation

That Town Council authorize and approve the QA Testing Proposal from CBCL for an amount not exceeding \$19,480 plus HST.

Background

One of the requirements of the Municipal Capital Growth Program funding for the new reservoir is that the Town hire external project management (external from the Town) for the duration of the project. The Town is also required to have an engineer inspect the installation of the tank, the foundation and the base of the tank and have all the shop drawings reviewed as part of the Town's due diligence. The Town does not have a certified engineer on staff. A tender was put out for these services and the Town awarded it to CBCL. In CBCL's original proposal, they recommended QA testing on the tank, but did not have firm quotes at the time. Quotes are now available and attached is CBCL's proposal.

REQUEST FOR DECISION
Reservoir Project Management
Change Order 1
RFD#: 007-2025



Financial Implications

The proposal is for \$19,480 plus HST. Council already awarded the Project Management Services to CBCL for \$374,121. The UARB Reservoir Approval request outlines how the entire project will be funded, including the construction engineering services. Engineering services for this phase of the project were budgeted at \$375,160, with a contingency of 10%, or \$37,516. If Council approves this work, we will still be within the budget that was approved by the UARB. \$18,036 would be left of the contingency. 50% of the cost will come from the MCGP grant and the other 50% will be funded through a combination of the Water Utility Depreciation Reserve, long-term debt and other grants.

If Council approves this additional expense, the overall reservoir project is still within the Capital Budget originally approved by Council, as well as the proposal and budget approved by the UARB.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Overseeing the construction of the new reservoir project
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

- 1) Council could choose not to have the tank inspected

Community Engagement/Communication

N/A

**REQUEST FOR DECISION
Reservoir Project Management
Change Order 1
RFD#: 007-2025**



CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 18 February 2025

January 24, 2025

Ashley Crocker
CAO
Town of Middleton
131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0

Dear Ms. Crocker:

RE: MID 2024-06 Reservoir Project Management – Tank QA Testing

Tank QA Testing

This project includes the construction of a AWWA D103 standard glass lined bolted steel tank. The tank panels are manufactured and coated in factory and shipped to site where they are assembled by a qualified tank erecting contractor. We are recommending that the Town of Middleton conducts third-party testing of the manufactured tank panels as part of the Quality Assurance (QA) inspections. The scope includes the following:

1. Engage a qualified third-party company to perform QA inspections and testing prior to shipping of the panels from the factory. Quote from Brouco is attached.
2. Engage a qualified third-party company to perform QA inspections and testing in the field after delivery of the panels to the construction site. Quote from Fastec is attached.
3. Time for CBCL to coordinate the work, review the testing and coordinate with the contractor regarding the results. We have included 16 hours of CBCL's time for this scope.

The Tank QA Testing was described but the price was not included in the original proposal as we were collecting quotes. We propose to complete this work as an extra to the original contract based on the scope of work and assumptions stated in this proposal. A 10% markup is included on the subconsultants price. Based on the assumptions presented here our fee estimate including expenses to complete the above is **\$19,480** plus tax. If you have any questions about this proposal, please do not hesitate to contact us at the undersigned.

Yours very truly,

CBCL Limited



Paul Young, P.Eng.
Municipal Engineer
Direct: 902-421-7241

Ashley Crocker
January 24, 2025

E-Mail: pyoung@cbcl.ca

Attachments:

- A – Factory Inspection Quotation
- B – Field Inspection Quotation

Project No: 201014.06

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

Attachment A

Factory Inspection Quotation



Mr. Jeffrey Clair, P.Eng.
CBCL Limited.
Halifax, NS

January 6th, 2025

Re: Glass-Lined Bolted Reservoir QA inspections – Consultant Services.

Dear Jeffrey,

Brouco Services is pleased to present you its quotation for the above mention project.

Task 1 Shop Inspection, and review of the Mill-test reports and thickness data.

We are to perform visual inspection of the fabricating practices, coating system application to ensure compliance to the project specifications. This shall include review of the mill test reports, review of the coating QC program at the fabrication/coating plant and including random coating thickness measurements as part of our QA mandate of the coating process. We understand the factory is located near Dekalb Illinois. If feasible witnessing of low voltage holiday detection will also be performed although we suspect it shall be completed at the tank assembly stage. For a three days site inspection, plus an additional review of the coating QC data and mill test data as above discussed, our lump sum fee for Task 1 which shall include all our travel disbursements will be set at \$7,650 plus HST. If preferred by CBCL, as alternate pricing we can proceed as per the below fee schedule presented under Task 2.

Task 2 Middleton NS Coating Inspection, Low Voltage Holiday testing

We assume that coating holiday testing and also final coating repairs are to be completed at the final assembly location in Middleton Nova Scotia. As the budget for the actual inspection requirements will vary greatly based on the sequence of the final construction assembly of the tank, at this time, we can only provide a fee schedule. All specialized test equipment and tools required are included in the pricing of our fee schedule presented as follows for all coating quality assurance activities discussed in this proposal:

Rejean Brousseau PhD	\$170/hr (if applicable)
NACE Level II Coating Inspectors	\$135/hr
Travel and other disbursements	Cost plus 10%
Mileage	\$0.65/Km

Should you have questions or comments, please do not hesitate to contact us at (613) 867-5065.

Yours truly,

A handwritten signature in black ink, appearing to read 'Rejean Brousseau', with a long horizontal flourish extending to the right.

Rejean Brousseau, Ph.D.

Attachment B

Field Inspection Quotation



48 Venture Cres.
Elmsdale NS, Canada
B2S 0B2
Office Phone: 902-883-3176
Email: info@fasteccoatings.ca
HST# 707767711RT0001
Date: 15-Jan-25

Quotation # 00493

Attention: Paul Young
P.Eng. Municipal Engineer
CBCL
1505 Barrington Street, Suite 901 PO Box 606 Halifax, NS B3J 2R7

Reference: Middleton Reservoir - Holiday Testing Quote

Item Description	Quantity		Total
NACE Inspector Daily Rate	5	\$1,260.00	\$6,300.00
		Sub-Total	\$6,300.00
		Tax 15%	\$945.00
		Total	\$7,245.00

TERMS AND CONDITIONS

This Quote is Based on required equipment, man hours, consumables and product required as discussed during or just after our initial site visit and is subject to change due to unforeseen circumstances such as extra work not previously discussed. If changes are to be made written consent from the customer must be obtained prior to starting work. This Quote is valid for 30 Days.

Quote is based on a minimum 8 hours per day. Pricing includes all associated cost including transportation and equipment.

Quote is based on employees working regular time. If weekend or night shift work is required Customer will be required to cover premium Over Time Rates.

Customer to initiate Lock Out/Tag Out Procedures and provide Specialized Lock Out Equipment if required.

Quote does not include a Confined Space Attendant or Confined Space Rescue and is to be supplied by the customer if required.

Terms Net 30 Total price reflects the customers request of 5 Days.



October 3, 2024

Ashley Crocker
CAO
Town of Middleton
131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0

Dear Mr. Verran:

RE: MID 2024-06 Reservoir Project Management

Introduction

CBCL has a long history of completing work for the Town of Middleton on their water system and other infrastructure and planning. After completing the geotechnical work, preliminary design, detailed design and tendering of the Town's proposed reservoir, CBCL is well positioned to complete construction phase engineering services for the new reservoir.

Organizational Structure/Background

For over sixty (60) years, CBCL has been a respected and trusted firm delivering multidiscipline engineering and technical services throughout Canada and around the world. We foster mutual success with our clients, value our employees and strive to contribute to the communities in which we live and work. Creating today, committed to tomorrow, summarizes our focus on environmental responsibility. We endeavor to go beyond conventional fundamentals of functionality to include due consideration of a project's short and long-term social and environmental effectiveness and sustainability.

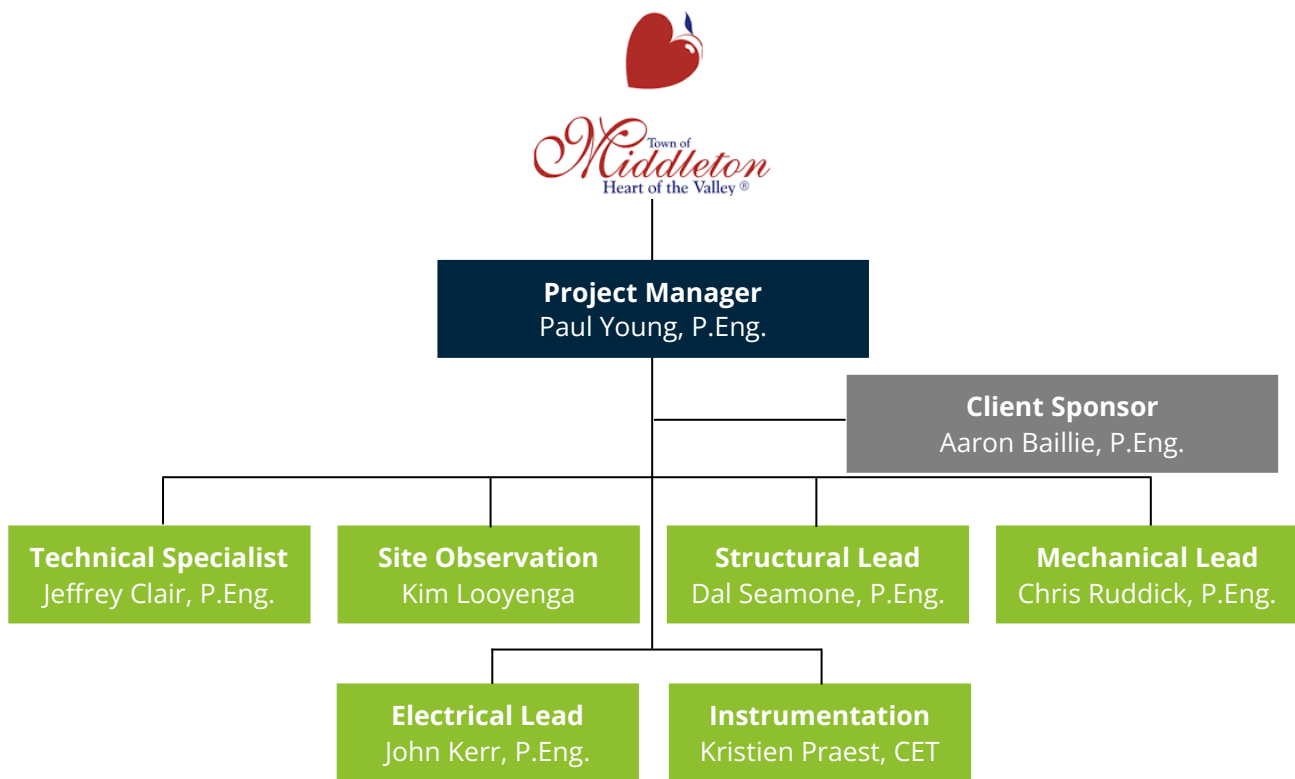
Since 1955, CBCL has developed into one of the largest multidiscipline engineering firms in Atlantic Canada. The head office is in Halifax (see letterhead above) with branch offices in Saint John, Moncton and Fredericton, NB; Sydney, NS, Charlottetown, PE; St. John's and Goose Bay, NL, and Ottawa. CBCL is an employee-owned firm that offers services in four major market sectors – Infrastructure, Environmental, Buildings, and Industrial. The total staff numbers approximately 480 and includes civil, municipal, structural, geotechnical, environmental, chemical, industrial, mining, mechanical and electrical engineers; biologists and environmental scientists; quantity surveyors and cost estimators; as well as development and environmental planners. Qualified technical and clerical personnel who work in areas such as automated design and drafting, construction inspection, and technical specification production are available to support professional staff.

Project Team and Qualifications

Paul Young will be the main project contact and project manager, and his contact information is as follows:

Paul Young
Direct: 902-421-7241
Email: pyoung@cbcl.ca

The key project team members are provided on the following page with short bios describing their work experience.



Organizational Chart

Paul Young, P.Eng. – Project Manager



Paul is a Civil Engineer with over ten years of experience in design and construction for municipal engineering services. His areas of expertise include water distribution and modelling, sanitary systems, storm water systems, municipal roads and parking lots. His design experience also includes large-diameter water transmission mains and potable water storage tanks. Paul has helped municipalities and developers complete new site developments and infrastructure upgrades on a variety of projects in residential, commercial, and industrial settings. His experience coordinating with multi-discipline design teams through

design and construction has become an asset for both municipal clients and private developers. Before joining CBCL in 2018, Paul worked on the west coast of Canada in consulting engineering.

Paul will be the project manager for this project and the main point of contact.

Aaron Baillie, P.Eng. – Manager, Municipal Engineering – Client Sponsor



Aaron is the Municipal Department Head in CBCL's Halifax office. He has degrees in Environmental Engineering (P.Eng.) and Agricultural Mechanization (B.Sc.) with more than twenty-two years of experience in the design development, project management, detail design, procurement, construction, and cost estimating of municipal infrastructure projects. Aaron has been involved in all aspects of project delivery including planning, detail design, assessments, project management, construction administration, and commissioning. Aaron has worked in most of the communities along the proposed corridor and is familiar with existing municipal infrastructure within those communities.

Aaron will provide oversight for the project and a second point of contact for the client.

Jeffrey Clair, P.Eng. – Technical Specialist



Jeff is a municipal engineer with over seventeen years of experience in civil/municipal design, project management, construction administration, and commissioning. He is experienced in potable water pump stations, water treatment plants, sanitary lift stations, storm sewer and water mains, water feeder mains and trunk sewers, stormwater ponds, and river bank stabilization. He has worked on various, civil, municipal, and process projects on which he has been responsible for project management, the development of tender packages including plan and specification development, the development of technical reports and the technical design for the civil components of multi-disciplinary engineering projects. Jeff has been involved in a number of projects for the Town of Windsor and Falmouth, including the current water model calibration project. He has experience in booster station design and watermain bridge crossings.

Jeff will provide engineering oversight for the booster station and reservoir.

Kim Looyenga – Site Observation



Kim joined CBCL in 2019. She has more than fourteen years of experience in the operation of water and wastewater treatment plants throughout the Atlantic provinces.

Kim has a diploma in Civil Engineering Technology and Business Administration. Additionally, she has a Class I Water Treatment, Wastewater Treatment, and Wastewater Collection Operator Certificate, and a Class II Water Distribution Certificate in Nova

Scotia. She has a Class I Water Treatment Operator Certificate and a Class II Water Distribution Operator Certificate in Newfoundland.

Kim has extensive experience in operations (including experience as an ODRC), plant upgrade services, and manual creation. She has been involved in projects from data collection to design, tender, quality assurance during build, site supervision, contact compliance inspection, public liaison, and payment verification.

Dal Seamone, P.Eng. – Structural Lead



Dal is a Structural Engineer in CBCL's Halifax, NS office with approximately eight years of design experience, and is currently registered as a Professional Engineer in the province of Nova Scotia. During this time, he has been involved primarily in the design of wastewater treatment plants, water treatment plants, and industrial buildings. He also has experience in construction site inspections and assessments of existing structures.

Dal is proficient in structural design and analysis of steel, concrete, masonry, and timber structures included buildings, tanks, chambers, platforms, and slabs/pads. He is also well versed in the design of post-disaster structures and detailing requirements of higher ductility seismic force resisting systems.

Chris Ruddick, P.Eng. – Mechanical Lead



Chris is a registered Professional Mechanical Engineer working in the fields of building design, construction, commissioning, and energy efficiency. Chris received his degree from Dalhousie University in 2000 and has been working in this field since 2001. Prior to joining CBCL in 2008, he worked for ADI in Fredericton, NB, and Stantec in Vancouver, BC.

Chris has fulfilled the role of Project Manager and Lead Mechanical Engineer on numerous multi-discipline projects including multiple LEED projects. He has experience in the fields of plumbing, heating, ventilation, air-conditioning, humidity control, fire protection, controls, filtration, refrigeration, energy management, commissioning, and building audits. Chris has worked on a wide range of projects such as office buildings, educational facilities, commercial kitchens, laboratories, ice rinks, pools, data centres, museums, airports, treatment plants, pump stations, and retail.

John Kerr, P.Eng. – Electrical Lead



John is an Electrical Engineer with nine years of experience in industrial, water/wastewater treatment plants, and onshore/offshore oil and gas industries. John’s responsibilities include preliminary and detailed design packages including drawings, bid evaluation, datasheets, specifications, development of work packs/instructions, material lists, and construction support. Projects include Main Service and Generator sizing, ATS, Electrical distribution, Plant SCADA & RTU systems, Lighting, Data/Voice networks and backbone infrastructure, CCTV, Access Control and E, I&C interface for a wide spectrum of Process equipment packages at various Industrial, Water, Wastewater and Oil & Gas sites.

From 2015 to 2020, John was employed with a consulting firm based in Dartmouth, NS as an Electrical engineer. During this period, he worked various onshore and offshore facilities covering a wide variety of electrical, instrumentation and controls EPCM projects including construction, testing, and commissioning. Mr. Kerr joined the electrical engineering department at CBCL in November 2019.

Kristien Praest, CET – Instrumentation



Kristien is an electrical technologist with fifteen years of experience in automation. He graduated from the Nova Scotia Community College in 2009 with a diploma in Electrical Engineering Technology and joined CBCL Limited in August 2014. Since graduating in 2009, Kristien has programmed and commissioned over fifteen (15) new SCADA systems, of varying complexity. He has extensive experience programming PLC’s and HMI’s from various vendors, including Allen Bradley, Schneider Electric, General Electric, and Maple Systems.

As well as SCADA and visualization platforms Trihedral VTScada, FactoryTalk View, and FactoryTalk VantagePoint EMI. Kristien is knowledgeable in serial and ethernet communication protocols, including Ethernet/IP, Modbus, DNP3.

All team members have a current workload of approximately 80% and have availability to complete the required work.

Previous Relevant Experience & References

Project Name: Cowie Hill Reservoir Replacement

Year Completed: 2023

Project Description: CBCL provided consulting engineering services for the preliminary design, detailed design, and contract administration of the Cowie Hill Reservoir Replacement. The project included review of the existing reservoir, pump station/valve chamber and operation; topographic survey; geotechnical investigation; approvals; review of hydraulic requirements; tank materials analysis; capital and life cycle analysis; water quality system review; location assessment; hazmat investigation; upgrades of existing control chamber; and drainage assessment. In consultation with Halifax Water, The Cowie Reservoir was selected to be a Type III Pre-stressed Concrete tank

(AWWA D110) with a volume of 11.5 ML (2.5 IMG), 35.3 m diameter, 11.4 m height. CBCL completed construction phase engineering services in 2022 and 2023 including contract administration services, site inspection and geotechnical materials testing.

Relevance of Reference Project to Proposed Project: This was a potable water reservoir, CBCL provided contract administration and site observations services.

Owner:	Halifax Water
Owner's Project Manager:	Jonathan MacDonald
Telephone Number:	902-818-0913
Email Address:	jonathanm@halifaxwater.ca

Project Name: Windsor Water Storage

Year Completed: 2025 Anticipated

Project Description: CBCL provided consulting engineering services for the preliminary design, detailed design, and contract administration of the Windsor Water Storage Tank. The project included siting the new reservoir, determining valve chamber requirements and operation; topographic survey; geotechnical investigation; approvals; review of hydraulic requirements; and a gravel access road and site servicing for undeveloped land. CBCL is currently in the construction phase and conducting engineering services including contract administration services, site inspection and geotechnical materials testing.

Relevance of Reference Project to Proposed Project: This is a potable water reservoir, CBCL provided contract administration and site observations services.

Owner:	West Hants Regional Municipality
Owner's Project Manager:	Erin Amirault
Telephone Number:	902-798-8391 Ext. 126
Email Address:	EAmirault@westhants.ca

Knowledge of the Town of Middleton's Water System

CBCL has completed several projects for the Town of Middleton in recent years and has a unique understanding of the water system. In recent years CBCL has completed the following work on the Town's water system:

- ▶ Water Supply Wells Modelling and Source Water Protection Plan (2007).
- ▶ Water Supply Contingency Planning and Pressure Relief Valve (2021).
- ▶ Inspection of the Existing Reservoir (2011, 2019 and 2024).
- ▶ Completed a hydraulic water model of the Town's water system including all existing infrastructure and use of the model for checking future system upgrades, checking future reservoir location options, and making updates of the model when needed (2019-2024).
- ▶ Geotechnical work to support the proposed reservoir project (2019-2022).
- ▶ Preliminary, Detailed Design and Tendering of the Town's proposed reservoir (2018-2024).

Construction Phase Engineering Services Scope

CBCL Limited (CBCL) will complete construction phase engineering services for the construction of the Town of Middleton's proposed reservoir as outlined as follows in this proposal. The engineering services during the construction phase are summarized below:

- ▶ Provide contract administration services.
- ▶ Review of shop drawings.
- ▶ Provide inspection during construction.
- ▶ Material testing QA / QC.
- ▶ Approval & closeout documents.
- ▶ Facility start up & commissioning services.
- ▶ Completion of Record Drawings.
- ▶ Warranty Period Services.

This proposal has been prepared considering a the 65-week construction schedule indicated in the successful contractor's bid.

Construction phase engineering services is a critical element for the success of the project. CBCL will provide timely responses to inquiries and requests using established procedures outlined in the contract documents.

Contract Administration

CBCL will provide Contract Administration services during construction for the 65-week construction schedule including:

- ▶ Attending bi-weekly construction meetings.
- ▶ Interpretation of the contract documents and answering technical inquiries during construction related to the design, including response to RFIs, preparation of supplementary instructions or responding to other requests.
- ▶ Consider and advise on alternative methods, equipment and materials proposed by the General Contractor.
- ▶ Provision of advice on the validity of charges for additions/deletions or change orders relating to the contract; preparation of site instructions and change orders as required.
- ▶ Process the General Contractor's progress claims, taking into account contractual and statutory holdback requirements.
- ▶ Issue progress certificates.
- ▶ Prepare deficiency list and confirm substantial performance and final payment.

Shop Drawing Review

CBCL will review all submitted shop drawing for conformance to the contract documents and provide comment back to the contractor is the product is acceptable or not. This task typically occurs at the start of construction and can continues throughout. This type of project is expected to generate several shop drawings and is an important step in the construction phase of the project.

Construction Inspection

We have included fees for services to observe key phases of the project. We can provide inspection services as needed on an hourly rate if this is preferred. For the purpose of this proposal, we have estimated the following inspection visits:

- ▶ Weekly observation at 10 hours per week for a duration of 65 weeks.
- ▶ Structural – 3 visits for the Pump Station.
- ▶ Architectural – 2 visits for the Pump Station.
- ▶ Electrical – 3 visits for the Pump Station plus 1 visit for the site electrical.
- ▶ Instrumentation – 4 visits for PLC / HMI programming and coordination with the Town’s SCADA control system integrator.
- ▶ Civil – 10 visits for the Pump Station plus 20 visits for the yard piping and site civil.
- ▶ Geotechnical – compaction and concrete testing (estimated at \$20,000).

Material Testing QA / QC

CBCL’s geotechnical personnel will conduct periodic inspections and material testing during construction to confirm the quality of subgrade, gravel compaction, and concrete for the foundations. The contractor’s geotechnical engineer is ultimately responsible for the work, the intention of these testing services and geotechnical reviews is to provide third-party QA/QC of the contractor’s field compaction and test results. We have included the following Materials QA / QC testing:

- ▶ 1 trip for pipe bedding and site fill material sieve and proctor.
- ▶ 10 trips total for compaction of subgrade, site fill, yard piping backfill, and backfill of foundations.
- ▶ 4 trips total for concrete QA/QC Testing (reservoir and pump station foundations).

We will coordinate all required QA/QC materials testing visits based on the contractor’s schedule.

Tank QA Testing

This project includes the construction of a AWWA D103 standard glass lined bolted steel tank. The tank panels are manufactured and coated in factory and shipped to site where they are assembled by a qualified tank erecting contractor. We are recommending that the Town of Middleton conducts third-party testing of the manufactured tank panels as part of the Quality Assurance (QA) inspections. The scope would include the following:

1. Engage a qualified third-party company to perform QA inspections and testing prior to shipping of the panels from the factory.
2. Engage a qualified third-party company to perform QA inspections and testing in the field after delivery of the panels to the construction site.
3. Time for CBCL to coordinate the work, review the testing and coordinate with the contractor regarding the results.

The price of this Tank QA Testing is not currently included in our scope of work. CBCL is working to obtain quotes for this work.

Approval & Closeout Documents

CBCL will provide deficiency inspection on substantial completion of the work. Approval and close out documents include items such final payment certificate, deficiency list development, confirmation of completion of deficiency list, confirmation of substantial performance, and warranty and other contractual documents required to be submitted by the contractor, including O&M manuals. CBCL will review the contract and assist the Municipality in reviewing and confirming that the contractor has completed their contractual requirements. Any certificate of approval required under approvals obtained for this project will be completed and submitted once the CBCL has confirmed all work complies with the design and approvals.

Facility Start Up & Commissioning

CBCL will oversee the start-up and commissioning process starting with review of the start-up and commissioning plans and sequencing. This will include filling, draining, testing, disinfection, and de-chlorination of the reservoir to ensure conformance with applicable AWWA standards. We will also respond to RFI's during the start-up phase. CBCL will review the contractor's commissioning plan and provide site observation during the process.

Record Drawings

The contractor will be responsible for providing CBCL with an as build survey of the access road and red line markup of any structural modification they may have made. This information, along with and change orders that were issued, will be incorporated into a record drawing package.

Warranty Period Services

CBCL will conduct an inspection with the Town and the contractor near the end of the warranty period. Any deficiencies will be identified, and a tracking list will be completed for any outstanding work.

Cost Proposal

We propose to complete this work on a lump sum bases based on the scope of work and assumptions stated in this proposal. If construction is extended or additional effort is required, the fee will be renegotiated. Based on the assumptions presented here our fee estimate including expenses to complete the above tasks is **\$374,121** plus tax. The Cost Proposal table on the following page matches the format provided in Appendix B of the RFP and provides a breakdown of fees according to the project tasks, the Detailed Cost Proposal can be found in Appendix E.

Ashley Crocker
October 3, 2024

Task Description	Fees (excl. HST)
Contract Administration	\$104,696
Shop Drawing Review	\$21,253
Construction Inspection	\$202,926
Material testing QA / QC	\$20,444
Approval & Closeout Documents	\$7,849
Facility Start Up & Commissioning	\$6,478
Record Drawings	\$5,713
Warranty Period Services	\$4,762
TOTAL COST (excl. HST)	\$374,121

If you have any questions about this proposal, please do not hesitate to contact us at the undersigned.

Yours very truly,

CBCL Limited



Prepared by:
Paul Young, P.Eng.
Municipal Engineer
Direct: 902-421-7241
E-Mail: pyoung@cbcl.ca



Reviewed by:
Andrew Gates, P.Eng.
VP Infrastructure Services

Attachments: A Declaration
 B CBCL Limited Standard Terms and Conditions
 C Corporate Information
 D Curricula Vitae
 E Detailed Cost Proposal

Proposal No: 201014.05

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

Attachment A

Declaration

APPENDIX A: DECLARATION

Declarations:

We hereby acknowledge and declare that:

- a) we agree to perform the Work in compliance with the requirements set out in the RFP and details provided in the RFP submission.
- b) no person, firm, or corporation other than the undersigned has any interest in this RFP or in the proposed Contract for which this RFP is made;
- c) we hereby acknowledge and confirm that the TOWN has the right to accept any RFP or to reject any or all RFPs in accordance with the RFP;

Signatures:

Signed, sealed, and submitted for and on behalf of:

Company: CBCL Limited
(Name)

1505 Barrington Street, Suite 901
(Street Address or Postal Box Number)

Halifax, NS B3J 3K5
(City, Province & Postal Code)



(Apply SEAL above)

Signature: Aaron Baillie

Name & Title: Aaron Baillie, P.Eng., Manager, Municipal Engineering
(Please Print or Type)

Witness: Vanessa Bourbonniere

Dated at October this 2 day of 2024.

Attachment B

CBCL Limited Standard Terms and Conditions





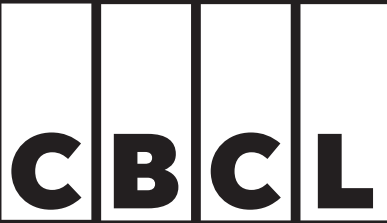
SCHEDULE "A"
CBCL Limited ("CBCL") and Client
STANDARD TERMS AND CONDITIONS (NS)

1. **ENTIRE AGREEMENT.** The attached proposal together with this Schedule "A" constitutes the entire agreement between Client and CBCL (this "Agreement"). This Agreement supersedes all prior communications, undertakings and agreements, written or oral made between the parties. Amendments to this Agreement must be in writing, signed by both Client and CBCL.
2. **SCOPE OF WORK.** Upon receipt of notice from Client of a requested change in the scope of the work hereunder, CBCL will promptly notify Client of any estimated impact on the schedule, price or terms of this Agreement resulting from such a change. The parties agree to expeditiously negotiate any such changes to this Agreement and to promptly execute any such agreed upon amendments to this Agreement. Client acknowledges and agrees that its use of any purchase order or other form to procure services is solely for administrative purposes and in no event shall CBCL be bound by any terms or conditions on such purchase order or form regardless of reference to or signature on behalf of CBCL. Client shall endeavor to reference this Agreement on any purchase order (or any other form), but Client's failure to do so shall not operate to modify this Agreement.
3. **SITE INFORMATION AND ACCESS.** Client shall make available to CBCL all relevant information, data and documents under its control regarding past, present and proposed conditions of the work site. The information shall include, but not be limited to, plot plans, topographic survey, hydrologic data and soil and geologic data including borings, field or laboratory tests and written reports. Client shall immediately transmit to CBCL any new or revised information, data or documents that become available. Client shall make all necessary arrangements to ensure ready and uninterrupted work site access for CBCL, its personnel and equipment throughout performance of this Agreement, at no cost to CBCL. Client acknowledges that subsurface conditions may vary from those encountered at the location where borings, surveys or other explorations are made by CBCL and that the data, interpretations and recommendations of CBCL are based solely on such borings, surveys and explorations and on the information provided to it by the Client. CBCL will not be responsible for the interpretation by others of the results of CBCL's borings, surveys or explorations. Similarly, CBCL will not be responsible for the accuracy of Client provided information of any kind nor for the consequences of incorporating such information in the work.
4. **FEES, DISBURSEMENTS AND EXPENSES.** Unless otherwise stated or agreed to in writing by CBCL and the Client, terms of payment for professional services, invoiced expenses, and office disbursements shall be as presented on each invoice submitted by CBCL to the Client. Fees shall be charged at the hourly rates or for the stipulated price specified in the proposal. Fees shall be net of invoiced expenses and office disbursements. Sub-consulting fees shall be subject to a 10% mark-up. Expenses such as hotel, travel, meals and the like shall be charged at cost. Office disbursements such as printing, communication, delivery, internal lab and the like shall be billed at 6% of fees charged.
5. **PERMITS AND UTILITIES.** Client shall obtain all required approvals, permits, licenses and access rights from municipal and other governmental authorities and utilities having jurisdiction over or easements on the work site. The Client shall advise CBCL of the location of all underground utilities and structures at the work site.
6. **TERMS OF PAYMENT.** Unless otherwise stated in the Letter Agreement, invoices will be submitted by CBCL on a period by period basis where a period constitute four (4) weeks (28 days) or, at the option of CBCL upon completion of the services, and will be due and payable on the invoice date. Invoices will be considered past due if not paid within thirty (30) days thereafter (the "overdue date"). Invoices not paid on or before the overdue date shall bear interest at the rate of one and one-half percent (1.5%) per month computed from the overdue date. In addition, any collection fees, legal fees, court costs and other related expenses incurred by CBCL in respect of the collection of delinquent invoice amounts shall be paid by Client.
7. **OWNERSHIP RIGHTS.** All reports, drawings, plans, models, designs, surveys, photographs, specifications, computer files, field data, notes and other documents and instruments produced by CBCL shall be and remain the sole property of CBCL. CBCL shall retain all common law, statutory and other reserved rights therein, including copyright.
8. **LEGAL FEES.** In the event either party makes a claim or commences legal proceedings against the other for any act arising out of the performance or interpretation of this Agreement, including the payment of professional fees, the unsuccessful party shall pay to the prevailing party all reasonable costs incurred by the prevailing party in prosecuting or defending such claim or action, including staff time, court costs, solicitors' fees and other related expenses. In the event of a non-adjudicative settlement of a claim or legal proceedings between the parties or resolution by arbitration, the term "prevailing party" shall be determined by that process.
9. **STANDARD OF CARE.** In the performance of professional services, CBCL will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. CBCL makes no warranties, either expressed or implied, as to its professional services rendered under this Agreement. CBCL will perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. Nothing in this Agreement shall be construed to establish a fiduciary relationship between the parties.

10. **INSURANCE.** CBCL will maintain professional liability insurance, comprehensive general liability insurance and automotive insurance throughout the term of this Agreement, with the exception of automotive insurance, for a period of at least one year thereafter.
11. **OPINION OF PROBABLE COST.** CBCL shall, where required, prepare an opinion of probable construction cost. This opinion of probable costs is presented on the basis of experience, qualifications, and best judgment. It has been prepared in accordance with acceptable principles and practices. Market trends, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL Limited and as such we cannot warranty or guarantee that actual costs will not vary from the opinion provided.
12. **ENVIRONMENTAL LIABILITY.** Because Client owns and operates the site where work is being performed, Client has and shall retain all responsibility and liability associated with the environmental conditions at the site and shall be solely responsible for the handling and disposal of any bore samples, asbestos, or other toxic or hazardous materials, substances or products (collectively "Hazardous Waste") located on the worksite or generated on the site as a result of CBCL's performance hereunder. Client agrees to indemnify and save harmless CBCL from any claims, damages or liability whatsoever, arising out of the detection, presence, handling, removal or disposal of Hazardous Waste on or about the worksite.
13. **LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CBCL, its officers, directors and employees or any of them to Client, for any and all claims, losses, costs, demands, damages, including solicitors' fees, expert witness fees and costs of any kind arising under or related to this Agreement or any services provided hereunder, whether based in contract or tort, shall not exceed the total compensation actually paid to CBCL under this Agreement, or the total amount of \$50,000, whichever is less. All claims by Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the services rendered under this Agreement. CBCL's liability shall be absolutely limited to direct damages arising out of the services provided under this Agreement and CBCL shall not be liable in any way for any consequential or indirect loss, injury or damages of any kind incurred by Client, including but not limited to loss of profits, loss of income or loss of use of property. CBCL shall not be liable for any damages or costs arising out of the failure of any manufactured product or any manufactured or factory assembled system of components to perform in accordance with manufacturer's specifications or product literature or otherwise.
14. **DISPUTES.** Any dispute arising hereunder shall be resolved by taking the following steps, where a successive step is taken if the issue is not resolved at the preceding step: (1) by negotiation between the technical and contractual personnel for each party, (2) by negotiation between executive management of each party, (3) by submission to mediation, (4) by arbitration if both parties agree or (5) litigation in the courts of the Province whose laws govern this Agreement, pursuant to Paragraph 21 hereof.
15. **DELAYS.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays due to causes beyond CBCL or the Client's reasonable control.
16. **COVID-19.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays related to the existence or impact of COVID-19 or any variant thereof. If any such delay arises, Client and CBCL will work together to devise and implement work around plans as may be reasonably necessary in the circumstances, which may involve mutually agreed upon adjustments to schedule, scope and compensation.
17. **JOBSITE SAFETY.** Client agrees that the responsibility for site safety and construction means and methods remains with the contractor, not the design professional.
18. **TERMINATION.** CBCL may terminate this Agreement upon at least seven (7) calendar days' notice to Client, in the event that (a) Client fails to perform any of its obligations hereunder, including payment of fees for service, in a timely manner, or (b) the parties fail to promptly reach agreement on the compensation and schedule adjustments necessitated by requested changes to the scope of the work hereunder. In the event of such termination by CBCL, Client shall pay to CBCL, in addition to payment for services rendered hereunder to the time of termination and reimbursable costs, all reasonable expenses of CBCL in connection with the orderly and safe termination of its services.
19. **INCONSISTENCY.** In the event that there is any inconsistency or contradiction between any of the provisions of the Proposal and the provisions of this Schedule "A", then in such case, the provisions of the Proposal shall prevail.
20. **ASSIGNMENT.** Neither Client nor CBCL shall assign its interest in this Agreement without the prior written consent of the other except that CBCL may assign its interest in this Agreement to a related or affiliated company of CBCL without the consent of Client.
21. **GOVERNING LAWS.** This Agreement shall be governed by the laws of, and any legal proceedings arising out of this Agreement shall be brought in a court of competent jurisdiction in, the Province in which the work site is located, if applicable, and otherwise, then by the laws of the Province of Nova Scotia.

Attachment C

Corporate Information



Solutions today | Tomorrow **IN** mind

As an employee-owned firm, CBCL is committed to creating a positive and lasting impact on people and our planet by providing world-class multidisciplinary engineering, geotechnical, and environmental consulting services.

CBCL.ca

INnovative

Our teams deliver more than 1,500 projects a year in multiple sectors, including:

- Bridges
- Buildings
- Climate Resilience
- Coastal
- Environmental
- Geotechnical
- Industrial
- Municipal
- Ports & Marine
- Sustainability
- Transportation
- Water

Since 1955, CBCL has focused on making meaningful global contributions. With experience in over 100 countries, our multi-talented team creates innovative solutions for our clients that positively shape tomorrow. We have 12 offices in the provinces of Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland Labrador, and Ontario. Our diverse team of over 400 employees is committed to providing technical excellence and exceptional service.

INvested

We're committed to affecting positive change in our communities. Our Atlantic Canadian roots keep us accountable, dependable, and respectful. We focus on doing what's right, not what's easy. We define corporate social responsibility by how we treat our employees, how our business activities affect the larger environment, how our organization and employees contribute to the communities we live in, and how our values control the governance of our privately held company.

We pursue solutions that benefit the communities where we work and live. As healthy communities need a healthy environment to thrive, sustainability is always a priority. We're committed to the integration of social, economic, and environmental concerns in all aspects of our operation. We strive to develop and implement practical engineering solutions that respect the current social and environmental impacts, as well as future implications of our designs.

We are committed to being a company that values and promotes diversity and inclusion. This commitment strengthens us by engaging and empowering individuals with unique backgrounds. Through a variety of new initiatives, we continue to further establish a diverse and inclusive environment where all employees can thrive. We strongly believe diversity and inclusion allows us to provide exceptional consulting services to our clients and contributes to our mutual success.

Our Mission is thoughtful...
to provide world-class engineering and environmental services that are valued by our clients, contribute to our mutual success, and positively impact the environment and communities we serve.

Our Vision is strong...
to grow by expanding our range of services and locations, retain our strong collaborative employee-owned culture, and offer exciting career opportunities through impactful, and sustainable projects.

Our Purpose is clear...
to create a positive and lasting impact on people and our planet.



At CBCL, we operate in accordance with our four core values of client experience, openness, respect, and excellence. While each value is connected to health and safety, our excellence includes a commitment to reducing or preventing the risk of injury and illness to our people and those connected to our work.

We will contribute to the **health** and wellbeing of our employees and drive a **safety** culture that promotes conducting business in the safest possible manner.

Our commitment

Provide visible safety leadership

Fulfill client requirements, company programming, and legal and regulatory obligations

Promote a positive approach to safety as part of our overall work environment, with the goal of being free of incidents

Foster an organizational culture that promotes psychological health and provide a workplace free from psychological harm

Work to provide clarity for competence of our people with respect to their health and safety responsibilities

Provide continued health and safety education, and maintain training records for our people

Consult our people, such as through safety committees, and encourage participation in safety programming

Promote our behaviour-based safety program

Encourage relevant external stakeholders, such as subcontractors and subconsultants, to manage health and safety with practices that align with our commitments

Provide personal protective equipment and instruction for its use and care

Monitor safety performance and statistics, and drive continuous improvement

While the President & CEO is accountable for health and safety at CBCL, all of our people and our relevant stakeholders must share our principles. Everyone is responsible for their own health and safety as well as that of their colleagues.



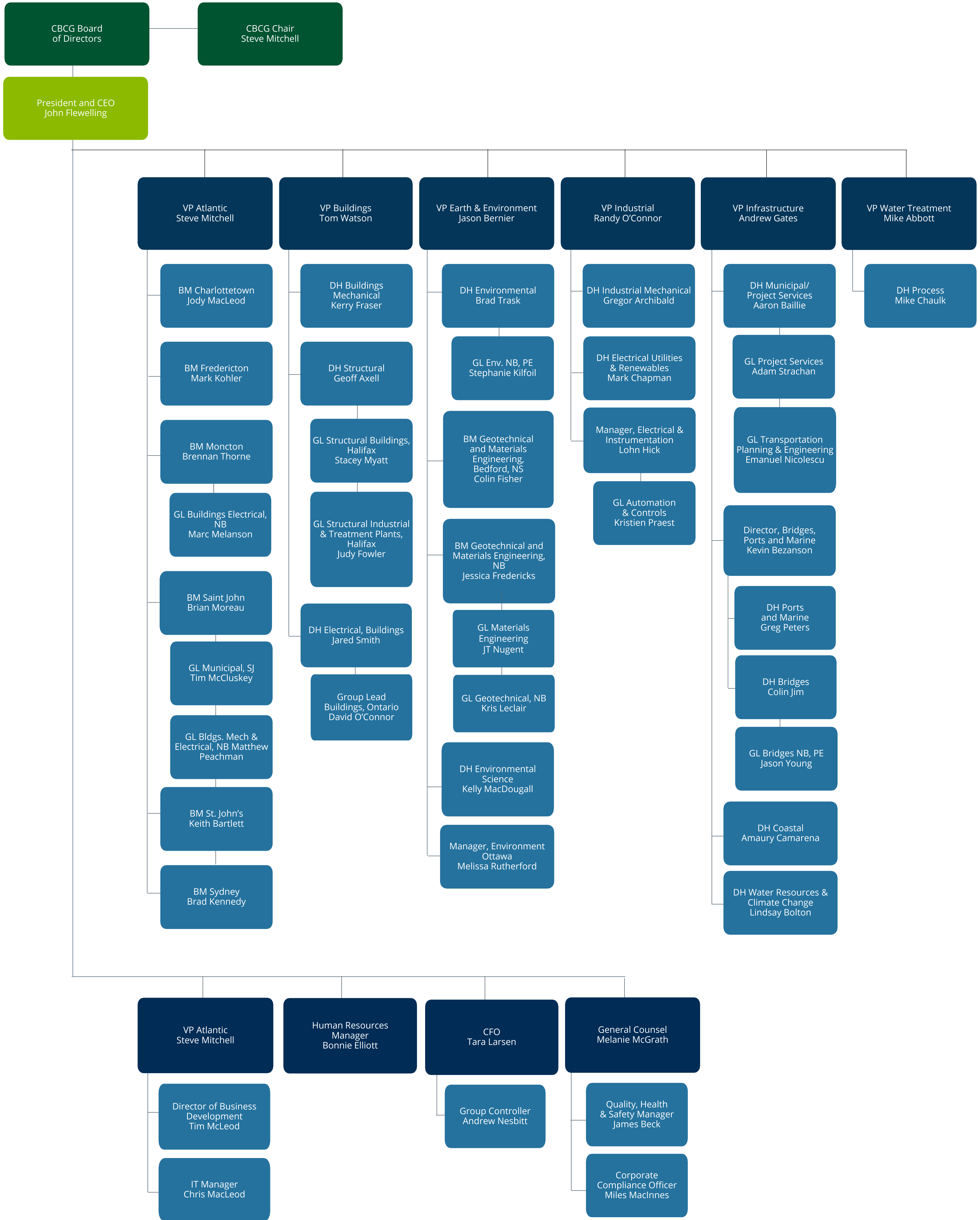
John Flewelling, P.Eng.
President & CEO



James Beck, P.Eng., CRSP, PMP
Quality, Health & Safety Manager



Operational Organizational Chart



Clearance Letter

**CBCL LIMITED
MILES MACINNES
1505 BARRINGTON ST, SUITE 901
PO BOX 606
HALIFAX, NS B3J 2R7**

Date of Issue: September 20, 2024

Account Holder:
CBCL LIMITED
BN: 100849066

This letter confirms that **CBCL LIMITED** is registered with the WCB Nova Scotia and is in good standing. It is valid until **December 31, 2024**.

Sincerely,

WCB Nova Scotia

Attachment D

Curricula Vitae



Paul YOUNG

P.ENG. MUNICIPAL ENGINEER



AREAS OF SPECIALTY

Water Distribution & Transmission, Sanitary Sewers, Sanitary Force mains, Storm Systems, Municipal Roads, Parking Lots and Site Development

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Engineers Nova Scotia, P.Eng.

EDUCATION

B.Sc. Engineering (Civil), University of New Brunswick, 2013

EXPERIENCE

Paul is a Civil Engineer with over ten (10) years of experience in design and construction of municipal engineering services. His areas of expertise include water distribution and modelling, sanitary systems, stormwater systems, municipal roads, parking lots and site development. His design experience also includes large-diameter water transmission mains and potable water storage tanks. Paul has experience working on all phases of planning, design and construction and has helped municipalities and developers complete new site developments and infrastructure upgrades on a variety of projects in municipal, residential, commercial, and industrial settings. His experience coordinating with multi-discipline design teams through design and construction has become an asset for both municipal clients and private developers. Before joining CBCL in 2018, Paul worked on the west coast of Canada in consulting engineering and volunteered as a member and chair of the BCWWA Young Professionals Committee. Paul has participated as a course instructor for several ACWWA operator training courses. Paul's other professional interests include water governance, sustainable infrastructure, and trenchless technologies.

WATER SYSTEMS

- BURNSIDE OPERATIONS CENTRE, HALIFAX WATER, DARTMOUTH, NS: Civil design lead for the Integrated Project Delivery (IPD) team for Halifax Water's Burnside Operations Centre. Worked in a multi-discipline collaborative environment with other design leads and construction team to deliver the project with a focus on developing solutions to meet requirements within a defined schedule and budget. Included domestic water, site water and sprinkler servicing.
- COWIE HILL RESERVOIR REPLACEMENT, HALIFAX WATER, HALIFAX, NS: Conducted the design the civil engineering aspects of the project including yard piping including inlet, outlet, overflow and drain lines, pipe connection details to the reservoir, new meter chambers, site modifications and reinstatement. Worked closely with the tank designers/manufacturers to coordinate the design of piping to best suit the concrete tank design and account for construction constraints and considerations. Construction phase and contract admiration ongoing.
- HEMLOCK RESERVOIR, HALIFAX WATER, HALIFAX, NS: Assisted the project team by completing and checking hydraulic calculations for the new Hemlock Reservoir including the motive mixer, inlet, overflow, and drains.
- NSHA HALIFAX INFIRMARY WATER SERVICE REPLACEMENT, NOVA SCOTIA HEALTH, HALIFAX, NS: Civil engineering design lead for the design of two new water services for the Halifax Infirmary. Consulted with NSH, Halifax Water, the fire protection subconsultant and the mechanical engineering team to develop and implement a phased approach to the work to ensure continuous water service to the hospital during construction. The phasing plan considered critical water needs including adequate supply and pressure for potable water and fire protection for the Halifax Infirmary campus including critical fire protection needs for the helipad.

- NSHA HALIFAX INFIRMARY RING MAIN STUDY, NOVA SCOTIA HEALTH, HALIFAX, NS: Completed a study and assessment of the existing ring main and fire hydrants at the QEII Halifax Infirmary (HI) site. The scope of includes completing a review of available information, the development of a testing and inspection plan, coordination of the inspections and assessment of the ring main, the development of a report summarizing all the study findings and recommendations. Inspections were coordinated to ensure the work would minimize disruption to normal operations.
- SHESHATSHIU INNU FIRST NATION WATER DISTRIBUTION SYSTEM HYDRAULIC MODEL DEVELOPMENT, SIFN, SHESHATSHIU INNU FIRST NATION, NL: Project manager for the creation of a new water model for the community including two new wells, one reservoir, and approximately 15 km of watermain. The water model included existing and future water demands, and future residential development areas were added to assess the capacity of the distribution system for planning purposes. Field testing and model calibration is upcoming in 2022.
- WEST HANTS WINDSOR WATER MODEL CALIBRATION, WINDSOR, THREE MILE PLAINS, FALMOUTH, NS, WEST HANTS REGIONAL MUNICIPALITY, NS: Worked on the planning and executing of hydrant flow testing for the calibration of the water model for the West Hants Regional Municipality. Completed a 4-day hydrant flow testing program, comprised of 23 tests across 5 system zones. The testing was replicated within the model to complete calibration.
- WINDSOR WATERMAIN RELOCATION AT HWY 101, TOWN OF WINDSOR, WINDSOR, NS: Design Engineer for the replacement of two water transmission mains crossing below Highway 101 in Windsor. The design included the extension of casing pipes under Highway 101 to accommodate highway twinning and slip lining of the new HDPE transmission mains through the extended casings.
- MIDDLETON BROOKLYN ROAD WATERMAIN EXTENSION, TOWN OF MIDDLETON, MIDDLETON, NS: Completed the detailed design of the new watermain extension for approximately 800m of new watermain over two phases. Provided technical support for the water modelling, sizing and feasibility stage for the watermain extension.
- MIDDLETON RESERVOIR, TRANSMISSION MAIN AND DISTRIBUTION UPGRADES, TOWN OF MIDDLETON, MIDDLETON, NS: Design of new transmission main and distribution upgrades to improve water system hydraulics in the Town of Middleton and accommodate the proposed reservoir. Work is ongoing.
- MIDDLETON RESERVOIR PRE-DESIGN, TOWN OF MIDDLETON, MIDDLETON, NS: Evaluated pre-design options and developed a design concept and cost estimate for a new reservoir for the Town of Middleton. Conducted hydraulic modeling of the water system to analyse the impact of various reservoir options. Worked closely with the Town to understand their current operations and future needs.
- MIDDLETON WATER SYSTEM PRESSURE RELIEF, TOWN OF MIDDLETON, MIDDLETON, NS: Identified the need for a pressure relief valve to help facilitate reliable water service to the community. Developed design options and costs for the Town. Currently in the construction phase working closely with the operations department to install a pressure the relief valve in the existing well control building.
- MILL COVE FIRE PROTECTION SYSTEM, MODC, MILL COVE, NS: Assisting MODC to prioritize maintenance of the municipal fire protection water system. Conducted water modelling, in-situ testing, and condition inspections to prioritize the required infrastructure upgrades including: the repair of two tanks, yard piping replacements, hydrant replacements, pump station upgrades, and partial replacement of fire protection mains.
- FALL RIVER PLAZA, CROMBIE REIT, FALL RIVER, NS: Project Engineer for connecting the commercial plaza to the new municipal water system, design of a new Halifax Water meter chamber, and sub-metering of tenants, while maintaining water service and fire protection. Scope of decommissioning work includes: decommissioning of water treatment system, decommissioning of existing raw water intake on the lake with close coordination with NSE and DFO.
- TOWN OF TRURO WATERCAD TRAINING, TOWN OF TRURO, TRURO, NS: Lead a two-day workshop on water modelling for Town of Truro Engineering and Public Works staff to establish the condition and accuracy of their water model and to provide training focussed on introducing town staff to WaterCAD software while making useful updates to the model. Established an intimate

understanding of the Town's needs and capabilities over the two-day workshop to maximize the benefit of the training to the Town.

- RAPID HOUSING SUBDIVISION, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Project manager for the preliminary design, detailed design, and construction administration of the roads, water, sanitary and stormwater management for the subdivision to provide 19 new housing units to the community.
- SUBDIVISION FEASIBILITY AND ENVIRONMENTAL ASSESSMENT, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Completed a subdivision feasibility assessment including an assessment of water and sanitary infrastructure and an opinion of probable cost for construction of roads and utilities. The feasibility report also included a community housing assessment and population projections and an environmental assessment for the development area.
- LEXINGTON PARK PHASE 2 SUBDIVISION, GARDINER PROPERTIES, BIBLE HILL, NS: Design lead for the detailed design of the roads, water, sanitary and stormwater management for the subdivision to provide 28 new housing units to the community. Currently in approval phase.
- POTLOTEK FIRST NATION CAMPSITE AND RV PARK, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Civil engineer responsible for the design of water, sanitary, drainage, gravel roads, and site layout for the 22-hectare development for the campsite and RV park. The project includes over 3 km of gravel roads, campsites, pedestrian pathways, stormwater management, coastal access, water distribution, sanitary sewers, a sanitary pump station and forcemain, power service, street lighting,
- MANN MAIN NO. 2 SOUTH, METRO VANCOUVER, SURREY, BC: Project Engineer for the design 2.5 km of large diameter (1500 mm) steel water transmission main located in an urban environment. Worked closely with the client, the city, and the multi-discipline design team to deliver the design of the supply main and three large valve chambers. Made design allowances for connecting to a future reservoir expansion. Conducted constructability assessments and triple bottom line options analysis for various water main alignments and construction methodologies.
- CAPILANO MAIN NO. 7, METRO VANCOUVER, DISTRICT OF NORTH VANCOUVER, BC: Project Engineer for the design of a 100 m relocation of a large diameter (1200 mm) steel water supply main. The project also included the relocation of an existing distribution water main for the District of North Vancouver. Delivered the design while meeting schedule and design constraints to construct the water mains as part of the Mountain Highway Interchange Upgrades.
- TSAWWASSEN MILLS ON-SITE CIVIL SERVICES, IVANHOE CAMBRIDGE, DELTA, BC: Water modelling and design of the on-site water distribution system for the Tsawwassen Mills mall which includes over 2 km of seismic and settlement-resistant 300 mm diameter water main. Analysed the system parameters under multiple demand scenarios and incorporated phased boundary conditions to confirm appropriate sizing and layout of the system.
- HALFWAY RIVER DOMESTIC WATER SYSTEM IMPROVEMENTS, HALFWAY RIVER FIRST NATION, BC: Project Engineer for preliminary design of water system upgrades for the community of approximately 180 residents. Used population projections to estimate future demands and to conduct water modeling and preliminary reservoir sizing. Developed design options to provide potable drinking water and fire protection for the community.
- ASHNOLA DOMESTIC WATER SYSTEM IMPROVEMENTS, LOWER SIMILKAMEEN INDIAN BAND, BC: Assisted in design of the transmission main and reservoir access road to serve the community. Developed design solutions to avoid disturbance to archeologically sensitive soil and minimize capital cost.

SANITARY SYSTEMS

- BURNSIDE OPERATIONS CENTRE, HALIFAX WATER, DARTMOUTH, NS: Civil design lead for the Integrated Project Delivery (IPD) team for Halifax Water's Burnside Operations Centre. Worked in a multi-discipline collaborative environment with other design leads and construction team to deliver the project with a focus on developing solutions to meet requirements within a defined schedule and

budget. Sanitary system included special considerations for operations equipment, vac truck dumping, fueling station, and oil separation.

- BRUCE STREET PUMP STATION RELOCATION, HALIFAX WATER, DARTMOUTH, NS: Design of new twin forcemains, sanitary sewer, overflow, and new site layout to accommodate the proposed relocation of the Bruce Street sanitary pump station. Worked closely with electrical, and mechanical to coordinate the pump station design and relocation and coordinated easement acquisition with Halifax Water.
- MORRIS LAKE FORCE MAIN REPAIRS, HALIFAX WATER, DARTMOUTH, NS: Worked closely with Halifax Water to produce a request for proposal/tender outlining detailed repair requirements for 20 separate sections of the Morris Lake and Russell Lake force mains. Prepared detailed sequencing plans and schedules to coordinate the project timeline with the concurrent Russell Lake Pump Station Upgrades and to work within time windows set out by NSE and Halifax Water.
- KINGS COUNTY REGIONAL FORCEMAIN (2022 PHASE), COUNTY OF KINGS, KENTVILLE, NS: Project manager and design lead for the replacement of the twin forcemains. Approximately 675 m of 450 mm and 155 m of 100 mm diameter HDPE pipe. Special considerations for maintaining flow of the regional forcemains during construction including options for trenchless work. Currently in design phase and optioneering phase.
- KINGS COUNTY REGIONAL FORCEMAIN (2020 PHASE), COUNTY OF KINGS, KENTVILLE, NS: Design Engineer for the replacement of twin forcemains. Approximately 750 m of 450 mm and 200 mm diameter HDPE pipe. Special considerations for maintaining flow of the regional forcemains during construction. Currently in approval phase.
- RAPID HOUSING SUBDIVISION, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Project manager for the preliminary design, detailed design, and construction administration of the roads, water, sanitary and stormwater management for the subdivision to provide 19 new housing units to the community.
- SUBDIVISION FEASIBILITY AND ENVIRONMENTAL ASSESSMENT, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Completed a subdivision feasibility assessment including an assessment of water and sanitary infrastructure and an opinion of probable cost for construction of roads and utilities. The feasibility report also included a community housing assessment and population projections and an environmental assessment for the development area.
- LEXINGTON PARK PHASE 2 SUBDIVISION, GARDINER PROPERTIES, BIBLE HILL, NS: Design lead for the detailed design of the roads, water, sanitary and stormwater management for the subdivision to provide 28 new housing units to the community. Currently in approval phase.
- POTLOTEK FIRST NATION SUBDIVISION FEASIBILITY STUDY, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Completed a subdivision feasibility assessment for sanitary sewer, forcemain and pump station infrastructure for the multi-phase feasibility study. Included a review of the existing community sanitary conveyance infrastructure capacity. Worked with the project team to complete the feasibility report for the multi phase subdivision feasibility study.
- POTLOTEK FIRST NATION CAMPSITE AND RV PARK, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Civil engineer responsible for the design of water, sanitary, drainage, gravel roads, and site layout for the 22-hectare development for the campsite and RV park. The project (currently in development) includes new water distribution mains, sanitary sewers, a sanitary pump station & forcemains, storm systems, power service, street lighting, pedestrian paths, and over 3 km of gravel roads.
- MEE ROAD SIDEWALK AND SEWER, COUNTY OF KINGS, KENTVILLE, NS: Project Engineer for replacement of the existing sanitary system sewers on Mee Road, as well as approximately 1 km of new sidewalk, curb, bicycle lane, grass boulevard, stormwater collection and piping. Included consideration of trenchless methods for sewer replacement.
- YVR SANITARY DUMP STATION, INTEGRAL, RICHMOND, BC: Civil Engineer for preliminary design of site services for a new airside sanitary dump station at YVR Vancouver International Airport. Worked

with an engineering team to design the system to pre-treat and convey sanitary sewage dumped from airplanes which is high in organic solids and detergents.

- CAMPBELL HEIGHTS FORCEMAIN, CITY OF SURREY, SURREY, BC: Performed contract administration for construction of the 2.1 km long 450 mm diameter sanitary forcemain. Met with the City of Surrey and the contractor on a bi-weekly basis to track project progress and discuss construction issues.
- RICHMOND INDUSTRIAL CENTRE, ECORIDGE DEVELOPMENTS, RICHMOND, BC: Project Engineer for detailed design of sanitary system including gravity sewer and sanitary forcemain for the 13 building, 65 hectare industrial development. Included special considerations and design details for utility construction on a previous landfill site.
- WHISTLE BEND SUBDIVISION, GOVERNMENT OF YUKON, WHITEHORSE, YT: Developed a sanitary sewer master plan for Phase 3 of the 7-phase subdivision project. Designed the sanitary system layout and selected pipe sizes and grades to convey sanitary flows based on the various land uses to the existing sanitary pump station. Accounted for flows from future phases of the development and interfaced with the existing Whistle Bend sanitary system.

STORM SYSTEMS

- BURNSIDE OPERATIONS CENTRE, HALIFAX WATER, DARTMOUTH, NS: Civil design lead for the Integrated Project Delivery (IPD) team for Halifax Water's Burnside Operations Centre. Worked in a multi-discipline collaborative environment with other design leads and construction team to deliver the project with a focus on developing solutions to meet requirements within a defined schedule and budget. Implemented project-specific low-impact development stormwater solutions including raingardens integrated into landscapes.
- TCI CLIMATE RESILIENT COASTAL PROTECTION & MANAGEMENT, TURKS AND CAICOS: Civil engineer responsible for stormwater management for the approximately 800m long coastal seawall. The project includes coordination of the work with existing roads and coastal environment.
- RAPID HOUSING SUBDIVISION, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Project manager for the preliminary design, detailed design, and construction administration of the roads, water, sanitary and stormwater management for the subdivision to provide 19 new housing units to the community.
- LEXINGTON PARK PHASE 2 SUBDIVISION, GARDINER PROPERTIES, BIBLE HILL, NS: Design lead for the detailed design of the roads, water, sanitary and stormwater management for the subdivision to provide 28 new housing units to the community. Currently in approval phase.
- POTLOTEK FIRST NATION CAMPSITE AND RV PARK, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Civil engineer responsible for the design of water, sanitary, drainage, gravel roads, and site layout for the 22-hectare development for the campsite and RV park. The project (currently in development) includes new water distribution mains, sanitary sewers, a sanitary pump station & force mains, storm systems, power service, street lighting, pedestrian paths, and over 3 km of gravel roads.
- MEE ROAD SIDEWALK AND SEWER, COUNTY OF KINGS, KENTVILLE, NS: Project Engineer for new stormwater collection and piping, as well as approximately 1 km of new sidewalk, curb, bicycle lane, grass boulevard, and replacement of existing sanitary sewers on Mee Road.
- VITERRA DRAINAGE DESIGN AND ANNEX ACCESS ROAD, VITERRA, VANCOUVER, BC: Designed the drainage system to collect, attenuate, pump, treat and convey stormwater from site and improve existing ground conditions. Design of the system incorporated geotechnical considerations, coordination with pump station designers, and environmental permitting.
- NICO WYND EMERGENCY DYKE REPAIR, CITY OF SURREY, SURREY, BC: Construction Inspector and Project Engineer for the emergency dyke repair of a critically eroded coastal dyke and reinstate the coastal trail. Worked closely with environmental staff to monitor construction adjacent to an environmentally sensitive water body.
- FRASER RIVER TRAIL BURNABY GATEWAY DYKE UPGRADES, CITY OF BURNABY, BURNABY, BC: Construction Inspector and Project Engineer for the dyke upgrades and riverside multi-use trail upgrades along

the Fraser River. Included retaining walls, scour protection, ground improvements, and stormwater management.

- GRAY CREEK RESTORATION, CITY OF BURNABY, BURNABY, BC: Inspected construction of the Gray Creek Restoration including inspection of boulder weirs, riprap armouring, slope stabilization, planting, and water diversions. Closely observed size and properties of soils being used in creek construction for quality control and tracked quantities.

DEVELOPMENT

- RAPID HOUSING SUBDIVISION, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Project manager for the preliminary design, detailed design, and construction administration of the roads, water, sanitary and stormwater management for the subdivision to provide 19 new housing units to the community.
- SUBDIVISION FEASIBILITY AND ENVIRONMENTAL ASSESSMENT, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Completed a subdivision feasibility assessment including an assessment of water and sanitary infrastructure and an opinion of probable cost for construction of roads and utilities. The feasibility report also included a community housing assessment and population projections and an environmental assessment for the development area.
- LEXINGTON PARK PHASE 2 SUBDIVISION, GARDINER PROPERTIES, BIBLE HILL, NS: Design lead for the detailed design of the roads, water, sanitary and stormwater management for the subdivision to provide 28 new housing units to the community. Currently in approval phase.
- POTLOTEK FIRST NATION SUBDIVISION FEASIBILITY STUDY, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Completed a subdivision feasibility assessment for sanitary sewer, forcemain and pump station infrastructure for the multi-phase feasibility study. Included a review of the existing community sanitary conveyance infrastructure capacity. Worked with the project team to complete the feasibility report for the multi phase subdivision feasibility study.
- POTLOTEK FIRST NATION CAMPSITE AND RV PARK, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Civil engineer responsible for the design of water, sanitary, drainage, gravel roads, and site layout for the 22-hectare development for the campsite and RV park. The project (currently in development) includes new water distribution mains, sanitary sewers, a sanitary pump station & forcemains, storm systems, power service, street lighting, pedestrian paths, and over 3 km of gravel roads.
- SERVICING ASSESSMENT FOR GREENHOUSE SITE, POTLOTEK FIRST NATION, POTLOTEK, NS: Assisted Potlotek First Nation with development planning by providing a high-level infrastructure assessment to determine water and sanitary servicing options for the greenhouse site which falls outside of the serviced area. The assessment considered current and future development in the area including the greenhouse, food centre and nearby residential housing.
- TSAWWASSEN MILLS ON-SITE / OFF-SITE ROAD WORKS AND UTILITIES, IVANHOE CAMBRIDGE, DELTA, BC: Assisted project management of the multidiscipline team and obtaining approvals for the civil infrastructure of the 43-hectare Tsawwassen Mills commercial development and related off-site road works and utilities. The project included new water distribution mains, sanitary sewers, pump stations, forcemains, storm systems, open channel flow control, riparian areas, bioswales, landscaping, third party utilities, signalized intersections, street lighting, SCADA systems, and over 6 km of multi-lane roads with multi-use pedestrian and cycling paths.
- WEAVERS WAY SUBDIVISION, CLAYTON DEVELOPMENTS LIMITED, FREDERICTON, NB: Municipal inspector for the private development of the 32-lot residential subdivision overseeing work on all municipal infrastructure including: water, sanitary, storm, and roads. Reviewed lot stripping and grading with guidance of the geotechnical engineer. Served as the onsite representative to the private developer, municipality and the public.

SITE SERVICES

- BURNSIDE OPERATIONS CENTRE, HALIFAX WATER, DARTMOUTH, NS: Civil design lead for the Integrated Project Delivery (IPD) team for Halifax Water's Burnside Operations Centre. Worked in a multi-discipline collaborative environment with other design leads and construction team to deliver the project with a focus on developing solutions to meet requirements within a defined schedule and budget.
- NSHA HALIFAX INFIRMARY WATER SERVICE REPLACEMENT, NOVA SCOTIA HEALTH, HALIFAX, NS: Civil engineering design lead for the design of two new water services for the Halifax Infirmary. Consulted with NSH, Halifax Water, the fire protection subconsultant and the mechanical engineering team to develop and implement a phased approach to the work to ensure continuous water service to the hospital during construction. The phasing plan considered critical water needs including adequate supply and pressure for potable water and fire protection for the Halifax Infirmary campus including critical fire protection needs for the helipad.
- YVR WESTJET HANGAR MODIFICATIONS, INTEGRAL, RICHMOND, BC: Civil design engineer for modifications to WestJet's hangar at YVR South Terminal which included both airside and groundside work. Designed separation of combined sanitary and storm services to improve operation of the maintenance hangar and protect the environment from detergents, hydrocarbons, and particulates associated with plane washing and maintenance.
- VANCOUVER CHRISTIAN SCHOOL, OMICRON, VANCOUVER, BC: Responsible for contract administration and site inspection of site services including water, sanitary, storm, parking lot and site grading. Conducted and delegated site visits, reviewed and approved shop drawings, and prepared inspection reports.
- L'ÉCOLE BILLINGUE, COLBORNE ARCHITECTURAL GROUP, VANCOUVER, BC: Assisted in the design of site services including water, sanitary and storm for the school upgrade. Developed a comprehensive plan of catchment areas to assist in the design of the stormwater system.

WASTEWATER TREATMENT PLANT PROJECTS

- IONA ISLAND WWTP SOLIDS HANDLING UPGRADE, METRO VANCOUVER, RICHMOND, BC: Civil designer for layout of process piping, gravity overflow piping, process waste drainage, storm sewer, water services, parking lot grading and site layout for the new Sludge Screening and Degritting Building, Primary Sludge Thickener #3, and Digester Pump Buildings #1 to #4. Incorporated spill containment measures into the storm system and parking lot grading surrounding the Screening and Degritting Building to minimize the risk of environmental contamination in the event of a spill.
- LIONS GATE WWTP SLUDGE THICKENER NO.2, METRO VANCOUVER, VANCOUVER, BC: Civil Designer of pressure piping, gravity piping, site grading and gravel access for Thickener No. 2 at Lions Gate Wastewater Treatment Plant. Coordinated with process engineers to determine requirements for underground piping and coordinate designs.
- IONA ISLAND WWTP SOLIDS HANDLING UPGRADE (SITE PREPARATION CONTRACT), METRO VANCOUVER, RICHMOND, BC: Designer for site preparation contract. Developed a conceptual layout for the site of the new Sludge Screening and Degritting Building and Primary Sludge Thickener #3. Created a 3D design model of the proposed preload based on the site layout and geotechnical requirements. Produced accurate quantity estimates of proposed preload material and biosolids removal from the 3D model.

ROADS AND PARKING

- RAPID HOUSING SUBDIVISION, SIPEKNE'KATIK FIRST NATION, INDIAN BROOK, NS: Project manager for the preliminary design, detailed design, and construction administration of the roads, water, sanitary and stormwater management for the subdivision to provide 19 new housing units to the community.

- LEXINGTON PARK PHASE 2 SUBDIVISION, GARDINER PROPERTIES, BIBLE HILL, NS: Design lead for the detailed design of the roads, water, sanitary and stormwater management for the subdivision to provide 28 new housing units to the community. Currently in approval phase.
- POTLOTEK FIRST NATION CAMPSITE AND RV PARK, INDIGENOUS SERVICES CANADA, POTLOTEK, NS: Civil engineer responsible for the design of water, sanitary, drainage, gravel roads, and site layout for the 22-hectare development for the campsite and RV park. The project (currently in development) includes new water distribution mains, sanitary sewers, a sanitary pump station & forcemains, storm systems, power service, street lighting, pedestrian paths, and over 3 km of gravel roads.
- MEE ROAD SIDEWALK AND SEWER, COUNTY OF KINGS, KENTVILLE, NS: Project Engineer for design of approximately 1 km of new sidewalk, curb, bicycle lane, grass boulevard, stormwater collection and piping, and replacement of the existing sanitary system sewers on Mee Road. Included coordination with the County of Kings engineering department, the municipality of Kentville and NSTIR.
- 2015 GROUNDSDRIVE ROAD UPGRADES, YVRAA, RICHMOND, BC: Provided construction administration and inspection services on YVR's 2015 Groundside Road Upgrades. Inspected road works and drainage utilities on high priority traffic corridors on Sea Island. Coordinated closely with the client and project team to address construction issues and develop solutions in the field.
- SWING LOT UPGRADES, YVRAA, RICHMOND, BC: Provided construction administration and inspection services on YVR's Swing Lot upgrades. The project included the use of reclaimed asphalt and work with existing and proposed utilities. Worked closely with geotechnical engineers to identify areas of soft subgrade and ensure proper pavement structure would be provided to the client.
- BRIDGE RIVER I.R. NO.1 DOMESTIC WATER SYSTEM IMPROVEMENTS, BRIDGE RIVER INDIAN BAND, LILLOOET, BC: Conducted the detailed design of a 300 m gravel access road upgrade and parking area to provide vehicle access to the proposed drinking water treatment plant. Improved the road geometry for safety and ease of access for large vehicles while minimizing cost by optimizing cut and fill.
- MOODY STREET SEISMIC AND WIDENING, CITY OF PORT MOODY, BC: Civil construction inspector for the raised pedestrian pathway and stormwater system. Worked closely with the project manager and contractor to address construction issues including high water table causing adverse soil conditions during construction of the raised pathway. Observed pathway construction including placement and compaction of road structure and asphalt paving.
- JOHNSTON ROAD SIDEWALK RESTORATION, THE CITY OF WHITE ROCK, WHITE ROCK, BC: Developed a design concept for the sidewalk upgrades on Johnston Road in downtown White Rock. Worked with the City project manager and arborist to develop solutions to existing tree roots causing upheaval of the sidewalks. Assisted in working with the client to assess the possibility of upgrading underground utilities and road grading.
- MITSUI HOMES PARKING LOT, OMICRON, RICHMOND, BC: Grading design for improvements to an existing truck loading bay. Improved stormwater drainage and increased relative height of loading platform to improve efficiency of operations. Provided design with limited budget while meeting strict grading requirements to improve truck access.

UTILITY COORDINATION

- RICHMOND INDUSTRIAL CENTRE, ECORIDGE DEVELOPMENTS, RICHMOND, BC: Coordinated planning and design of private utilities including BC Hydro, Telus, Shaw and Fortis BC to service the 13 building, 65 hectare industrial development. Strategically planned and managed meetings with multiple stakeholders to coordinate the designs of the various design disciplines.
- TSAWWASSEN MILLS ON-SITE / OFF-SITE ROAD WORKS AND UTILITIES, IVANHOE CAMBRIDGE, DELTA, BC: Coordinated with the various engineering disciplines to plan, coordinate, review and approve third party utility servicing of the Tsawwassen developments and account for future community growth. Developed a master plan of utility corridors and servicing locations for BC Hydro, Telus, Shaw, Fortis and Metro Vancouver for the 6 kilometers of proposed road network and 43 hectare commercial site.



Aaron BAILLIE

P.ENG., MANAGER MUNICIPAL ENGINEERING



AREAS OF SPECIALTY

Project Management, Water Distribution, Wastewater Collection & Pumping, Water and Wastewater Treatment, Stormwater, Detail Design, Construction Administration, and Commissioning

EDUCATION

2000 B.Eng. Biological Engineering (Environmental), Technical University of Nova Scotia

1998 B.Sc.H, Agricultural Mechanization, Nova Scotia Agricultural College

AWARDS

2014 - New Victoria Mine Water Treatment Plant won the Tree of Life award at the Association of Consulting Engineering Companies of Canada – My role was Lead Designer and Process Design Engineer.

MEMBERSHIPS

APENS – Since 2000

PEO – Since 2016

Consulting Engineers of Nova Scotia – Former Director

AWWA – 2015

EXPERIENCE

Mr. Baillie is a registered professional engineer with more than twenty (20) years of experience in the design development, planning, project management, detail design, tendering, procurement, construction administration, and cost estimating of infrastructure projects. The following is a partial list of recent projects of which Mr. Baillie has managed and/or designed. Mr. Baillie's typical responsibilities include project management, preliminary and detail design, cost control, scheduling, procurement, construction administration and commissioning. Mr. Baillie has worked on several First Nation projects in various capacities. Below is a summary of recent First Nation projects where Mr. Baillie acted as project manager and/or design lead for the civil portion of the project.

SITE DEVELOPMENT AND SERVICES

- Lead the site civil component of the Turks and Caicos Port Authority south dock project. This included site grading, water supply, wastewater collection, and stormwater management. Provided oversight to the design team and provided QA/QC on the final design.
- Goosecap Landing – A commercial development for a first nation community on NS. I was the project manager and design lead. The project included extending water and sewer services by an adjacent community, street design, roundabout design, site grading, and parking lot design.
- Annapolis Valley First Nation is planning an expansion to the community which included street design, environmental permitting, and sewer and water extensions.
- Sobeys – municipal water service was extended to the site. Investigated options to replace existing lake water supply and fire pump system with the municipal water supply. Resulted in modifications to the existing sprinkler system to allow for the fire pump to be removed and the design of a meter chamber and site service extensions.
- Wallace Hills is a First Nations development in Halifax NS that will be a future residential and commercial development. The development is outside the service boundary and as such I lead the review of servicing options which included wells, onsite sewer treatment and extensions of water and sewer services. We also provide transportation planning for the site.

MUNICIPAL WATER SUPPLY AND TREATMENT

- Completed various watermain and street renewal projects for the community of Parrsboro. The projects included water service extensions to unserved areas, replacement of existing water and sewer services, and replacement of street surface.
- Review of existing water treatment and distribution system servicing a Parks Canada campground with recommendation to improve public health and operational control.
- Design lead for process improvement to the Indian Brook First Nations greensand water treatment system.
- Process lead for water and wastewater infrastructure for the Town of Wabush.
- Design lead for new booster station with fire pump to services the community of Pennywell in Saint John's.
- Project Manager for the well field upgrades to satisfy the NS Groundwater Treatment Standard. This work including raising well casing above grade, remote monitoring of the well field and reservoir for automatic shut off and notification in the event of chlorine failure, and trending of critical process values such as flows, chlorine residuals, and turbidity.
- Project Manager and lead process design engineer for the Town of Shelburne WTP. This project included the design of a new 2.45 MLD flocculation, DAF, and filtration treatment train. Auxiliary systems included stand by power generation, residual wastewater treatment, chloramines disinfection, a main plant PLC and SCADA system.
- Project Manager and lead process design engineer for the Town of Mahone Bay WTP. This project included the construction a 100% redundant 1 MLD membrane treatment plant with pre-treatment. Auxiliary system included process chemical pumping systems, stand by power, and SCADA system.
- Lead design engineer for the Town of Canso WTP. This project included the construction of a new DAF treatment process, residual management system, chemical handling systems, stand-by power, and SCADA system.
- Conducted a treatability assessment of the Shoreham Village groundwater supply to determine if the existing treatment equipment is acceptable due to complaints over coloured water. The study resulted in upgrades for disinfection and iron and manganese removal.
- Lead process engineer in the pre-design of municipal water treatment plants for the Town of Mahone Bay and the Town of Canso. Responsibilities included raw water quality analysis and bench scale treatability testing, watershed hydrology (i.e., reservoir yield), plant siting, distribution system hydraulics, lifecycle cost analyses, preliminary plant design and pre-design cost estimate. Innovative treatment technologies such as membranes were also investigated for their applicability in each case.
- Assessment of Alternative Water Treatment Technologies for 5 Wing Goose Bay. Responsibilities included conducting bench scale treatability testing, researching alternative treatment methods, review of historic hydrogeological reports and mapping, preparation of report, which included advantages, disadvantages, capital costs, and operating costs for all option.

MUNICIPAL WASTEWATER COLLECTION, TREATMENT AND DISPOSAL

- Evaluated rehabilitation vs replacement of sewer pipes in the Town of Middleton. The investigation identified that CIPP rehabilitation was the most economical. Tender documents were developed and the rehabilitation is schedule to be completed in spring 2020.
- Rehabilitation of the 100 year old NW Truck Sewer in Halifax
- Design of onsite sewage treatment systems for various first nation building, schools and public building throughout Atlantic Canada.
- Review of existing wastewater treatment servicing a Parks Canada campground and made recommendation to replace the system.
- Design of wastewater treatment system to service a hospital in rural Nova Scotia.
- Project Manager for wastewater collection and treatment option study for the Town of Parrsboro.

- Design engineer for preliminary design of upgrades to an existing 75MLD enhanced primary treatment system to a 200MLD biological nutrient removal treatment process.
- Infrastructure audits of several wastewater treatment facilities to identify the current condition of existing infrastructure and document expected life and replacement costs for future capital budgeting.
- Process energy efficiency audits of several wastewater systems to document process modification to reduce energy consumption.
- Design engineer for secondary clarifier upgrades for Mill Cove WWTF.
- Project Manager for Town of Digby regional wastewater project.
- Design engineer for the 1.5 MLD Falmouth Phase II STP upgrades. This project included a second oxidation ditch, two new circular clarifiers, RAS/WAS pumping, and an aerobic digester.
- Technical advisor for the design of a 35,000 Lpd re-circulating sand filter and 1,500 Lpd on-site contour wastewater disposal systems to service DND - Newport Corners communication facility.
- Lead project engineer for the investigation of upgrades and replacement options for an aerated lagoon system servicing DND Camp Aldershot, NS. The evaluation process investigated upgrading the existing aeration system and installing baffles in the existing lagoons, using the existing lagoons as pre-treatment for a second bioreactor followed by microfiltration, SBR process, and MBR process.
- Project Manager for the evaluation of the existing wastewater treatment system servicing the Cabot Trail Camp Ground. This project received the limited historic operating performance of the system and assessed if the design was in compliance with the most Atlantic Canada Wastewater Treatment Design Manual.
- Lead design engineer for wastewater collection and treatment upgrades to YARA, Trinidad and Tobago. This project included the preparation of pre-design to explore several collection system upgrades and treatment options. The most feasible option was to design a RSF to treatment the bulk of the wastewater with remote re-circulating textile filter to treat two remote sites where connecting to the central system was not feasible.
- Design engineer for the design of a septage receiving system and dewater system for the County of Cumberland.
- Detailed design of a re-circulating sand filter and wastewater collection system to service condominium development in Halifax; flows ranging from 45,000 Lpd to 171,000 Lpd.
- Detailed design of a re-circulating sand filter and wastewater collection system to service the community of Tusket.
- Performed assessments of proposed subdivisions to determine lot sizing and placement of on-site sewerage disposal systems based on environmental regulations.
- Wastewater collection and treatment study for a day use park in Halifax.
- Performed a hydraulic assessment of the Town of Antigonish's storm water collection system and monitored the town's sewage and water treatment plants using a SCADA system.

ACADIAN FIRST NATION

- Planning, design and construction services for the redevelopment of the existing water and sewer infrastructure as well as extension of existing roads and services for the development of new homes

GLOOSCAP FIRST NATION

- Design and construction services of infrastructure to support the development of Glooscap Landing which included roads, roundabout, sewer, water, stormwater, and lot development
- Design and construction services for the Tim Hortons, gas bar and convenience store located at Glooscap Landing. Our scope included site civil, onsite sewer, building mechanical, structural, electrical.
- Design and construction services for the renovations to the Band Office. Our scope included site civil, onsite sewer, building mechanical, structural, electrical.

- Design and construction services for the new community hall and day care. Our scope included site civil, onsite sewer, building mechanical, structural, electrical.
- Design and construction services for a gas bar, convenience store, takeout, and gaming facility located on the Reserve. Our scope included site civil, onsite sewer, building mechanical, structural, electrical.

SIPEKNE'KATIK FIRST NATION

- Concept design of roads, sewer, and water infrastructure to support a funding applications for new housing development
- Planning study to identify infrastructure improvements to accommodate additional growth in the community. This work included looking at existing sewer and water systems and determining where growth could be located with minimal impacts to the existing system
- Upgrades to the water treatment building, process controls,
- Upgrades to the wastewater treatment contrails and SCADA system

WAYCOBAH FIRST NATIONS

- Construction services for water extension within the existing community

POTLOTEK FIRST NATION

- Design of infrastructure (sewer, water, roads, power) to support a proposed new campground and recreational area
- Design of new water reservoir and transmission main

BEAR RIVER FIRST NATION

- Design and construction services of new road to support additional housing

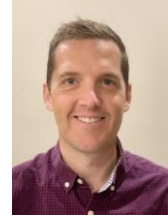
ANNAPOLIS VALLEY FIRST NATION

- Investigation of infrastructure options to support the planning of new highway commercial development and addition housing outside the Reserve boundaries.



Jeffrey CLAIR

P.ENG., SENIOR MUNICIPAL ENGINEER



AREAS OF SPECIALTY

Construction Administration
Project Management
Water Distribution and Pumping
Concept Level Studies
Detail Design
Commissioning

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

APENS – Since 2017

EDUCATION

2007 B.Eng. Civil Engineering, Dalhousie University
2004 Diploma of Engineering, University of Prince Edward Island

EXPERIENCE

Mr. Clair is a registered professional engineer with over fifteen (15) years of experience. Mr. Clair's responsibilities include project management, master planning and concept studies, preliminary and detailed design, tendering, procurement, construction administration, commissioning, and cost estimating.

Relevant projects that Mr. Clair has participated in are as follows:

- WATER SYSTEM CAPACITY STUDIES – Project manager and senior engineer for water distribution system capacity studies for several clients including the Region of Queens Municipality, Town of Wolfville, Town of Truro and Town of Pictou. The scope of work generally includes reviewing historical demands, developing design demands for both present and future conditions; distribution system modelling including field testing and model calibration. System constraints inhibiting the ability to service growth were identified and upgrades were recommended.
- HALIFAX WATER SILVERSIDE BOOSTER STATION UPGRADES – Project Manager and design engineer for the upgrades to replace all the mechanical and electrical equipment for an existing inline domestic only booster pump station.
- TOWN OF LUNENBURG – MASTER PLAN – Lead engineer for the development of a hydraulic water model and analysis of the water distribution system. The project included field testing to collect relevant data for model calibration. The study evaluated present day system capacity and ability to service potential growth. System constraints inhibiting the ability to service growth were identified and upgrades were recommended.
- COWIE AND HEMLOCK WATER RESERVOIRS – Project Manager and design engineer for the preliminary and detailed design of two potable water reservoirs for the Halifax Water distribution system. The Cowie Reservoir is an existing 11.2 million Litre Pre-stressed Concrete tank at the end of its useful life and is to be replaced under this contract. The Hemlock Reservoir will be an all-new 21.1 million Litre tank intended to service the needs of the growing residential developments in the community of Bedford. The project included sizing analysis to verify volume requirements, tank material analysis to select a material with the lowest life cycle cost, control system upgrades and water quality analysis.
- NORTH END FEEDERMAIN TWINNING – Project Manager and lead design engineer for a routing analysis to twin a critical section of a 900 mm diameter water feedermain in the Halifax Water Pockwock

Transmission System. The existing water feedermain is located in an existing tunnel crossing a highly congested utility and traffic corridor. Stakeholder engagement was a necessary step in the routing analysis due to the limited high traffic volume right-of-way, and two existing railway mainlines and a number of landowners. The project considered new routing options that included modern trenchless technologies to establish five routing options. High level costing was developed and incorporated land acquisition costs to compare options.

- LYLE STREET BOOSTER STATION OPTIMIZATION STUDY – Conducted a condition assessment and optimization study for an existing water booster station that provides an emergency water source to Dartmouth. The study evaluated updates to the supply and receiving systems to determine the required upgrades to optimize the station for three capacity scenarios. The study also identified deficient items with regards to the condition of the station as well as costs for repair.
- PORT WALLACE MASTER PLAN INFRASTRUCTURE STUDY – Responsible for the hydraulic analysis of the extension of the existing Halifax water system as part of an overall infrastructure study for the Port Wallace Development. The hydraulic analysis involved input from stakeholders and Halifax Water to understand to impacts of the proposed Port Wallace development area on the existing distribution system. The analysis considered both development requirements and evaluated the distribution system.
- MOUNT HOPE, DARTMOUTH WATER SYSTEM PLANNING – Performed engineering services to develop the water servicing requirements for a new community within Halifax Water East Region water distribution system.
- QUIGLEY’S CORNER PUMP STATION UPGRADES – Design engineer for the upgrades to an existing sanitary lift station. The upgrades will replace the existing pumps with three (3) dry-pit submersible pumps operating on variable frequency drives to provide a firm station capacity of over 500 l/s (8,000 USgpm). A thorough analysis was undertaken to understand station inflows based on storm return periods to arrive at the suitable design flow for the station.
- WILLIAMS LAKE PUMP STATION UPGRADES – Design engineer for the upgrades to an existing sanitary lift station. The upgrades will replace the existing pumps with three (3) dry-pit submersible pumps operating on variable frequency drives to provide a firm station capacity of 254 l/s (4,025 USgpm). Existing flow records as well as the upstream and downstream constraints were evaluated to establish a suitable firm capacity.
- CALEDONIA TRANSMISSION MAIN REPLACEMENT AND TACOMA PRV REPLACEMENT – Project manager design engineer and construction administrator for a 1.7 km long 750 mm diameter (30”) potable water transmission main. The new main will twin the existing 600 mm diameter (24”) concrete cylinder pipe. The existing main is a critical feed to a large portion of the Halifax Water East Region system. Interconnections between the new and existing mains required careful planning to limit disruptions to the water supply. The project involved a routing analysis to determine the preferred alignment and coordination with an archaeological assessment. The project is being constructed in two Phases which Phase 1 is complete. This project also involved the replacement of a Pressure Reducing Valve Chamber.
- BEDFORD CONNECTOR REPLACEMENT PHASE 3 – design engineer for the replacement of a 750 mm diameter water feedermain that is the primary water supply for Bedford and Sackville. The project includes 1 km of high-pressure concrete and ductile iron piping, a highway tunnel crossing and interconnections around existing infrastructure. A hydraulic analysis was carried out in the preliminary design to understand the impacts of the replacement piping and interconnections. The project was constructed and successfully commissioned in 2017.
- ARMDALE PUMP STATION UPGRADES – design engineer for the upgrading of an existing sanitary lift station which also included civil works. The upgrade included the replacement of existing 100 hp pumps with new 160 hp pumps operated on variable frequency drives, replacement of all interior piping and modifications to the existing wet well. Was involved in the construction administration and commissioning to bring the project to a successful completion.

- BURNSIDE DEVELOPMENT PHASE 12-6 – design engineer for a water booster station to service an industrial area. Conducted a hydraulic analysis of the boosted system along with model verification. Involved with preliminary and detailed design, tendering and construction stages of the project for the Booster Station.
- WEST HANTS REGIONAL MUNICIPALITY WATER MODEL CALIBRATION – Lead engineer for the update and calibration of the Town of Windsor and Falmouth Water Model.
- VILLAGE OF PORT WILLIAMS WATER MODEL AND GROWTH ASSESSMENT – Lead design engineer and Project Manager for the development and calibration of a water model for the water distribution system. The model was then used to evaluate the capacity of the system to support additional growth.
- WEST HANTS REGIONAL MUNICIPALITY WATER SYSTEM REVIEW – Lead civil engineer for an overall assessment of the Town of Windsor and Community of Falmouth to determine required capital projects to maintain the current level of service. The project assessed existing demands, predicted future demands, evaluated storage capacity.
- TOWN OF WINDSOR WATER WITHDRAWAL APPROVAL – Project manager for the Town of Windsor Water Withdrawal approval renewal. The project required engagement of provincial and federal regulators to address their concerns.
- HEBB’S LAKE LOW LIFT PUMP STATION REPLACEMENT – Design engineer for a new low lift pump station for the Public Service Commission of Bridgewater. The pump station is currently under construction and will house a total of three (3) split case centrifugal pumps with a firm station capacity of 133 l/s (2,113 USgpm)
- ANNAPOLIS VALLEY FIRST NATIONS INFRASTRUCTURE PLANNING – Provided QA/QC of concept level water servicing for planned growth areas within the community.
- MIDDLETON RESERVOIR REPLACEMENT CONCEPT DESIGN – Project Manager and lead design engineer for a study to determine a preferred location for a new 3.4 million Litre reservoir to replace the existing earthen reservoir. A hydraulic analysis was conducted utilizing modelling software to determine necessary upgrades to the distribution system to maintain the current level of service for three different reservoir locations. To undertake the analysis, a water model was updated and calibrated using field data collected by CBCL for the engagement. Three different storage scenarios were considered which included gravity fed ground level storage, pumped ground level storage and elevated storage. Integration of the existing water supply system was critical due to the interconnection of the water supply to the distribution system.
- POTLOTEK FIRST NATION WATER TREATMENT PLANT – Lead civil engineer for the preliminary and detailed design of 700 m long 200 mm diameter water transmission main, 680 cubic meter (180,000 USgal) water storage standpipe. The project also included civil site development for the storage standpipe and water treatment plant and maintenance upgrades for an existing sanitary lift station. An active mixing system was incorporated in the standpipe to ensure a well-mixed tank and high-quality potable water. Additionally, to minimize water temperature heat gain or loss and to reduce the risk of ice cap formation the tank will be insulated.
- MILL COVE FIRE PROTECT SYSTEM EVALUATION– Conducted a life cycle and capital cost study to determine if a centralized fire protection system could be decommissioned. Fire protection requirements were established, and a suitable alternative decentralized system was developed. The existing fire protection system is aging and in need of repairs and capital and O&M costs for repairs for the centralized system were evaluated against capital and O&M costs for a decentralized system. Advantages and disadvantages to each system were also considered.
- WEST HANTS PANUKE PUMP STATION REPLACEMENT STUDY – Lead design engineer in the analysis of an existing Pump Station located within West Hants. The study developed options for and scenarios for replacement stations complete with capital costs. System hydraulics were evaluated, and available fire protection was confirmed.



Dal SEAMONE

P.ENG.
STRUCTURAL ENGINEER



AREA OF SPECIALTY

Structural Design

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Association of Professional Engineers of Nova Scotia

EDUCATION

- 2016 Bachelor of Civil (Infrastructure) Engineering, Co-op Program, Dalhousie University, Halifax, Nova Scotia
- 2013 Certificate of Applied Science, Acadia University, Wolfville, Nova Scotia

SAFETY TRAINING

- 2021 WHIMIS 2015
- 2021 Confined Space Entry
- 2021 Fall Protection
- 2021 Emergency First Aid

EXPERIENCE

Dal Seamone is a Structural Engineer in CBCL's Halifax, NS office with approximately 6 years of design experience, and is currently registered as a Professional Engineer in the province of Nova Scotia. During this time, he has been involved primarily in the design of wastewater treatment plants, water treatment plants, and industrial buildings. He also has experience in construction site inspections and assessments of existing structures.

Dal is proficient in structural design and analysis of steel, concrete, masonry, and timber structures included buildings, tanks, chambers, platforms, and slabs/pads. He is also well versed in the design of post-disaster structures and detailing requirements of higher ductility seismic force resisting systems.

Relevant projects that Mr. Seamone has participated in are as follows:

- SCOTIA RECYCLING EXPANSION, NS: Structural design of a concrete loading dock slab.
- MUNICIPALITY OF THE COUNTY OF KINGS STP SCREENING BUILDINGS, NS: Structural design of two single-storey masonry buildings.
- BRASS HILL WASTEWATER FACILITY UPDATES, NS: Structural design of a single-storey masonry building.
- SHUBENACADIE WASTEWATER TREATMENT PLANT REPLACEMENT, NS: Structural design of a single-storey masonry screening building, a single-storey timber process building, concrete grit chamber, and a concrete SBR and sludge holding tank.
- MICHELIN NKM ADDITION, NS: Structural design of a steel industrial building addition and concrete equipment pits.
- HEBBVILLE OPERATIONS BASE BUS GARAGE, NS: Design of a steel industrial building.
- LOYOLA PARKING RAMP REPLACEMENT, NS: Design of a concrete slab on grade parking ramp.
- METHALS SCROLL CASE ASSESSMENT, NS: Concrete condition assessment of a scroll case for a hydroelectric generation station.
- HALIFAX REGIONAL MUNICIPALITY ORGANICS MANAGEMENT FACILITY, NS: Structural design of a masonry elevator shaft and concrete pit, two single-storey masonry electrical buildings, concrete leachate tank, concrete bio tank, and a concrete bio-filter and process water tank.

- SYDNEY HARBOUR WEST WASTEWATER SYSTEM, NS: Structural design of a single-storey steel administration building, single+storey masonry process building, and concrete SBR/sludge holding tanks.
- CAPE BRETON BATTERY POINT UV DISINFECTION IMPROVEMENTS, NS: Structural modifications to existing UV channels for new equipment including thickening of concrete slabs, aluminum planks, checker plate, and misc. steel supports.
- TOWN OF SOURIS TREATMENT FACILITY UPGRADES, PEI: Structural design of a concrete SBR/sludge holding tank.
- TOWN OF THREE RIVERS SLUDGE STORAGE TANK, PEI: Structural design of a sludge holding tank.
- HEBB LAKE PUMPSTATION, NS: Structural design of a single-storey masonry pump station.
- CHARLOTTETOWN POLLUTION CONTROL PLANT EXPANSION, CHARLOTTETOWN, PEI: Structural design of a concrete primary clarifier tank, concrete screening building, and a single-storey masonry sludge thickening building.
- TRANSAQUA GMWC WASTEWATER TREATMENT FACILITY UPGRADES PHASES 3 AND 4, MONCTON, NB: Structural design of a concrete bioreactor tank, channels, two single-storey masonry buildings, and a single-storey steel building.
- GREEN GABLES VISITOR CENTRE, DARTMOUTH, NS: Structural design of a concrete potable water cistern.
- MUNICIPALITY OF DISTRICT OF CHESTER WWTP UPGRADES, CHESTER, NS: Structural design of two concrete tanks.
- MARGARETTA APARTMENT BUILDING, HALIFAX, NS: Structural design of a 10-storey apartment building including two levels of underground parking, 150 apartment units and 30,000 ft² of commercial space.
- HALIFAX HOSPICE RESIDENCE, HALIFAX, NS: Structural design and inspection of a 3-storey timber framed building.
- AKOMA HOME RESTORATION, DARTMOUTH, NS: Renovation of an existing 3 -storey timber framed building including the addition of a new masonry elevator shaft and stairwell.
- BRIDGETOWN PUMPING AND TREATMENT, BRIDGETOWN, NS: Structural design of a single-storey masonry building.
- TOWN OF SHELBURNE WWTF UPGRADES, SHELBURNE, NS: Structural design of a concrete clarifier tank, concrete sludge tank, and concrete splitter tank.
- PLYMOUTH PRV UPGRADES, NEW GLASGOW, NS: Structural design of a single-storey masonry building.
- GANDER WWTP COLLECTION SYSTEMS UPGRADES, GANDER, NL: Structural design of a concrete tank.



Chris J. RUDDICK

P.ENG.
SENIOR MECHANICAL ENGINEER



AREAS OF SPECIALTY

Design of Building Mechanical Systems (HVAC, plumbing, fire protection, controls, commissioning, refrigeration, project management, LEED, Green Globes)

Energy Analysis and Energy Audits

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Association of Professional Engineers of Nova Scotia (APENS)

Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)

Association of Professional Engineers of Prince Edward Island (APEPEI)

American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE) – Member

Canada Green Building Council, Atlantic Chapter (CaGBC) – Member

Canadian Healthcare Engineering Society – Member

EDUCATION

2012 Canadian Healthcare Engineering Society Construction Certificate

2000 Bachelor of Mechanical Engineering with Distinction, Dalhousie University, Halifax, NS

EXPERIENCE

Mr. Ruddick is a registered Professional Mechanical Engineer working in the fields of building design, construction, commissioning, and energy efficiency. Mr. Ruddick received his degree from Dalhousie University in 2000 and has been working in this field since 2001. Prior to joining CBCL Limited in 2008, he worked for ADI in Fredericton, NB, and Stantec in Vancouver, BC.

Mr. Ruddick has fulfilled the role of Project Manager and Lead Mechanical Engineer on numerous multi-discipline projects including multiple LEED projects. He has experience in the fields of plumbing, heating, ventilation, air-conditioning, humidity control, fire protection, controls, filtration, refrigeration, energy management, commissioning, and building audits. Mr. Ruddick has worked on a wide range of projects such as office buildings, educational facilities, commercial kitchens, laboratories, ice rinks, pools, data centres, museums, airports, treatment plants, pump stations, and retail.

RELEVANT PROJECT EXPERIENCE

- CAPE BRETON UNIVERSITY (CBU) ARENA RENOVATION AND BUILDING ADDITION, SYDNEY, NS (2022), LEAD MECHANICAL ENGINEER – Revitalization of the CBU arena complex and the addition of a new attached building housing a fitness centre, arena storage, health clinic, and fit-up space.
 - UNIVERSITY OF KING'S COLLEGE ALEXANDRA HALL UPGRADES, DRKR ARCHITECTS, HALIFAX, NS, (2020-2023), PROJECT MANAGER – Multi-phase project to provide accessibility upgrades for the largest residence building on campus. CBCL provided mechanical and electrical engineering design services.
 - CODIAC REGIONAL FACILITY, MONCTON, NB, LEAD MECHANICAL ENGINEER – Design and construction administration services of a renovation and fit-up to a 60,000 ft² police headquarters building including detention centre, emergency management centre, server room, and office spaces.
 - FISHERIES MUSEUM OF THE ATLANTIC, LUNenburg, NS, LEAD MECHANICAL ENGINEER – Renovation of the museum galleries as well as offices. This office facility is heated and cooled via a variable refrigerant heat pump system and ventilated by a heat recovery ventilator.
 - GREEN GABLES VISITOR CENTRE, CAVENDISH, PE, LEAD MECHANICAL ENGINEER – Provision of engineering design and construction administration services for a new visitor centre building. This facility is
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heated and cooled via a variable refrigerant heat pump system and ventilated by a heat recovery ventilator. Includes gallery space, offices, and gift shop. The project design targeted a Gold Rating under the CaGBC LEED® Green Building rating system. Responsibilities included mechanical design, production of construction drawings and specifications, responding to RFIs, attending construction meetings, completing shop drawing review, Change Directives, site inspections, and progress claim reviews.

- VAV AND AHU UPGRADES, CANADA POST, HALIFAX, NS – Lead Mechanical Engineer for the replacement of multiple large AHU's serving office and plant areas and upgrade to variable volume ventilation system. Author of multiple HVAC reports outlining various AHU replacement options complete with projected savings and construction costs.
- COOLING TOWER UPGRADES, CANADA POST, HALIFAX, NS – Mechanical Engineer for the replacement of a cooling tower. Co-author of a report outlining replacement options, as well as construction cost estimates.
- BOILER UPGRADE STUDY, CANADA POST, SOURIS, PE- Lead Mechanical Engineer for a study outlining boiler replacement options complete with cost estimates.
- DALHOUSIE UNIVERSITY STEELE OCEAN SCIENCES BUILDING LEVEL 4 LABS FIT-UP, LEAD MECHANICAL ENGINEER AND ACTING CBCL PROJECT MANAGER – Design and construction administration services for the fit-up of approximately 7,000 ft² of wet and dry laboratory space, as well as office space, conference rooms, and equipment rooms. Responsibilities included design of mechanical systems, production of construction drawings and specifications, responding to RFI's, attending construction meetings, completing shop drawing review, Change Directives, site inspections and progress claim reviews.
- RCMP HEAT PUMP STUDY, SOURIS, PE – Lead Mechanical Engineer for a study examining options to replace the current in-floor heating system with an air-to-air heat pump system at an RCMP station. Study included three options complete with energy analysis and cost estimates.
- RCMP BUILDING, EAST PRINCE, PE – Served as project manager and lead mechanical engineer for building systems energy study of a police headquarters building. Assessment focussed on improving occupant comfort as well as improving energy efficiency.
- RCMP DETACHMENT INTERIOR UPGRADES PARRSBORO, NS – Lead Mechanical Engineer for upgrades to the building's HVAC and plumbing systems. New or upgraded systems were also commissioned as part of this work.
- RCMP DETACHMENT INTERIOR UPGRADES NORTH SYDNEY, NS – Lead Mechanical Engineer for upgrades to the building's HVAC and plumbing systems. New or upgraded systems were also commissioned as part of this work.
- RCMP DETACHMENT BUILDING LIFE EXTENSION PROJECT, BADDECK, NS – Lead Mechanical Engineer for upgrades to the building's HVAC and plumbing systems. New or upgraded systems were also commissioned as part of this work.
- DANIEL J. MACDONALD BUILDING, CHARLOTTETOWN, PE – Lead Mechanical Engineer for detailed energy audit to identify potential energy savings.
- RCMP H DIVISION HVAC UPGRADE, DARTMOUTH, NS – Lead Commissioning Agent.
- RCMP DETACHMENT INTERIOR UPGRADES BRIDGETOWN, NS – Lead Mechanical Engineer for upgrades to the building's HVAC and plumbing systems. New or upgraded systems were also commissioned as part of this work.
- NATUASHISH AND SHESHATSHIU SCHOOLS SUMMER WORKS PROGRAM, LABRADOR, LEAD MECHANICAL ENGINEER – CBCL provided engineering and construction administration services for school upgrades. Priority was given to items which posed immediate life safety concerns such as fire suppression systems, fire alarms, and exposed combustible materials.
- NATUASHISH AND SHESHATSHIU SCHOOL ASSESSMENTS LABRADOR, LEAD MECHANICAL ENGINEER – Performed building condition assessment on each school, providing a report complete with recommended upgrades and associated cost estimates.

- DALHOUSIE UNIVERSITY LIFE SCIENCES CENTRE GREENHOUSE, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Energy modelling and HVAC upgrade feasibility study for the Dalhousie LSC Greenhouse.
- MACKENZIE BUILDING CORE LAB, HALIFAX, NS, CBCL PROJECT MANAGER, LEAD MECHANICAL ENGINEER AND LEAD COMMISSIONING AGENT – Renovation and fit-up of 6000 ft² of laboratory space. The new laboratory included a fully automated samples handling track system, new UPS room, new compressed air system, and new heat pump system.
- HOPEDALE ASSEMBLY BUILDING DESIGN AND CONSTRUCTION SERVICES, HOPEDALE, NL – CBCL Project Manager, Lead Mechanical Engineer and Lead Commissioning Agent for a new \$10M government assembly building with office, meeting, and public spaces. The design included a hydronic boiler system with a large exterior oil tank and 90% efficient heat recovery ventilation system that is able to work year-round in arctic conditions without frosting or losing efficiency, air-conditioning systems, plumbing, and fire protection.
- DR. WILLIAM D. FINN CENTRE FOR FORENSIC MEDICINE, DARTMOUTH, NS, MECHANICAL ENGINEER – 25,000ft² administration and autopsy process building. Targeting LEED Gold notable features include: rainwater collection and re-use for process and sewage conveyance, solar hot air heating, solar hot water heating, laboratory airflow control and pressurization system, pathogen neutralization system for autopsy waste, formalin handling recycling and dispensing system, odor control systems, radiant heating, ultra high efficiency natural gas condensing boilers, ultra high efficiency regenerative heat recovery system, green roof, native landscaping, fully digital lighting control system, digital building control system. FBM Architects, \$10.2M.
- HALIFAX CENTRAL LIBRARY, SPRING GARDEN ROAD, NS, LEAD MECHANICAL ENGINEER – 135,000 ft² new central library for Halifax Libraries. FBM and SHL Architects, certified LEED Gold.
- DALHOUSIE HOWE HALL CAFETERIA, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Renovation of an 8,000 ft² commercial kitchen and dining room for the university residences. Mechanical included grease ventilation, make-up air, controls, and plumbing.
- CONNE RIVER DISTRICT HEATING STUDY, CONNE RIVER, NL – District heating study exploring the use of a wood-fired heating plant to provide heat for five band buildings including school, clinic, fire station, band offices, and community hall.
- ALDERNEY LANDING OFFICE BUILDING, HALIFAX, NS – Lead Mechanical Engineer and Commissioning Agent for the renovation and fit-up of 25,000 ft² office space for the Canadian Revenue Agency and Veterans Affairs Canada located on the 3rd and 4th floors. Systems included revisions to existing variable volume air handling system and computer room air conditioning systems. This renovation met the requirements of the Government of Canada's Workplace 2.0 Fit-Up standards. Commissioned systems include variable volume boxes, controls, perimeter heating, computer room cooling, and fire protection.
- 4TH FLOOR RENOVATIONS DOMINION BUILDING, BEDFORD ROW HALIFAX, NS – Lead Commissioning Agent for the complete renovation to the 24,000 ft², 4th floor of the historic Dominion Building in Halifax as a pilot project for the Canadian Government's new Workplace 2.0 concept. Commissioned systems include variable volume boxes, controls, perimeter heating, computer room cooling, and fire protection.
- DEFENCE DEPARTMENT BUILDING CONDITION ASSESSMENTS, PWGSC, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Audit of 15 buildings. Produced a report examining condition, remaining life, and replacement value for all mechanical systems.
- DALHOUSIE DENTISTRY BUILDING, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Assessment of the facility's heating and cooling system. Complete with recommendations for replacement/refurbishment of equipment.
- BUILDING CONDITION ASSESSMENTS, FREDERICTON, NB – Lead Mechanical Engineer for building condition assessment of all city arenas and pool facilities (approximately 15 buildings total). Complete with recommendations for replacement/refurbishment of equipment.

- MARINE HOUSE FEDERAL BUILDING, PWGSC, DARTMOUTH, NS – Project Manager and Lead Mechanical Engineer for the 60,000 ft² renovation and fit-up to house Environment and Climate Change Canada (ECCC). This renovation meets the requirements of the Government of Canada’s Workplace 2.0 Fit-Up standards.
- ARGO FEDERAL BUILDING RENOVATION, B.I.O., PWGSC, DARTMOUTH, NS – Lead Mechanical Engineer and Commissioning Agent for the complete retrofit of an existing light industrial building to a new modern office facility to meet Workplace 2.0 design standards. Work included new radiant heating panels, new variable volume air handling system, new computer room cooling system, new plumbing, and sprinkler throughout. Commissioned systems include boilers, variable volume heating pumps, digital controls, fans, computer room air conditioning unit, and fire protection.
- CORNWALL CIVIC CENTRE, CORNWALL, PEI – Lead Mechanical Engineer for a new \$2.5M community center with office, public, and recreational spaces. Design included a new refrigeration plant, new pool treatment and heating system, HVAC, plumbing and fire protection.
- SAINT JOHN AMBULANCE BUILDING, HALIFAX, NS – Lead Mechanical Engineer and CBCL Project Manager for a new \$2.5M training and headquarters building. This training and office facility is heated and cooled via a variable refrigerant heat pump system and ventilated by a heat recovery ventilator. The building has a radon mitigation system through slab.
- NSLC HEADQUARTERS RENOVATION, HALIFAX, NS – Lead Mechanical Engineer for a renovation of 5,000 ft² of office and washroom space.
- PROVINCIAL DATA CENTRE, HALIFAX, NS – Lead Mechanical Engineer for the addition of a new computer room air-conditioning system. This system provides underfloor hot deck/cold deck cooling to vital server racks for the centre.
- CANADIAN COAST GUARD COLLEGE HOTEL RENOVATION, SYDNEY, NS – Lead Mechanical Engineer and Commissioning Agent for the renovation and fit up of new office and operations space in an existing hotel building. Design included a new heat pump system, new cooling system for the server room, plumbing, and fire protection.
- BEDFORD ROW FEDERAL BUILDING, PWGSC, HALIFAX, NS – Lead Mechanical Engineer for the complete retrofit of an existing 7-storey tower to provide renovations to multiple federal government tenants. Office spaces were designed to Workplace 2.0 design and Activity Based Workplace standards. Variable volume air handling system was retrofitted with new VAV boxes and digital controls. CBCL served as the commissioning agent.
- DALHOUSIE UNIVERSITY KILLAM LIBRARY LINC CLASSROOM AND L2 WASHROOMS, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Multiple renovations including conversion of book storage to a 120-person classroom; required new ventilation system; and a new washroom group.
- COGSWELL TOWER, HALIFAX NS – Lead mechanical engineer for the natural gas conversion and boiler replacement at the 14-storey office tower.
- NSLC, HALIFAX, NS – Lead Mechanical Engineer for a variety of projects including design of new retail stores (LEED Silver or Gold), upgrades to NSLC Headquarters office building, energy efficiency audits and recommendations for main distribution center and multiple retail locations.
- LIFE SCIENCES CENTRE PSYCHOLOGY CLASSROOMS, DALHOUSIE UNIVERSITY, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Multiple theatre style classroom renovations.
- NS DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL, Halifax, NS – Author of report outlining energy saving initiatives for eight public housing high rise buildings such as heat recovery and fuel conversion.
- SACKVILLE SPORTS STADIUM, LOWER SACKVILLE, NS, LEAD MECHANICAL ENGINEER – Replacement of pool air handling unit, incorporating heat recovery from dehumidification system.
- DENTISTRY BUILDING CLASSROOMS, DALHOUSIE UNIVERSITY, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Theatre style classroom renovations with an emphasis on acoustical improvement of the existing HVAC system.

- WELDON LAW OFFICES, LEAD MECHANICAL ENGINEER – Renovation of executive offices including reconfiguration of existing HVAC to deal with acoustical and comfort complaints.
- ENGINEERING D BUILDING, LEAD MECHANICAL ENGINEER – Renovation of an office group including the reconfiguration of the existing HVAC.
- DALHOUSIE UNIVERSITY, SHIRREFF HALL WASHROOM RENOVATIONS, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Conversion of washrooms to provide gender neutral facilities. Provided completely new layout and all new plumbing infrastructure.
- DALHOUSIE UNIVERSITY, BRONSON HALL WASHROOM RENOVATIONS, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Conversion of washrooms to provide gender neutral facilities. Provided completely new layout and all new plumbing infrastructure.
- DALHOUSIE UNIVERSITY, CAMERON HALL WASHROOM RENOVATIONS, HALIFAX, NS, LEAD MECHANICAL ENGINEER – Conversion of washrooms to provide gender neutral facilities. Provided completely new layout and all new plumbing infrastructure.

WATER AND WASTEWATER TREATMENT PLANT

- PICTOU WATER TREATMENT PLANT, PICTOU, NS – Lead Mechanical Engineer for the design of a new water treatment facility in Pictou, NS. Design included dehumidification and air conditioning using raw water, office and laboratory HVAC, and Plumbing.
- FREDERICTON WATER TREATMENT PLANT, FREDERICTON NB – Lead Mechanical Engineer for the design of a new water treatment facility in Fredericton, NB. Design included radiant heating, office and laboratory HVAC, and Plumbing.
- NEW MARYLAND WASTEWATER TREATMENT FACILITY, NEW MARYLAND, NB: Provided mechanical design for four new buildings in new WWTF including HVAC and Plumbing. Mechanical work included wet and dry well ventilation, office/lab ventilation, heat recovery systems, etc.
- FREDERICTON WASTEWATER TREATMENT FACILITY, FREDERICTON NB – Lead Mechanical Engineer for ventilation upgrades including dust separator for lime dust and odor control for the nearby residents.
- JD KLINE WATER TREATMENT PLANT, HALIFAX NS – Served as Project Manager and Lead Mechanical Engineer for multiple projects at the main plant and pumping station. Projects included heat pump upgrade, boiler replacement, ventilation upgrades.
- TRANSAQUA, MONCTON, NB – Served as Lead Mechanical Engineer. CBCL provided complete multidisciplinary engineering for the design of an expansion to the wastewater treatment facility in Moncton NB. Mechanical work included HVAC and plumbing. Also provided the design for the heat recovery system using the waste heat from the wastewater in the aeration tanks.
- HALIFAX WATER, HALIFAX, NS – Served as Lead Mechanical Engineer for a heat recovery system to pre-heat incoming air using exhaust air at the Dartmouth Wastewater Treatment Plant. Reference: Jeremy Stewart, Project Manager, Halifax Water, 902-817-1327, jeremys@halifaxwater.ca.
- AEROTECH WASTEWATER TREATMENT FACILITY, HALIFAX, NS – Served as Lead Mechanical Engineer. HVAC upgrades including heat recovery ventilation and heat pump to improve air quality in office and pumping areas.
- EASTERN WASTEWATER TREATMENT PLANT, SAINT JOHN, NB – Served as Lead Mechanical Engineer. CBCL provided complete multidisciplinary engineering for the design of a new wastewater treatment facility in Saint John NB. Mechanical work included Industrial and office HVAC, Plumbing.

CAREER HISTORY

- 11/2008 – Present: CBCL Limited, Halifax, NS, Canada, Mechanical Engineer
2007 – 2008: Stantec Consulting, Vancouver, BC, Canada, Building Mechanical Engineer
2002 – 2007: ADI Limited, Fredericton, NB, Canada, Mechanical Engineer



John R. W. KERR

P.ENG.
ELECTRICAL ENGINEER



AREAS OF SPECIALTY

Electrical, Telecommunication, Control and Instrumentation Design
Maintenance and Construction Support
Commissioning and Testing
Project Management

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Engineers Nova Scotia
Professionals Engineers and Geoscientists of Newfoundland and Labrador (Inactive)

EDUCATION

2015 Bachelors of Electrical & Computer Engineer (Co-op), Dalhousie University, Halifax, NS
2012 Diploma in Engineering (Electrical), Saint Mary's University, Halifax, NS
2010 Diploma in Electronic Engineering Technologist, Nova Scotia Community College, Halifax, NS
2009 Diploma in Electronic Engineering Technician, Nova Scotia Community College, Stellarton, NS

CONTINUING EDUCATION

Emergency First Aid CPR Level 'C' and AED
Mental Health First Aid Basic
WHMIS/GHS Awareness

EXPERIENCE

Mr. Kerr is an Electrical Engineer with nine (9) years of experience in industrial, water/wastewater treatment plants, and onshore/offshore oil and gas industries. Mr. Kerr's responsibilities include preliminary and detailed design packages including drawings, bid evaluation, datasheets, specifications, development of work packs/instructions, material lists, and construction support. Projects include Main Service and Generator sizing, ATS, Electrical distribution, Plant SCADA & RTU systems, Lighting, Data/Voice networks and backbone infrastructure, CCTV, Access Control and E, I&C interface for a wide spectrum of Process equipment packages at various Industrial, Water, Wastewater and Oil & Gas sites.

From 2015 to 2020, John was employed with a consulting firm based in Dartmouth, NS as an Electrical engineer. During this period, he worked various onshore and offshore facilities covering a wide variety of electrical, instrumentation and controls EPCM projects including construction, testing, and commissioning. Mr. Kerr joined the electrical engineering department at CBCL in November 2019.

Relevant projects that Mr. Kerr has participated in during his time at CBCL are as follows:

GENERAL

- LOBSTER STORAGE FACILITY, HALIFAX, NS FOR FIRST CATCH FISHERIES – Designed instrumentation and controls for new seawater treatment storage tanks, pumps, filters, and waste treatment systems.
 - CAUSTIC STORAGE TANK UPGRADE, PORT HAWKESBURY, NS, FOR PORT HAWKESBURY PAPER – Power feed and control of sump pump, temperature and level instrumentation loop drawings for tie-in to PLC, and instrument data sheets.
 - IWK EMERGENCY DEPARTMENT (ED) REDEVELOPMENT, NS FOR NOVA SCOTIA HEALTH - Design of the new ED for the IWK Hospital. The facility is 5-storeys, approximately 170,000 ft², and consists of emergency
-

medical services areas, underground parking, and technical and infrastructure support spaces. Detail design of the telecommunications backbone; horizontal distribution; Real Time Location Systems (RLTS) for staff, patient wandering, and equipment; Distributed Antenna System (DAS) for cellular coverage; and IP Master Clock System

OIL AND GAS

- PORT OF MONTREAL AIRPORT FUEL SUPPLY TERMINAL, QC FOR FSM MANAGEMENT GROUP - Electrical Engineer for the design of a 110 million litre jet fuel marine facility, for storage, loading and unloading by truck, ship, pipeline, and rail. The design included a basic process control system, overfill and safety shutdown system, and instrumentation for the facility.
- MONCTON CUSTODY TRANSFER STATION METER AND REGULATOR MODIFICATIONS, NB FOR ENBRIDGE - Provided electrical engineering services associated with the modifications of the Moncton CTS M&R Number 33007 to allow for the installation of a low flow meter and low flow regulators.
- GAS CHROMATOGRAPH ANALYSIS BUILDING, HALIFAX, NS FOR ENBRIDGE – Designed electrical and instrumentation drawing package for new gas analysis building being added to existing natural gas distribution site, including tie-ins to existing SCADA system, new power feeds, and ground grid.
- DELIVERED NATURAL GAS SITE, GREENWOOD, NS, FOR IRVING OIL LIMITED – Design of the electrical and instrumentation drawing package and work pack for the decompression module power feeds, instrumentation, fire and gas controls, lighting, and ground grid.
- LINCOLN GAS CHILLING, LINCOLN, NB, FOR IRVING OIL LIMITED – Designed the power feeds and instrumentation tie-ins for a glycol chiller used to cool CNG for transportation.

WASTEWATER TREATMENT

- WASTEWATER TREATMENT UPGRADES, SOURIS, PE FOR TOWN OF SOURIS – Designed electrical, instrumentation, and controls drawings and specifications for new SBR and sludge tanks including a new electrical building for main service, generator, ground grid, lighting and power feeds to the existing UV treatment building.
- WWTP SOLIDS LOADOUT AND UV BUILDINGS, MONCTON, NB FOR TRANSAQUA – Designed the instrumentation and controls drawing package and specification for a new solid loadout conveyor systems building and a secondary building housing two channel UV system with bypass including integration into the existing SCADA network.
- SEWAGE LIFT STATION REPLACEMENT (RUSSELL LAKE), DARTMOUTH, NS FOR HALIFAX WATER – Design of the electrical and instrumentation drawings and specifications for a new electrical building including VFD lift pumps, wet well instrumentation, ground grid, generator, and lighting.
- WASTEWATER TREATMENT PLANT, SYDNEY HARBOUR WEST, NS FOR CBRM – Designed instrumentation, controls, and communications drawings and specifications for the WWTP headworks and screenings building, SBR and sludge waste tanks, sludge pumps, and UV system.
- WASTEWATER TREATMENT PLANT REPLACEMENT, NS FOR SHUBENACADIE – Detailed design of electrical, instrumentation, and controls drawings and specifications. WWTP included Fine Screen, SBR and sludge tanks and UV Treatment systems including standby generator, Process and Fine Screen buildings.

DOMESTIC WATER

- WATER TREATMENT FACILITY CLARIFIER RETROFIT, GREATER MONCTON, NB FOR CITY OF MONCTON – Designed the instrumentation and controls drawing package and specifications for four clarifier retrofits including instrumentation, communications, and integration into the existing SCADA network.

- SCADA, PLC AND UV UPGRADE, NATUASHISH, NL FOR MIFN – Designed the instrumentation and controls drawing package and specifications to update the existing PLC and SCADA system at the water treatment plant and installation of a new UV water treatment package.
- WATER SYSTEM UPGRADES, SHESHATSHIU, NL FOR SIFN – Designed the electrical, instrumentation, and controls drawing package and specifications for a new well control building and retrofit of the existing well control building to integrate it into the existing community SCADA radio communications network.
- WATER TREATMENT FACILITIES UPGRADES – NS FOR WE'KOQMA'Q FIRST NATION – Electrical, Instrumentation and Controls design to upgrade the Water Treatment facility and Water Tower RTU Control panels, radio communication link, pump controls, and treatment systems upgrades for flow metering and water quality monitoring.
- GREENSAND FILTRATION UPGRADE, NB FOR PUBLIC SERVICES AND PROCUREMENT CANADA - ATLANTIC INSTITUTION - Instrumentation and Controls design for an upgrade of water treatment systems servicing the Atlantic Institution penitentiary.

Projects in which Mr. Kerr has participated during previous employment include the following:

- DIGITIZATION PROJECT, ST. JOHN'S NL, FOR WOOD PLC – Designed and developed all construction work packs for new fibre optic and CAT6 network to upgrade existing networks to support new Industrial WAP, RFID and Business WAP on an offshore platform.
- DRILL RIG INTERFACE, SABLE, NS, FOR EXXONMOBIL – Design, developed work packs, installation and commissioning of telephone, fire and gas and safety system tie-ins between the drill rig and the gas production platforms for decommissioning.
- SATELLITE COMMUNICATIONS SYSTEM, SABLE, NS, FOR EXXONMOBIL – Design, installation, and commissioning of a new satellite communications system with tie-ins for power and to existing LAN network on offshore platform.
- UHF AND VHF REPEATER FOR FIELD RADIO, SABLE, NS, FOR EXXONMOBIL – Design of UHF and VHF handheld radio communications on an offshore platform.
- PABX SYSTEM UPGRADE, SABLE, NS, FOR EXXONMOBIL – Design, installation, and commissioning of a private automatic branch exchange (PABX) telephone system for analog and digital phone lines over a trunk line on an offshore platform.
- PAGA SYSTEM UPGRADE, POINT TUPPER, NS, FOR EXXONMOBIL – Design, installation, and commissioning of a new public address and general alarm (PAGA) system for an existing fractionation plant including the removal of the existing PAGA system..
- HELI-DECK LED LIGHTING SYSTEM, ST. JOHN'S, NL, FOR HUSKY ENERGY – Design and commissioning of a Heli-deck LED system for an offshore platform. Also, the training of site personnel on the operation of the new equipment.
- FLARE FLOW METER, SABLE, NS, FOR EXXONMOBIL – Design of a flare line ultrasonic flowmeter and instrument tie-ins to DCS system for an offshore platform.
- MICROWAVE RADIO COMMUNICATION, SABLE, NS, FOR EXXONMOBIL – Completed a preliminary study on a proposed microwave communications system upgrade based on ITU-R publications between offshore platforms.
- YEARLY CONSTRUCTION AND MAINTENANCE SUPPORT, SABLE, NS, FOR EXXONMOBIL – Working with electricians and instrumentation technicians to troubleshoot issues with instrumentation, DCS, PLC support, power and firewater diesel generators, VFDs, ground faults, UPS systems, UHF/VHF field radios and repeaters, antenna, microwave radio diagnostics, PAGA systems, Thermographic surveys of live electrical equipment.

CAREER HISTORY

2019 to present CBCL Limited, Halifax, NS, Canada, Electrical Engineer

2015 – 2019: AMEC Black and McDonald Ltd., Dartmouth, NS, Canada, Intermediate Electrical Engineer and Junior Electrical Engineer.

2014 Rolls-Royce Canada Ltd., Dartmouth, NS, Canada, Electrical Engineering Co-op Student

2013 AMEC Black and McDonald Ltd., Dartmouth, NS, Canada, Electrical Engineering Co-op Student



Kristien E.S. PRAEST

CET

AUTOMATION SPECIALIST, ELECTRICAL TECHNOLOGIST



AREAS OF SPECIALTY

PLC – Allen Bradley, Schneider Electric, GE
HMI – Allen Bradley, Schneider Electric, GE, Maple Systems
SCADA – FactoryTalk View & VantagePoint EMI, VTScada
Communication – Leased Line, Radio, Serial, Ethernet

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Member of TechNova

EDUCATION

2009 Electrical Engineering Technology Diploma, Nova Scotia Community College

CONTINUING EDUCATION

2014 VTScada Advanced Configuration and Scripting, Trihedral Engineering Ltd., Bedford, NS
2014 VTScada Operations and Configuration Training, Trihedral Engineering Ltd., Bedford, NS
2013 ICS 100, Halifax Regional Municipality, Halifax, NS
2012 DeltaV Implementation I, Emerson Process Management, Round Rock, TX
2012 Water Distribution System Operation & Maintenance, California State University, Bedford, NS

EXPERIENCE

Mr. Praest is an electrical technologist with fifteen (15) years of experience in automation. Mr. Praest's responsibilities include: PLC, HMI, and SCADA system programming & troubleshooting, PLC control system migrations; control system design; setup of site-to-site & remote access VPN networks; and the setup and troubleshooting of instrumentation.

RELEVANT PROJECT EXPERIENCE

DESIGN

- NATUASHISH FIRST NATION – WTP VTScada system; Allen Bradley SLC 5/03 migration to CompactLogix at WTP and pump house; Site-to-site communication upgrade from serial to ethernet.
- CONNE RIVER FIRST NATION – WTP VTScada system and OMRON CS1 migration to CompactLogix; water booster station CompactLogix PLC system; distributed fiber network to 15 sites for SCADA network.

GENERAL

- MUNICIPALITY OF GUYSBOROUGH SABLE WIND – Schweitzer Engineering Laboratories (SEL) Real-Time Automation Controller; DNP3 communication protocol.

CONTROL SYSTEM MIGRATION

- TOWN OF YARMOUTH WTP – Allen Bradley SLC500, ControlLogix; Schneider Electric SCADAPack and Accutech Wireless; Trihedral VTScada; Leased telephone line communications. Responsibilities included: Upgrade VTScada from v6.5 to v11.2. Migration from SLC500 DH-485 to ControlLogix Ethernet/IP network.
 - TOWN OF STELLARTON WTP – Allen Bradley ControlLogix; Trihedral VTScada. Responsibilities included: Co-ordinating the switchover of field terminations from individual skid PLCs to a central PLC to allow
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for minimal plant downtime; Programming and commissioning of new PLC & SCADA system to replace existing skid PLCs; Operator training.

- TOWN OF HAPPY VALLEY – GOOSE BAY WTP – Allen Bradley CompactLogix; Trihedral VTScada. Responsibilities included: Programming and commissioning of PLC migration from Schneider Electric Modicon M340 to Allen Bradley CompactLogix.

OIL AND GAS

- ST. JOHN'S FUEL FACILITY CORP. YYT FUEL FARM – Allen Bradley ControlLogix; Trihedral VTScada. Responsibilities included: Programming and commissioning of control system; operator training.
- ALTON NATURAL GAS STORAGE LP – Allen Bradley ControlLogix, PanelView Plus; Rockwell Automation FactoryTalk View SE and ME. Responsibilities included: Programming for pump and valve controls, and operator interfaces; Field testing all I/O points, for instrumentation, valve control and pump control; Operator training.
- IRVING OIL COMPRESSED NATURAL GAS – Allen Bradley ControlLogix, CompactLogix, MicroLogix, PanelView Plus; Rockwell Automation FactoryTalk View SE and ME. Responsibilities included: Programming changes and control upgrades to their main fill station and twelve decant sites. Technical services.
- HERITAGE GAS COMPRESSED NATURAL GAS – Allen Bradley ControlLogix, CompactLogix, PanelView Plus; Rockwell Automation FactoryTalk View SE and ME. Responsibilities included: Programming changes and control upgrades. Technical services.
- ISLAND GAS COMPRESSED NATURAL GAS – Allen Bradley CompactLogix, PanelView Plus; FactoryTalk View ME. Responsibilities included: Programming changes and control upgrades. Technical services.

WATER AND WASTEWATER

- ABEGWEIT FIRST NATIONS SCOTCHFORT WTP – Allen Bradley MicroLogix; Trihedral VTScada; Cellular modem communications. Responsibilities included: Programming and commissioning of SCADA system for integration of vendor skids.
- BROAD COVE CAMPGROUND WATER SYSTEM, PARKS CANADA - Schneider Electric SCADAPack; Trihedral VTScada; Radio communications. Responsibilities included: Programming and commissioning of PLC's at three sites and SCADA application at main site. PLC's are communicating with a mix of buried fibre and radio.
- SIPEKNE'KATIK FIRST NATIONS WTP & WWTP – Allen Bradley CompactLogix; Trihedral VTScada; Radio communications. Responsibilities included: Programming changes and control upgrades. Technical services.
- TOWN OF NEW GLASGOW WTP –Schneider Electric Modicon Momentum, Magelis XBTGT; Trihedral VTScada. Responsibilities included: Addition of new Remote I/O rack via Ethernet; Programming for upgraded chemical dosing systems, and a third sand filter. All completed while maintaining operation of existing WTP process.
- TOWN OF PARADISE WWTP – Allen Bradley ControlLogix; Trihedral VTScada. Responsibilities included: Programming and commissioning of Main PLC and SCADA system for integration of vendor skids into the WWTP process.
- TOWN OF HANTSPORT WTP – Allen Bradley CompactLogix, MicroLogix; Trihedral VTScada; Radio communications. Responsibilities included: Programming and commissioning of SCADA system for integration of vendor skids. Ongoing programming changes and control upgrades. Technical services.
- TOWN OF FALMOUTH WTP – General Electric Fanuc 90-30, and QuickPanel+; Trihedral VTScada. Responsibilities included: Programming changes and control upgrades. Technical services.

- CITY OF SAINT JOHN EASTERN WASTE WATER TREATMENT FACILITY – Allen Bradley ControlLogix and SLC 5/05. Communications troubleshooting.
- CITY OF SAINT JOHN DISTRICT METERING – FactoryTalk VantagePoint EMI. Dashboard creation for easy, visual analysis of water consumption by zone for operations and management.
- CITY OF SAINT JOHN THORNE AVE PS #4 – Allen Bradley ControlLogix, PanelView Plus; ProSoft RS-485 Modbus. Responsibilities include: Programming and commissioning the complex pumping duty arrangement, due to multiple pump types being installed in the wet well.
- TOWN OF PICTOU WATER SUPPLY WELLFIELD – Schneider Electric SCADAPack and HMI; Trihedral VTScada. Instrumentation troubleshooting.
- TOWN OF PICTOU WTP – Allen Bradley CompactLogix; Trihedral VTScada. Responsibilities included: Integrating well field into WTP controls via radio communication; Programming and commissioning of Main PLC and SCADA system for integration of vendor skids into the WTP process; Site-to-Site VPN with the existing WWTP, creating a single control network between the WTP & WWTP and having the WTP & WWTP on a single VTScada application, accessible from both sites.
- TOWN OF WINDSOR WTP & Sewer SCADA – Allen Bradley ControlLogix; Trihedral VTScada. Programming changes and control upgrades. Technical services.
- CITY OF CHARLOTTETOWN POLLUTION CONTROL PLANT – Allen Bradley ControlLogix and CompactLogix. Programming changes and control upgrades. Technical services.
- HIGH LINER FOODS WASTE WATER TREATMENT – Allen Bradley CompactLogix and PanelView Plus; FactoryTalk View SE and ME.
- HIAA LAV BUILDING – Allen Bradley CompactLogix and PanelView Plus; Rockwell Automation FactoryTalk View ME.
- HIAA PYRITIC SLATE TREATMENT FACILITY – Allen Bradley PLC5; Trihedral VTScada.

HALIFAX WATER

- FALL RIVER WWTF, HALIFAX REGIONAL WATER COMMISSION, UTILITY TECH – ABB VFD; Schneider Electric SCADAPack; Maple Systems HMI. Responsibilities included: Reprogramming of Eq tank and sludge wasting & recirculation system; design of new control panel [DraftSight].
- TIMBERLEA WWTF, HALIFAX REGIONAL WATER COMMISSION, UTILITY TECH – Allen Bradley SLC 5/03; Schneider Electric SCADAPack; Trihedral VTScada. Responsibilities included: SCADA system design and commissioning; design of new control panel [DraftSight].

LAURENTIDE CONTROLS

- DOMISION WWTP, LAURENTIDE CONTROLS (NOVACO AUTOMATION), PROJECTS TECHNOLOGIST – Allen Bradley CompactLogix; Trihedral VTScada. Responsibilities included: Development and commissioning of the Dominion WWTP control system; Vendor PLC interconnections; Plant start-up and training of operators.

CAREER HISTORY

- 08/2014 – Present: CBCL Limited, Halifax, NS, Canada, Automation Specialist
11/2010 – 07/2014: Halifax Water, Lower Sackville, NS, Canada, Utility Technician I
06/2009 – 06/2010: Laurentide Controls, Dartmouth, NS, Canada, Projects Technologist

Attachment E

Detailed Cost Proposal

Middleton Reservoir - Construction Phase Engineering Services
 October 3, 2024



ACTIVITY	Project Liason		Project Manager / Contract Administration		Technical Specialist		Engineering Support		Structural Foundations		Building Mechanical		Electrical & Instrumentation		Drafting / Technical Support / Resident Inspection		Clerical Support		TOTAL CBCL FEES		Geotechnical Fee	EXPENSES & DISBURSEMENTS (6%)	TASK TOTAL
	Aaron Baillie		Paul Young		Jeff Clair		Ryland MacLellan		Dal Seamone		Chris Ruddick		John Kerr & Kristien P		CBCL Staff		Hrs	Fees					
	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees							
Construction Phase Services																							
1 Construction Administration	5	\$ 1,275	260	\$ 44,200	33	\$ 6,435	260	\$ 32,500	0	\$ -	0	\$ -	12	\$ 2,040	0	\$ -	0	\$ -	570	\$ 86,450	\$ -	\$ 5,187	\$ 91,637
1.1 Construction Meetings (bi-weekly)	8	\$ 2,040	49	\$ 8,330	10	\$ 1,950	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	67	\$ 12,320	\$ -	\$ 739	\$ 13,059
2 Shop Drawing Reviews	2	\$ 510	8	\$ 1,360	8	\$ 1,560	48	\$ 6,000	8	\$ 1,240	8	\$ 1,560	16	\$ 2,720	0	\$ -	60	\$ 5,100	158	\$ 20,050	\$ -	\$ 1,203	\$ 21,253
3 Construction Observation	2	\$ 510	0	\$ -	0	\$ -	0	\$ -	24	\$ 3,720	4	\$ 780	326	\$ 55,420	950	\$ 104,500	0	\$ -	1306	\$ 164,930	\$ -	\$ 37,996	\$ 202,926
4 Materials Testing QA/QC Geotechnical	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ 20,000	\$ 444	\$ 20,444
5 Approval and Closeout Documents	1	\$ 255	10	\$ 1,700	8	\$ 1,560	20	\$ 2,500	2	\$ 310	1	\$ 195	2	\$ 340	2	\$ -	2	\$ 170	48	\$ 7,030	\$ -	\$ 819	\$ 7,849
6 Facility Start-up & Commissioning	0	\$ -	6	\$ 1,020	4	\$ 780	30	\$ 3,750	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	40	\$ 5,550	\$ -	\$ 928	\$ 6,478
7 Record Drawings	0	\$ -	4	\$ 680	1	\$ 195	8	\$ 1,000	0	\$ -	1	\$ 195	4	\$ 680	24	\$ 2,640	0	\$ -	42	\$ 5,390	\$ -	\$ 323	\$ 5,713
8 Warranty Period Services	1	\$ 255	5	\$ 850	10	\$ 1,950	10	\$ 1,250	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	26	\$ 4,305	\$ -	\$ 457	\$ 4,762
TOTAL	19	\$ 4,845	342	\$ 58,140	74	\$ 14,430	376	\$ 47,000	34	\$ 5,270	14	\$ 2,730	360	\$ 61,200	976	\$ 107,140	62	\$ 5,270	2257	\$ 306,025	\$ 20,000	\$ 48,096	\$ 374,121

NET TOTAL FEES & EXPENSES (EXCL. HST) \$ 374,121

Project Name: WATER RESERVOIR

Project # 22-12-A

Department: Water **Unit:** Water **Asset Class** Water reservoir

Type of Asset: New & replacement **Reason:** Critical level of service **Expected Useful Life:** 75 years

Project Description: Replace existing water reservoir over 2 year construction period at an estimated cost of \$6,026,000 plus HST, and decommission existing reservoir once the new system is operational, at an estimated cost of \$230,000 plus HST. YR1 siteworks, yard-piping, zone building & engineering supervision. YR2 reservoir, pump station & engineering supervision. YR3 decommission old structure

Need for Project: Existing reservoir has been leaking treated water for many years and is not repairable. The water level cannot be maintained high enough to support most emergency and peak use requirements. There is a risk of catastrophic failure.

Project Funding: \$3,465,052 in grants, plus \$524,262 additional operating revenue since 2018 rate study, all in the Reservoir Reserve, and additional interest and revenue to be added in 2024/25 & 2025/26 and Borrow the balance from MFC over 20 years at estimated 5% per annum.

Carry-over Project The Town has spent \$407k since 2011 on engineering and design work for this project, plus \$60k for land. Funding was from Gas Tax, PCAP grant, Depreciation Reserve, Surplus and \$123k of future debt.

Additional Operating Expense Net Water Revenue in 2023/24 is only forecast at \$200,000. The Utility cannot fund the debt service and depreciation expense, without a significant increase in Water Rates, unless the UARB authorizes using the Depreciation Reserve to pay the debt service.

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	26,951	90,028	93,226	93,226	93,226	396,658	396,658
Loan principal	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	26,951	335,550	338,748	338,748	338,748	1,378,745	1,378,745
Capital Budget:	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,967
Funding:										
Operating	60,000	-	60,000	-	-	-	-	-	-	60,000
Grants	144,710	-	144,710	-	-	-	-	-	-	144,710
Drawdown Reserves	139,796	-	139,796	1,553,200	2,399,185	239,858	-	-	4,192,243	4,332,039
Borrow from Reserves	121,295	2,308	123,603	-	(123,603)	-	-	-	(123,603)	-
Long-term debt	-	-	-	-	2,455,218	-	-	-	2,455,218	2,455,218
Other	-	-	-	-	-	-	-	-	-	-
Total funding	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,966

REQUEST FOR DECISION
Reservoir Project Change Order Approval
RFD#: 008-2025



To: COTW and Town Council
From: Adam Verran, Director of Public Works and Ashley Crocker, CAO
Date: February 3, 2025 and February 18, 2025
Subject: Reservoir Construction – Change Orders

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Change Order Summary 201014.06 LE01 - From CBCL
- Roscoe Construction Tender Submission 2a
- Capital Project Sheet 22-12-A

Legislation

- *Nova Scotia Municipal Government Act*
- Town Policy Code A – General Administration Procurement and Purchasing Policy
- Public Procurement Policy

Recommendation

That Town Council authorize and approve the list of Change Orders for the New Reservoir Project as presented, totaling \$7,495.00 plus HST.

That Town Council authorize and approve \$20,000 plus HST in additional spending for future Change Orders to the Reservoir Project.

Background

The Reservoir Project is complex in scope and during the project some aspects may need to be changed, upgraded or may have been overlooked in the initial design phase of the project. With these changes there are additional costs or credits associated. Change Orders 1 through 5 have carefully been considered and have been necessary for the project to move forward and for the Reservoir to meet the Town of Middleton’s requirements.

REQUEST FOR DECISION
Reservoir Project Change Order Approval
RFD#: 008-2025



Financial Implications

The proposal is for \$7,495 plus HST along with the authority to approve an additional \$20,000 in Change orders. Town Council has awarded the reservoir construction tender to Roscoe Construction for \$3,951,800.00. Therefore, any Change Orders, which represent an overall increase to the contract price, must be approved by Council. To avoid holding up schedules and have change orders approved in a timely manner, staff are recommending an additional \$20,000 be approved for Town staff to sign off on additional Change Orders. A list of the current Change Orders’s is attached from CBCL.

In the UARB Reservoir Approval request, staff included an additional 10% contingency to cover construction overages. The UARB Reservoir Approval request outlines how the entire project will be funded, including additional construction costs. If Council approves this work, we will still be within the budget that was approved by the UARB, and within the Reservoir Capital Project that was approved in the 2024-2025 budget process. 50% of the cost will come from the MCGP grant and the other 50% will be funded through a combination of the Water Utility Depreciation Reserve, long-term debt and other grants.

If Council approves this additional expense, the overall reservoir project is still within the Capital Budget originally approved by Council, as well as the proposal and budget approved by the UARB.

Summary of Change Orders to Date:

Change Order	Change Order Description	Cost
1	Programmable Keypad Lock	\$2,811.47 plus HST
2	Additional Snow Guards	\$644.50 plus HST
3	Supply and Install 450dia Culvert	\$2,920.50 plus HST
4	Credit: Removal of Digital Power Meter	(\$2,875.08) plus HST
5	Revise Transformer Sizing and Breaker for Heat Pump	\$3,993.61 plus HST
TOTAL		\$7,495.00 plus HST

REQUEST FOR DECISION
Reservoir Project Change Order Approval
RFD#: 008-2025



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	Overseeing the construction of the new reservoir project
	Economy	
	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 18 February 2025



January 30, 2025

Ashley Crocker
CAO
Town of Middleton
131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0

Dear Ms. Crocker:

RE: Summary of Construction Change Orders for the Middleton Reservoir Replacement

This letter provides a summary of the change orders to date for the construction of the Middleton Reservoir Replacement project in the Town of Middleton. These modifications have been necessary to address unforeseen conditions, design adjustments, and additional requirements to ensure the project progresses. The change orders to date are summarized below:

CO Number	CO Name	Extra	Credit
1	Programmable Keypad Lock	\$ 2,811.47	
2	Additional Snow Guards	\$ 644.50	
3	Supply & Install 450 mm Culvert	\$ 2,920.50	
4	Credit for Removal of Digital Power Meter		(\$ 2,875.08)
5	Revise Transformer Sizing and Size of Disconnect and Breaker for Heat Pump	\$ 3,993.61	
	TOTAL	\$10,370.08	(\$ 2,875.08)
	TOTAL Contract Change	\$7,495.00	

Each of these changes has been carefully reviewed and discussed with the project stakeholders to ensure alignment with the project’s scope, budget, and timeline. We appreciate the Town of Middleton’s cooperation and support in facilitating these necessary adjustments.

All change orders are attached to this letter. Please review the attached documentation for further details. Do not hesitate to contact us if you require any additional information or clarification.

Town of Middleton
January 30, 2025

Thank you for your continued collaboration. We look forward to your acknowledgment and approval of these modifications.

Yours very truly,

CBCL Limited



Prepared by:
Taufiq Memon
Municipal Project Coordinator
Direct: 902-421-7241
E-Mail: tmemon@cbcl.ca



Paul Young, P.Eng.
Municipal Engineer
Direct: 902-421-7241
E-Mail: pyoung@cbcl.ca

Attachments: A – Change Orders

CC: Adam Verran (Town of Middleton)

Project No: 201014.06

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Attachment A

Change Orders



Change Order

Change Order No.:	01	CBCL Project No.	201014.00
Date:	27-Nov-24		
To:	Roscoe Construction Limited		
Contract Name:	Middleton Reservoir Replacement		
Contract No.:	201014		
Refer To:	Roscoe Bulletin No. 2r1, dated Nov. 19, 2024		
Copies To:	Robert Bacon, Adam Verran, Paul Young, Kerri Stanley		

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
Provide all necessary labour, material and equipment for programmable key pad lock. (Includes the credit for the original hardware)		\$ 2,811.47
SUB-TOTAL	\$ -	\$ 2,811.47

The amount of the contract price is INCREASED by the sum of \$2,811.47 + HST

**Recommended
Engineer/Consultant**

Paul Young

27-Nov-24

Sign

Print

Date

**Authorized
Owner**

Adam Verran

02-Dec-24

Sign

Print

Date

**Acknowledged
Contractor**

Robert Bacon

Digitally signed by Robert Bacon
DN: C=CA, E=rbacon@roscoe.ns.ca,
O=Roscoe Construction limited, CN=Robert
Bacon
Date: 2024.12.04 09:52:59 -04'00'

Sign

Print

Date

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

BULLETIN NO. 2r1

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Nov 19 2024
QUOTATION: Supply and install of programable key pad lock

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

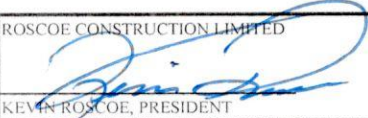
			\$ -	
G.C. O/H & P	10%		\$ -	
			<hr/>	\$ -

Own Forces

Equipment				
Materials			\$ 2,278.38	
Labour			\$ 277.50	
			<hr/>	
G.C. O/H & P	10%		\$ 2,555.88	
			\$ 255.59	
			<hr/>	
			\$ 2,811.47	\$ 2,811.47

TOTAL THIS BULLETIN + HST \$ 2,811.47

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED	DATE	OWNER (REPRESENTATIVE)	DATE
	Nov 19/24	_____	_____
KEVIN ROSCOE, PRESIDENT			



Apex Industries Door Opening Solutions Group
 55 Henri Dunant St.
 Moncton, NB E1E 1E4
 Phone: (506) 857-1678
 Fax: (506) 857-1604

PROPOSAL

1

Page: _____
 Proposal No.: JOB001646
 Proposal Change No.: 001
 Customer P.O. No.: S9800-7139
 Proposal Date: 10/17/2024
 Customer ID: ROS0300
 Salesperson: Mark Vincent
 Salesperson Phone: 902-943-2540
 Salesperson Email: mark.vincent@apexindustries.com
 Project Manager: SCK

Submitted To: Roscoe Construction Ltd
 Robert Bacon
 5769 Highway #1 P O Box 40
 Cambridge, NS B0P 1V0

Job Name: Middleton Reservoir Replacement - CCO#001 - Keypad Replacement

Supply Only | 2ea Sargent 21-23-KP8977 ETL US32D @ \$3460.75ea

Credit Only | 2ea Sargent 8913 F ETL US26D/US26D @ \$2321.56ea

Total Price (FOB Site): \$2,278.38

*HST not included

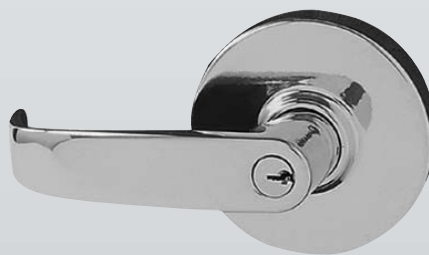
Accepted By: _____

Date: _____

Purchase Order No. _____

Keypad (KP) Series

Standalone Access
Control Products



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Standalone Access Control Products

Keypad (KP) Series



Overview and Features	3
10 Line Cylindrical Locks	4
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Cylinder Options	12
Cylinder Options and Shipping Info	13
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MicroShield®

As part of their promise to provide innovative solutions to their customers, certain ASSA ABLOY Group brands offer the MicroShield® technology, a silver-based antimicrobial coating designed to inhibit the growth of bacteria. MicroShield® is a registered trademark of Yale Security Inc., an ASSA ABLOY Group company.

MicroShield® Coating

- Revolutionary finish coating available on all SARGENT product lines, utilizes a silver-based antimicrobial compound from Agion Technologies
- As an integral part of the finish coating, MicroShield® lasts for the life of the hardware
- MicroShield® coating permanently suppresses the growth of bacteria, algae, fungus, mold and mildew. It is effective against a broad spectrum of bacteria.
- Non-toxic and completely safe. The Agion antimicrobial compound is EPA and NSF approved and FDA listed for use in medical and food preparation equipment.
- Applications: Anywhere there is need for a clean environment (hospitals, laboratories, schools, medical centers, daycare, food processing etc.)



Agion has achieved:



Agion's silver antimicrobial has been certified for its material content, recyclability, and manufacturing characteristics. Cradle To Cradle Certified^{CM} products meet established standards for human health, environmental health and recyclability.

Cradle To Cradle Certified^{CM} is a certification mark of MBDC.

Note: Any retrofit or other field modification to a fire rated opening can potentially impact the fire rating of the opening, and Sargent Manufacturing Company makes no representations or warranties concerning what such impact may be in any specific situation. When retrofitting any portion of an existing fire rated opening, or specifying and installing a new fire-rated opening, please consult with a code specialist or local code official (Authority Having Jurisdiction) to ensure compliance with all applicable codes and ratings

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On The Cover

- SARGENT KP10G77

90130 09/19

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Overview and Features

Keypad (KP) Series

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Overview

The KP Series Keypad locks are designed for openings that require standalone, basic authorized entry capabilities. They are battery powered, motor driven, self contained locks that use a microprocessor based controller with non-volatile memory. All programming is done at the door using the keypad with functions selected by the user according to opening requirements.

Combined with the physical security of an ANSI Grade 1 mechanical locking mechanism (cylindrical, mortise or exit device), these locks provide the security and functionality needed to control access to storerooms, offices, stairwells, conference rooms and rest rooms. With the cylinder override feature, the keypad lock can be readily integrated into a new or existing master keyed system.

Features of the Keypad Operated Products

- Non-volatile memory
- All programming at keypad
- Keypad made of ultraviolet stable textured material
- Operating temperature for keypad: 4°F – 140°F
- Adjustable unlock time
- LEDs on keypad
 - Green indicates unlocked
 - Yellow indicates programming mode
 - Flashing green and solid yellow indicates deadbolt thrown
- Use on exterior doors with weatherseal gasket and shroud
- UL Listed for fire doors (12 - required for KP8800/8900 Series)
- UL Listed to Canadian safety standards
- Built-in remote "Request to Enter" requires wire harness (52-2071)
- User Codes - over 1,100,000 possible user combinations
 - 100 user codes
 - Operates utilizing any one to six digits per code - digits may be repeated or start with "0"
 - One master code - assigns emergency, supervisory and user codes, allows access during low battery
 - One emergency code - allows entry when deadbolt is thrown (KP8276/KP8277) or during low battery
 - One supervisory code - allows temporary lockout of selected users, changes unlock time duration, requests infrared interrogation output, and may add user codes
 - "One time" user codes allows visitors "one time" entry
 - Entry of three wrong user codes in succession disables all codes for ten seconds
 - Unit can be put in "passage only" mode at keypad
- Low battery indication - four chirps after code entry
- Operates with 4 "C" alkaline batteries (included)
- Typical 40,000 operations per set of batteries

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80 Series Exit Devices

Keypad (KP) Series



The Keypad Operated Products 80 Series Exit Devices provide economical access control in many different environments.

Mechanical Features:

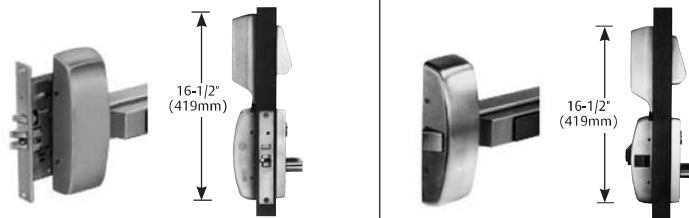
- Certified to ANSI A156.3 Grade 1 requirements
- Latchbolt 3/4" (19mm) projection
- Cylinder override use 34 rim cylinder, 8877; 46 mortise cylinder, 8977
- 8977 not available with 70-, 72-, 73-, 73-7P-, SC- or SE- options
- Includes code to activate horn when keypad buttons are pushed
- Center Case Chassis – non ferrous alloy (except 12-KP8877 & 12-KP8878)
- KP Rim Devices use 649 strike and KP Mortise Lock Devices use C908 strike
- Rim exit devices are non handed; mortise exits are handed

All KP Exit Devices feature:

- Push Rail always retracts latchbolt allowing free egress
- Lever outside active in "passage" mode or with valid user code

Rail Sizes:

- E Rail - 24" to 32" Doors
- F Rail - 33" to 36" Doors
- J Rail - 37" to 42" Doors
- G Rail - 43" to 48" Doors

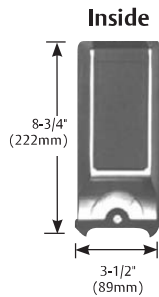


Exit Device Functions

	Mortise Exit			Rim Exit		
	Then select:			Then select:		
If the lock needs to have:	Series	Type	Function	Series	Type	Function
Cylinder override	KP	89	77	KP	88	77
No cylinder override	KP	89	78	KP	88	78

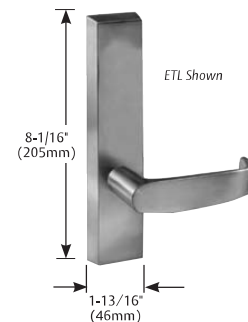
Escutcheon

- Zinc die cast
- Fits above the center chassis cover
- Projection at top 2-1/8" (54mm)



Outside ET Lever Control

- Cast escutcheon
- KP8877 uses 777-8 ET control
- KP8878 uses 778-8 ET control
- KP8977 uses 777 ET control
- KP8978 uses 778 ET control



Ordering KP Exit Devices

Options	Series	Type	Function	Rail	Trim / Lever	Hand	Finish	Door Width
Select from pages 11 - 13	Select Device Type, Function & Rail Size from chart above				ET followed by lever designation from page 8 - 10	RHR or LHR	Select from pages 7	If supplied, rails will be cut to size
12-	KP-8877F				ETL	RHR	32D	36"

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Finishes, ET Trim and Handing

Keypad (KP) Series

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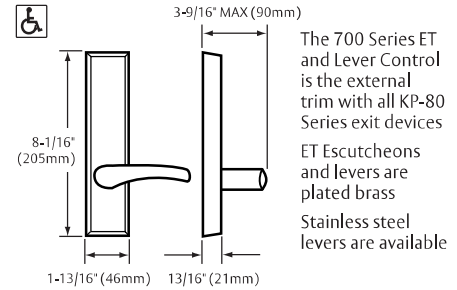
Finishes

SARGENT offers many different finishes for KP products. Please reference the chart below for finishes available.

	Finishes	ANSI	Mortise Locks	Cylindrical Locks	Exit Devices
03	Bright brass	605	X	X	X
04	Satin brass	606	X	X	X
09	Bright bronze	611	X	X	X
10	Satin bronze, clear powder	612	X	X	X
10B	Oxidized satin bronze oil rubbed	613	X	X	X
10BE	Dark Oxidized Satin Bronze — equivalent	613E	X	X	X
10BL	Oxidized satin bronze, clear power coat	–	X	X	X
14‡	Bright nickel, clear coated	618	X	X	X
15‡	Satin nickel, clear coated	619	X	X	X
20D	Dark statuary bronze, clear powder coat	–	X	X	X
26‡	Bright chrome	625	X	X	X
26D‡	Satin chrome	626	X	X	X
32	Bright stainless steel	629	X	–	X
32D	Satin stainless steel	630	X	–	X

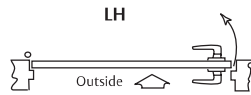
‡ Exit Devices ordered in 32 or 32D will have the ET trims supplied in 26 or 26D; for nickel finished ET trims, specify 14 or 15 finish and the exit will be supplied in 32 or 32D accordingly

ET Lever Trim for Exit Devices



Note: Exit devices are only available with ET Trim

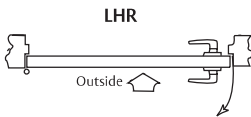
Handing



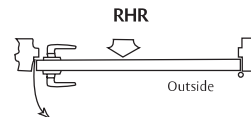
Left Hand Door



Right Hand Door



Left Hand Reverse Door



Right Hand Reverse Door

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Standard and Coastal Series Levers, Rose and Thumbturn Designs

Keypad (KP) Series



KP Series products are available with the following identified lever designs to provide uniformity throughout a facility. Lever projection from door surface varies with lock type. KP mortise locks and cylindrical locks are specified by rose design followed by the lever designation (e.g., LNMX). KP Exit devices are specified by the ET designation followed by the lever designation (e.g., ETMX).

Levers

Standard Levers					
Lever	Design	Handed	Mortise Locks	Cylindrical Locks	Exit Devices
A		Yes	X		X
B		-	X	X	X
E		-	X		X
F		-	X		X
J		-	X	X	X
L		-	X	X	X
P		-	X	X	X
W		-	X		X

Coastal Levers					
Lever	Design	Handed	Mortise Locks	Cylindrical Locks	Exit Devices
C		-	X		X
G		Yes	X	X	
R		-	X		X
S		Yes	X		X
Y		Yes	X	X	X

Note: KP-8200 mortise locks with Coastal Series levers are available with CR & TR roses (Not available with LN, O, CO & TO roses)

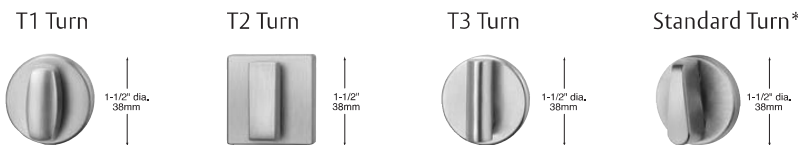
Note: KP-8200 mortise locks with standard levers are available with LN and O roses only (not available with CO, CR, TO & TR roses)

Roses	Design	Diameter	Mortise Locks	Cylindrical Locks
LN		2"	X	
CR		2-3/16"	X	
TR		2-3/16"	X	
O		2-3/4"	X	
E2		2-11/16"	X	

Roses	Design	Diameter	Mortise Locks	Cylindrical Locks
E3		2-1/16"	X	
CO		2-3/4"	X	
TO		2-3/4"	X	
L		3-1/2"		X
G		3-1/2"		X

Thumbturns

The thumbturn backplate will match the rose design chosen. The turn designation must be specified as an option before the lock order string.
*The standard thumbturn will be supplied if T1, T2 or T3 are not listed. See page 10 in the 8200 mortise lock catalog for more information.



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Studio Collection Levers



Keypad (KP) Series







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Studio Collection Levers are available with the 8200 Series Mortise Locks. With Exit Device, the Studio Collection is available with the ET trim creating uniformity throughout a facility.








Aventura Series				
Lever	Design	Handed	Mortise Locks	Exit Devices
MB		-	X	X
ME		-	X	X
MF		-	X	X
NF ¹		-	X	X
MG		-	X	X
MI		-	X	X
NI ¹		-	X	X
MW ¹		-	X	X

Odeon Series				
Lever	Design	Handed	Mortise Locks	Exit Devices
MN ⁴		Yes	X	X
MH ⁴		Yes	X	X
MK ⁴		Yes	X	X
MS ⁴		Yes	X	X
MU ⁴		Yes	X	X
MV ⁴		Yes	X	X
NS ^{1,4}		Yes	X	X
NU ^{1,4}		Yes	X	X
MX ^{1,4}		Yes	X	X

Rialto Series				
Lever	Design	Handed	Mortise Locks	Exit Devices
MO ⁴		Yes	X	X
MZ ^{1,4}		Yes	X	X

Notting Hill Series				
Lever	Design	Handed	Mortise Locks	Exit Devices
MA ^{3,4}		Yes	X	X
MQ ⁴		Yes	X	X
MT ⁴		Yes	X	X
MM ⁴		Yes	X	X
MR ³		Yes	X	X
MY ^{1,4}		Yes	X	X

Centro Levers				
Lever	Design	Handed	Mortise Locks	Exit Devices
MC ^{3,4}		-	X	X
MD		-	X	X
MJ		-	X	X
MP ⁴		-	X	X
ND ¹		-	X	X
NJ ¹		-	X	X

Gramercy Levers ²				
Lever	Design	Handed	Mortise Locks	Exit Devices
RCM		-	X	X
RAL		-	X	X
REM		-	X	X
RAM		-	X	X
RAS		-	X	X
RAG		-	X	X
RGM		-	X	X

- Lever returns within 1/2" (13mm) of door face
- Gramercy levers are customized. Refer to page 9 for ordering information.
- Contact factory for current lead times
- Not available in 32D or 32 finish

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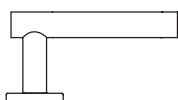
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Studio Collection Levers

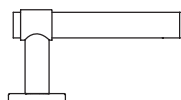
Keypad (KP) Series

SARGENT
ASSA ABLOY

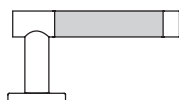
Gramercy Series Levers



REM, RGM



RCM



RAG, RAL, RAM, RAS

Gramercy Finish Codes

BHMA Finish	SARGENT Finish	Gramercy Code*	Description
630	32D	30	Satin Stainless Steel
629	32	29	Bright Stainless Steel
N/A	N/A	BH	Birch (wood insert)
N/A	N/A	BK	Black (Santoprene™ or leather insert)
N/A	N/A	BN	Brown (leather insert)

*Code used to specify Gramercy Series finishes only. Use available finishes list to specify desired finish when ordering.

Gramercy Lever Descriptions & Available Finishes

Lever Designation	Lever Description	Available Finishes (AS ORDERED)
RAG	Grooved Insert	2929 or 3030
RAL	Leather Insert	29BK, 29BN or 30BK, 30BN
RAM	Metallic Insert	2930** only
RAS	Santoprene Insert	29BK or 30BK
RCM	Raised Band	2929, 3030 or 2930**
REM	Plain	2929 or 3030
RGM	Two Grooves	2929 or 3030

**Two-tone finish - grip of lever is 32D, balance of lever is 32. Rose/Jescutcheon and lock finish will be 32.

To order Gramercy Series levers with SARGENT products, see the examples below. When specifying finish, use the last two digits of the BHMA standard finish code, i.e. use "29" for polished stainless, BHMA finish 629.

How to Order: KP- Mortise Locks x Gramercy Levers

Options	Series/Type	Function	Rose	Lever	Finish	Hand
select from pages 11 - 13	KP-82	select from page 5	select from below	Leather insert	Bright stainless steel with brown leather	RHR, RH, LHR, or LH
10-	KP-82	76	LN	RAL	29BN	RH

How to Order: KP- Exit Device x Gramercy Levers

Options	Series	Type	Function	Rail Size	Trim	Lever	Finish	Inside Finish	Door Width
select from pages 11 - 13	Select from 80 Series Exit Device Function chart from page 6			E, F, J or G	ET Series	Leather insert	Bright stainless steel with brown leather	select from page 7	
10-	KP	88	77	F	ET	RAL	29BN	32D	36"

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Mechanical and Cylinder Options

Keypad (KP) Series



Mechanical Options:

Fire Rated	12-	UL Fire Label Exit hardware (KP8800 & KP8900 series Exits Only) (not available with 16-)
Cylinder Dogging	16-	Cylinder Rail Dogging with # 41 Cylinder (not available with 12-, 57, 59- or AL- option) (KP8800 & KP8900 Series Exits)
Less Touch Pad	19-	Pushbar without Lexan touchpad (KP8800 & KP8900 Series Exits)
Flat Lip Strike	23-	Flat 4-7/8" (124mm) ANSI strike (KP8200 Series Mortise)
Backset Options	23-	3-3/4" (95mm) Backset (for KP10G77 only)
	25-	5" (127mm) Backset (for KP10G77 only)
Strike	28-	4-7/8" Curved Lip Strike #808 (KP10G77 only)
Security Fasteners	36-	Six lobe security head screws
	37-	Spanner head screws
Double Doors	41-	3/4" Throw Latchbolt x 2-3/4" Backset
Tactile Warning Options	75-	Tactile Warning - Milled Inside Lever (Not available with Exit Devices, Studio & Coastal Levers and the A Lever)
	76-	Tactile Warning - Milled Outside Lever (Not available with Studio & Coastal Levers and the A Lever)
	77-	Tactile Warning - Milled Inside & Outside Lever (Not available with Exit Devices, Studio & Coastal Levers and the A Lever)
	85-	Tactile Warning - Abrasive Coating on Inside Lever (or Push Rail for Exits)
	86-	Tactile Warning - Abrasive Coating on Outside Lever
	87-	Tactile Warning - Abrasive Coating on Outside Lever & Inside Lever (or Push Rail for Exits)
	CPC-	Clear Powder Coat (Available for 26, 26D, 32 & 32D Finishes)
	SG-	MicroShield® antimicrobial clear powder coat (Available with 15, 26D, and 32D finishes)

Cylinder Options:

Degree Key System	DG1-	SARGENT Degree Key System Level 1
	DG1-21-	Degree Level 1 Construction Master Keying
	DG1-60-	Degree Level 1 Removable Disposable Construction Core (not available with cylindrical locks)
	DG1-63-	Degree Level 1 Removable Core (not available with cylindrical locks)
	DG1-64-	Degree Level 1 Removable Construction Keyed LFIC (not available with cylindrical locks)
	DG1-65-	Degree Level 1 Unassembled/Uncombined Core
	DG1-78-	Degree Level 1 Exposed Plug (not available with cylindrical locks or exit devices)
	DG2-	SARGENT Degree Key System Level 2
	DG2-21-	Degree Level 2 Construction Master Keying
	DG2-60-	Degree Level 2 Removable Disposable Construction Core (not available with cylindrical locks)
	DG2-63-	Degree Level 2 Removable Core (not available with cylindrical locks)
	DG2-64-	Degree Level 2 Removable Construction Keyed LFIC (not available with cylindrical locks)
	DG2-65-	Degree Level 2 Unassembled/Uncombined Core
	DG2-78-	Degree Level 2 Exposed Plug (not available with cylindrical locks or exit devices)
	DG3-	SARGENT Degree Key System Level 3
	DG3-21-	Degree Level 3 Construction Master Keying
	DG3-60-	Degree Level 3 Removable Disposable Construction Core (not available with cylindrical locks)
	DG3-63-	Degree Level 3 Removable Core (not available with cylindrical locks)
	DG3-64-	Degree Level 3 Removable Construction Keyed LFIC (not available with cylindrical locks)
DG3-78-	Degree Level 3 Exposed Plug (not available with cylindrical locks or exit devices)	

Note: More Cylinder Options on the following page

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Cylinder Options

Keypad (KP) Series

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Cylinder Options:

Degree Key System	DG1-	SARGENT Degree Key System Level 1
	DG1-21-	Degree Level 1 Construction Master Keying
	DG1-60-	Degree Level 1 Removable Disposable Construction Core (not available with cylindrical locks)
Signature Key System	10-	SARGENT Signature Key System (Not Available with other Key Systems)
	10-21-	SARGENT Signature Construction Key System (Lost Ball)
Signature Large Format Interchangeable Core	10-63-	SARGENT Signature Large Format Interchangeable Core (Removable Core) Cylinder
XC- Key System	11-	XC Key System (not available with 10-, 22-)
	11-21-	XC- Construction Key System (Lost Ball)
XC- Large Format Interchangeable Core	11-60-	Hardware to accept XC- Permanent LFIC (Removable Core), Disposable plastic Core- provided
	11-63-	Hardware provided with XC- LFIC (Removable Core) Cylinder - (Includes masterkeying, grand masterkeying)
	11-64-	Hardware provided with Keyed construction core to accept XC- LFIC (Removable) Permanent Core (ordered separately)
XC- Interchangeable Cores	11-70-7P-	Hardware to accept XC- SFIC (7-Pin)XC- Permanent Cores, plastic disposable core provided (10 Line J lever not available)
	11-72-7P-	Hardware to accept XC- SFIC (7-Pin Keyed Construction Core provided) cylinder Permanent core ordered separately (10 Line J lever not available)
	11-73-7P-	Hardware supplied with XC- Small Format 7-Pin interchangeable core (Includes masterkeying, grand masterkeying) (10 Line J lever not available)
	11-65-73-7P-	Hardware provided to accept XC- Uncombined 7-Pin SFIC (Permanent) Core (10 Line J lever not available)

Construction Key Systems	21-	SARGENT Lost Ball Construction Keying for Conventional, XC and Signature Series (N/A with 63- or 73-)
	22-	SARGENT Construction Split Key System for Conventional Cylinders (Existing Systems Only) (N/A with 10-, 11-, 63- or 73-)
Old Style Removable Core	51-	Removable Core Cylinder (Old Style) provided (Existing Systems Only)
	52-	Removable Construction Core (Old Style) Permanent Core ordered separately (Existing Systems Only)
Large Format Interchangeable Core	60-	Hardware to accept SARGENT Permanent LFIC (Removable Core), Disposable Plastic Core provided (Permanent Cores ordered separately)
	63-	Hardware provided with LFIC (Removable Core) Cylinder - (Includes masterkeying, grand masterkeying)
	64-	Hardware provided with Keyed construction core to accept LFIC (Removable) Permanent Core (ordered separately)
Interchangeable Cores	70-	Hardware to accept 6 or 7-Pin SFIC Permanent Cores, Plastic Disposable Core provided (10 Line J lever not available)
	72-	Hardware to accept 6 or 7-Pin SFIC (Keyed Construction Core provided) Cylinder (10 Line J lever not available) (Permanent Core ordered separately)
	73-	Hardware supplied with 6 pin SFIC (Includes masterkeying, grand masterkeying) (10 Line J lever not available)
	65-73-	Hardware provided to accept Uncombined 6-Pin SFIC (Permanent) Core (10 Line J lever not available)
	65-73-7P-	Hardware provided to accept Uncombined 7-Pin SFIC (Permanent) Core (10 Line J lever not available)
	73-7P-	Hardware supplied with Small Format 7-Pin Interchangeable Core (Includes masterkeying, grand masterkeying) (10 Line J lever not available)

Note: More Cylinder Options on the following page

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Cylinder Options and Shipping Information

Keypad (KP) Series



Cylinder Options:

Keso & Keso F1	81-	Hardware provided with housings to accept Keso (83) & Keso F1 (F1-83-) removable cores (Not available with 10 Line) (Permanent Cores ordered separately)
	82-	Hardware provided with SARGENT Keso Security Cylinder
	F1-82-	Hardware provided with SARGENT Keso F1 Security Cylinder (Patented)
	83-	Hardware supplied with SARGENT Keso Security Removable Core cylinder (Not available with 10 Line)
	F1-83-	Hardware supplied with SARGENT Keso F1 Security Removable Core cylinder (Not available with 10 Line) (Patented)
	84-	Hardware provided with SARGENT Keso Construction Cores (Not available with 10 Line) (Permanent Cores ordered separately)
Bump Resistant	BR-	Bump Resistant Cylinder (Available with Conventional & Conventional XC Cylinders Only)
Less Cylinder	LC-	Hardware supplied less cylinder
Accept Schlage Cylinders	30-	Lever to accept Schlage Cylinder-Cylinder is not provided (10 Line only)
	SF-	L Lever to accept Medeco KeyMark Large Format Interchangeable and Schlage Full Size Interchangeable Core (10 Line only)
Schlage Keyways	SC-	Schlage C keyway cylinder, 0 bitted (Not available with 8900 Series exit devices)
	SE-	Schlage E keyway cylinder, 0 bitted (Not available with 8900 Series exit devices)

Note: V-10 cylinders and information contact ASSA, Inc. @ 800-235-7482

Note: To order the KP-10 Line lock for use with ASSA V-10 (VA & VS) cylinders, specify the less cylinder (LC-) option and the lever will accept VA & VS cylinders. (VC- & VC-VS- ASSA cylinders are not available with KP-10 Line locks)

Shipping Information

Lock	Shipping Weight	Pc. Count/Carton
KP8276 x lever trim (with cylinder)	10.0 lbs (4.5 kg)	1/carton
KP8277 x lever trim (no cylinder)	9.5 lbs (4.3 kg)	1/carton
KP8278 x lever trim (with cylinder/no deadbolt)	10.0 lbs (4.5 kg)	1/carton
KP8279 x lever trim (w/o cylinder/no deadbolt)	9.5 lbs (4.3 kg)	1/carton
KP8877	16 lbs (7.3 kg)	1/carton
KP8977	18 lbs (8.2 kg)	1/carton
KP10G77 LL	9.75 lbs (4.4 kg)	1/carton

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Architectural Specifications

Keypad (KP) Series

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KP10G77 Cylindrical Locks



2.0 ACCESS CONTROL CYLINDRICAL LOCK

A. Standalone access control cylindrical locks shall be KP10G77 as manufactured by SARGENT Manufacturing Company, New Haven, CT.

B. Provide cylindrical lock series and function where specified in hardware groups, with the provisions below.

1. Cylinders: Provide SARGENT Signature Series cylinders.
2. Backsets: 2-3/4 inches.

3. Strikes: Provide wrought boxes and strikes with proper lip length to protect trim but not to project more than 1/8 inch beyond trim, frame or inactive leaf.

C. Locks shall meet ANSI/BHMA A156.2, Grade 1 requirements.

D. Locks shall be UL listed for use on fire doors.

E. Provide access control products with non-volatile memory.

F. Provide keypad operated products with a minimum of 100 user codes.

G. In addition to user codes, provide a Master Code as standard. The Master Code assigns emergency, supervisory, and user codes.

H. Provide the ability to print the last fifteen entries via infrared printer.

I. Locking and unlocking of the lever handle shall be done by a motor-driven battery powered unit (solenoids not acceptable) contained completely within the body of the cylindrical lock. The inside lever is always free for egress.

J. Provide lever design to match other locks on the project.

K. Provide LED's on unit to indicate status – unlocked and programming mode.

L. Provide weatherseal gasketing for keypad at exterior applications.

KP8200 Series Mortise Locks



2.1 ACCESS CONTROL MORTISE LOCKS

A. Stand alone access control mortise locks shall be KP8200 Series as manufactured by SARGENT Manufacturing Company, New Haven, CT.

B. Provide access control mortise lock series, type, and function where specified in hardware groups, with the provisions below.

1. Cylinders: Provide SARGENT Signature Series mortise cylinders.
2. Backsets: 2-3/4 inches.

3. Strikes: Provide wrought boxes and strikes with proper lip length to protect trim but not to project more than 1/8 inch beyond trim, frame or inactive leaf.

C. Locks shall meet ANSI/BHMA A156.13, Grade 1 requirements.

D. Locks shall be UL listed for use on fire doors.

E. Provide access control products with non-volatile memory.

F. In addition to user codes, provide a Master Code as standard. The Master Code assigns emergency, supervisory, and user codes.

G. Lock shall have the ability to print the last fifteen entries via infrared printer.

H. Locking and unlocking of the lever handle shall be done by a motor-driven battery powered unit (solenoids not acceptable) contained completely within the body of the mortise lock. The inside lever is always free for egress.

I. Provide lever design to match other locks on the project.

J. Provide LED's on unit to indicate status – unlocked and programming mode.

K. Provide weatherseal gasketing for keypad at exterior applications.

KP8800/8900 Series Exit Devices



2.2 ACCESS CONTROL EXIT DEVICES

A. Standalone access control exit devices shall be KP8800/8900 Series as manufactured by SARGENT Manufacturing Company, New Haven, CT.

B. Provide access control exit device series, type, and function where specified in hardware groups.

C. All exit devices shall be UL listed for panic. Exit devices for labeled doors shall be UL listed as "Fire Exit Hardware".

D. Exit devices shall meet ANSI/BHMA A156.3, Grade 1 requirements.

E. Provide exit devices factory cut to door width and height. Locate exit devices at a height recommended by the exit device manufacturer, allowable by governing building codes, and approved by the Architect.

F. Provide access control products with non-volatile memory.

G. Provide keypad products with a minimum of 100 user codes.

H. In addition to user codes, provide a Master Code as standard. The Master Code assigns emergency, supervisory, and user codes.

I. Provide the ability to print the last fifteen entries via infrared printer.

J. Locking and unlocking of the lever handle shall be done by a motor-driven battery powered unit (solenoids not acceptable) contained completely within the body of the outside trim. Egress from the inside at all times.

K. Provide lever design to match other lock levers on the project.

L. Provide LED's on unit to indicate status – unlocked and programming mode.

M. Provide weatherseal gasketing for keypad at exterior applications.

N. Provide cylinder-dogging feature for non-rated exit devices.

O. Provide keyed removable mullions, as specified in the Hardware Groups.

P. Provide clear powder coating at exit devices used in full exterior application, highly corrosive areas, and where noted in the hardware groups.

Q. Provide SARGENT Signature Series cylinders for exit devices with cylinder override and cylinder dogging.

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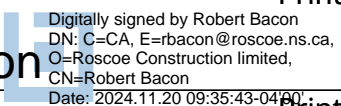


Change Order

Change Order No.: 02 CBCL Project No. 201014.00
 Date: 15-Nov-24
 To: Roscoe Construction Limited
 Contract Name: Middleton Reservoir Replacement
 Contract No.: 201014
 Refer To: Roscoe Bulletin No. 3, dated Nov 4, 2024
 Copies To: Robert Bacon, Adam Verran, Paul Young, Kerri Stanley

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
Supply and installation of additional snow guards as required by the supplier.		\$ 644.50
SUB-TOTAL	\$ -	\$ 644.50

The amount of the contract price is INCREASED by the sum of \$644.50 + HST

Recommended		Paul Young	15-Nov-24
Engineer/Consultant	Sign	Print	Date
Authorized		Adam Verran	18-Nov-24
Owner	Sign	Print	Date
Acknowledged	Robert Bacon		Date
Contractor	Sign	Print	Date

Digitally signed by Robert Bacon
 DN: C=CA, E=rbacon@roscoe.ns.ca,
 O=Roscoe Construction limited,
 CN=Robert Bacon
 Date: 2024.11.20 09:35:43-04'00'

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

ROSCOE
CONSTRUCTION
LIMITED

P.O. BOX 40
WATERVILLE, N.S
B0P 1V0

FAX 902-538-8966
PHONE 902-538-8080

BULLETIN NO. 3

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Nov 4 2024
QUOTATION: Supply and install of one additional 16' run of S5! Snow guard

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

G.C. O/H & P	10%	\$ -	
		\$ -	
		\$ -	\$ -

Own Forces

Equipment			
Materials		\$ 401.91	
Labour		\$ 184.00	
		\$ 585.91	
G.C. O/H & P	10%	\$ 58.59	
		\$ 644.50	\$ 644.50

TOTAL THIS BULLETIN + HST **\$ 644.50**

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

DATE

OWNER (REPRESENTATIVE)

DATE


KEVIN ROSCOE, PRESIDENT

Nov 4/24

Middleton Reservoir Replacement
 BULLETIN NO. 3
 LOCATION :

Description	Quantity	Unit	Equipment		Material		Labour		Total Cost	HRS
			unit	Total	Unit	Total	Unit	Total		
S5! Snow guard 16'	1	ls	0	401.905	401.905				0	\$401.91
Install of snow guard	16	lf	0		0		11.5	184	\$184.00	
			0		0			0	\$0.00	
			0		0			0	\$0.00	
			0		0			0	\$0.00	
			0		0			0	\$0.00	
			0		0			0	\$0.00	
			0		0			0	\$0.00	
			0		0			0	\$0.00	
TOTAL				\$0.00	\$401.91			\$184.00	\$585.91	6.133333
							Markup			
								Total	\$585.91	



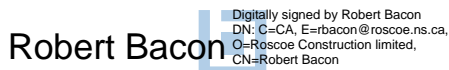


Change Order

Change Order No.:	03	CBCL Project No.	201014.00
Date:	10-Dec-24		
To:	Roscoe Construction Limited		
Contract Name:	Middleton Reservoir Replacement		
Contract No.:	201014		
Refer To:	Roscoe Bulletin No. 01r1, dated Nov 19, 2024		
Copies To:	Robert Bacon, Adam Verran, Paul Young, Kerri Stanley		

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
Supply and installation of 450mm diameter corrugated HDPE culvert at driveway entry as per DTIR requirements.		\$ 2,920.50
SUB-TOTAL	\$ -	\$ 2,920.50

The amount of the contract price is INCREASED by the sum of \$2,920.50 + HST

Recommended Engineer/Consultant		Paul Young	10-Dec-24
	Sign	Print	Date
Authorized Owner		Adam Verran	16- Dec-24
	Sign	Print	Date
Acknowledged Contractor		Robert Bacon	
	Sign	Print	Date

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

ROSCOE
CONSTRUCTION
LIMITED

P.O. BOX 40
WATERVILLE, N.S
B0P 1V0

FAX 902-538-8966
PHONE 902-538-8080

BULLETIN NO. 1R1

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Nov 19 2024
QUOTATION: Supply and install culvert at driveway entry as per DTIR Requirement

To provide all necessary labor, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

G.C. O/H & P	15%	\$ -	
		\$ -	
		\$ -	\$ -

Own Forces

Equipment		\$ 685.00	
Materials		\$ 1,710.00	
Labor		\$ 260.00	
		\$ 2,655.00	
G.C. O/H & P	10%	\$ 265.50	
		\$ 2,920.50	\$ 2,920.50

TOTAL THIS BULLETIN + HST **\$ 2,920.50**

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

KEVIN ROSCOE, PRESIDENT

DATE

Nov 19/24

OWNER (REPRESENTATIVE)

DATE






Change Order

Change Order No.:	04	CBCL Project No.	201014.00
Date:	10-Dec-24		
To:	Roscoe Construction Limited		
Contract Name:	Middleton Reservoir Replacement		
Contract No.:	201014		
Refer To:	Roscoe Bulletin No. 5, dated Dec 6, 2024		
Copies To:	Robert Bacon, Adam Verran, Paul Young, Kerri Stanley		

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
Credit for Removal of Digital Power Meter	\$ 2,875.08	
SUB-TOTAL	\$ 2,875.08	\$ -

The amount of the contract price is DECREASED by the sum of \$2,875.08 + HST

Recommended Engineer/Consultant		Paul Young	10-Dec-24
	Sign	Print	Date
Authorized Owner		Adam Verran	11- Dec - 24
	Sign	Print	Date
Acknowledged Contractor		Robert Bacon	
	Sign	Print	Date

Digitally signed by Robert Bacon
 DN: C=CA, E=rbacon@roscoe.ns.ca,
 O=Roscoe Construction limited, CN=Robert Bacon
 Date: 2024.12.17 08:08:44-04'00'

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

ROSCOE
CONSTRUCTION
LIMITED

P.O. BOX 40
WATERVILLE, N.S
B0P 1V0

FAX 902-538-8966
PHONE 902-538-8080

BULLETIN NO. 5

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Dec 6 2024
QUOTATION: CCO 02 - Removal of Digital power meter

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

Corkums electrical			- \$ 2,875.08	
			- \$ 2,875.08	
	G.C. O/H & P	15%		
			<hr/>	
			\$ (2,875.08)	- \$ 2,875.08

Own Forces

Equipment			\$ -	
Materials			\$ -	
Labour			\$ -	
	G.C. O/H & P	10%		
			<hr/>	
			\$ -	\$ -

TOTAL THIS BULLETIN + HST **- \$ 2,875.08**

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

DATE

OWNER (REPRESENTATIVE)

DATE


KEVIN ROSCOE, PRESIDENT

Dec 6/24

PH:902-765-9110
FX:902-765-2772
EMAIL:randy@corkumselectrical.ca
adam@corkumselectrical.ca

**CORKUM'S
ELECTRICAL LTD**

Quote

To: Robert Bacon

From: Adam Clarke

Date: December 6, 2024

Pages: 1

Re: CCO 2 Digital Power Meter Removal

On behalf of Corkum's Electrical Ltd, we are pleased to offer our pricing for your consideration.

The removal of the digital power meter.

Total Credit.....\$-2875.08

Regards,

Adam Clarke

For: Randy Corkum




Change Order

Change Order No.: 05 CBCL Project No. 201014.00
 Date: 30-Jan-25
 To: Roscoe Construction Limited
 Contract Name: Middleton Reservoir Replacement
 Contract No.: 201014
 Refer To: Roscoe Bulletin No. 4r1, dated Dec 5, 2024, and Bulletin No. dated Jan 17, 2025
 Copies To: Robert Bacon, Adam Verran, Paul Young, Kerri Stanley

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:	Credit	Extra
Roscoe Bulletin 4r1: Revision to building transformer sizing and associated infrastructure.		\$ 2,727.28
Roscoe Bulletin 07: Revision to the size of disconnect and breaker for heat pump.		\$ 1,266.33
SUB-TOTAL	\$ -	\$ 3,993.61

The amount of the contract price is INCREASED by the sum of \$3,993.61 + HST

Recommended		Paul Young	30-Jan-25
Engineer/Consultant	Sign	Print	Date
Authorized	_____		
Owner	Sign	Print	Date
Acknowledged	_____		
Contractor	Sign	Print	Date

Receipt of this change is hereby acknowledged and the terms thereof agreed to.

ROSCOE
CONSTRUCTION
LIMITED

P.O. BOX 40
WATERVILLE, N.S
B0P 1V0

FAX 902-538-8966
PHONE 902-538-8080

BULLETIN NO. 4r1

TO: CBCL
ATTENTION: Paul Young
PROJECT: Middleton Reservoir Replacement
ESTIMATOR: Robert Bacon
DATE: Dec 5 2024
QUOTATION: CCO 01 - Revise transformer sizing and associated infrastructure

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

Corkums electrical			\$ 2,311.57	
			\$ 2,311.57	
	G.C. O/H & P	15%	\$ 346.74	
			\$ 2,658.31	\$ 2,658.31

Own Forces

Equipment			\$ -	
Materials			\$ 62.70	
Labour			\$ 62.70	
	G.C. O/H & P	10%	\$ 6.27	
			\$ 68.97	\$ 68.97

TOTAL THIS BULLETIN + HST \$ 2,727.28

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

DATE

OWNER (REPRESENTATIVE)

DATE

KEVIN ROSCOE, PRESIDENT

Dec 11/24

BULLETIN NO. 7

TO: CBCL
 ATTENTION: Paul Young
 PROJECT: Middleton Reservoir Replacement
 ESTIMATOR: Robert Bacon
 DATE: Jan 17 2025
 QUOTATION: Revision to the size of disconnect and breaker for Heat pump

To provide all necessary labour, materials and equipment to complete the work as noted above will adjust the contract amount by the Total Bulletin amount outlined below.

BREAKDOWN

Sub-contractors Forces

Corkums electrical			\$ 1,101.16	
			\$ 1,101.16	
G.C. O/H & P	15%		\$ 165.17	
			<hr/>	
			\$ 1,266.33	\$ 1,266.33

Own Forces

Equipment			\$ -	
Materials			\$ -	
Labour			<hr/>	
G.C. O/H & P	10%		\$ -	
			<hr/>	
			\$ -	\$ -

TOTAL THIS BULLETIN + HST \$ 1,266.33

THIS BULLETIN WILL RESULT IN AN INCREASE OF 0 WORKING DAYS FROM DATE OF LATEST COMPLETION DATE.
 EXECUTION BY THE OWNER IS ACCEPTANCE FOR WORK TO PROCEED AT THE QUOTED PRICE.
 TIME EXTENSIONS TO THE CONTRACT MAY RESULT IN ADDITIONAL OVERHEAD COSTS WHICH ARE NOT INCLUDED IN THIS BULLETIN.

ROSCOE CONSTRUCTION LIMITED

DATE

OWNER (REPRESENTATIVE)

DATE


 KEVIN ROSCOE, PRESIDENT

Jan 17/25

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 1
June 5, 2024

TO: Town of Middleton

FROM: Roscoe Construction Limited
5769 Highway 1, Cambridge NS, B0P 1G0

The undersigned Tenderer, having carefully read and examined the undermentioned Contract Documents prepared by CBCL Limited for the completion of the Town of Middleton, Reservoir Replacement, Contract No. 201014.00, which comprise all the tender documents in accordance with the following documents:

Tender Form - Stipulated Price
CCDC 2-2020:
 Agreement Between *Owner* and Contractor
 Definitions
 General Conditions of the Stipulated Price Contract - CCDC 2-2020
Supplementary General Conditions
Specifications
Drawings
Addendum/Addenda

hereby accepts the same as part and parcel of the Contract herein referred to, and having carefully examined the locality and site of *Work* and having full knowledge of the *Work* required and of the materials to be furnished and used, does hereby Tender and offer to enter into a contract to perform and complete, the whole of the said *Work* and provide all necessary labour, plant, tools, materials and equipment and pay all applicable taxes, as set forth and in strict accordance with the Specifications, Drawings and other Contract Documents and to do all therein called for on the terms and conditions and under the provisions therein set forth as follows.

CONTRACT PRICE	\$ 3,951,800.00
ADD HST (15% OF CONTRACT PRICE)	\$ 592,770.00
TOTAL AMOUNT PAYABLE	\$ 4,544,570.00
Tenderer's HST Registration No.	<u>R104625660</u>

COMPLETION TIME

1. Tenderer agrees to achieve Ready-for-Takeover of the *Work* ⁶⁵ weeks from notice of award but no in case later than January 31, 2026.

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Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 2
June 5, 2024

The Undersigned Tenderer:

- .1 Declares that this tender is valid for acceptance until August 6, 2024 (being sixty (60) calendar days from the Tender Closing).
- .2 Declares that the Contract Price set forth in the Tender Form has been correctly computed for the purposes of this tender and that it includes and covers all duties, and handling charges; transportation; and all other charges. Harmonized sales tax is not to be included in the Contract Price.
- .3 Hands you herewith by way of Tender Security a Bid Bond or Certified Cheque or irrevocable Letter of Credit in the amount of ten percent (10%) of the *Total Amount Payable* on the understanding that in the event of this tender not being accepted by you, then this Tender Security will be returned to the undersigned Tenderer either at the time that the Contract is entered into with some other Tenderer, or at the expiration of validity of this tender, whichever is the sooner.
- .4 Undertakes in the event of your acceptance of this tender, to execute a formal agreement in the form hereto attached, within seven (7) calendar days of written acceptance and further agrees to provide the Contract Security in the amount specified herein, and Insurance as specified in GC 11.1
- .5 Undertakes, in the event of your acceptance of the Tender, to achieve Substantial Performance of the *Work* within the number of weeks of written notification of Award indicated above.
- .6 Upon request, provide evidence of ability and experience within seven (7) calendar days of request, including experience in similar *Work*, *Work* currently in progress, senior supervisory staff available for the *Work*, equipment available for the *Work*, and financial resources.
- .7 Agrees prior to commencement of the *Work*, to provide to the *Owner* a Performance Bond and a Labour and Materials Bond, each in the amount of 50% of the *Total Amount Payable* or an Irrevocable Letter of Credit in the amount of 20% of the *Total Amount Payable*. The Irrevocable Letter of Credit shall be issued by a certified financial institution and must be valid until the expiration of the warranty period. Include the cost of providing the Irrevocable Letter of Credit in Contract Price. Should it become apparent that the final cost of the project will exceed the *Total Amount Payable* by more than 10%, arrange to have bonds reissued, based on the projected final cost.
- .8 Agrees that in the event of failing or neglecting either to provide the Contract Security and Insurance and/or to execute the Agreement in the manner herein before undertaken, then the Tender Security shall be forfeited.
- .9 Agrees that unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding Contract between us.
- .10 Understands and agrees that the *Owner* is not bound to accept the

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Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

Section 00 41 42
Page 3
June 5, 2024

- lowest or any tender which they may receive.
- .11 Agrees to provide, maintain and pay for the insurance coverages specified in the Contract Documents. One copy of all insurance policies of the Contractor and two copies of certificates of insurance, certifying to the issuance of all insurance policies, shall be furnished to the *Owner*. Each and every insurance policy shall name the Contractor, *Owner* and *Consultant* as being insured in the full amount of the insurance.
 - .12 Declares to have personal knowledge of the location of the proposed *Work* and is informed as to the actual conditions and requirements, including labour conditions and labour rules and shall not claim at any time after execution of the Agreement that there was any misunderstanding in regard to such conditions and requirements.
 - .13 Declares to have carefully examined the documents and Addenda No. 1 to 4 referred to in the first paragraph of this Tender Form, and the Tenderer hereby accepts and agrees to the same as forming a part of the Contract.
 - .14 Understands that in the event that the tendered Contract Price is not within the project budget, the *Owner* has the right to negotiate the Contract with the low bidder or reject all tenders received.
 - .15 Agrees that the Warranty Period defined in the Contract Documents shall be for a period of one (1) year from the date of Ready-for-Takeover of the *Work*.
 - .16 Understands that Substantial Performance of the *Work* will be established in accordance with General Conditions of the Contract and applicable lien legislation at the Place of *Work*.
 - .17 Understands that after the issuance of the certificate of Substantial Performance of the *Work* by the *Consultant*, provided that the Contractor has relieved the *Owner* from any and all claims, demands and lien claims for and in respect of the Contract.
 - .18 Understands that Ready-for-Takeover will only be given when the Contractor has completed all outstanding items and corrected all deficiencies. The Contractor can then submit an application for Final Payment and the *Consultant* will thereafter prepare the Final Certificate for payment in accordance with the General Conditions of the Contract.
 - .19 Understands that the payment of holdback will be in accordance with the General Conditions of the Contract and subject to the provisions of the lien legislation applicable to the Place of *Work*.
 - .20 Understands the occupational Health and Safety Legislation and any Workers or Workplace compensation legislation applicable to the Place of the *Work* and declares that they are in good standing and have all necessary certification as required by such legislation.
 - .21 Agrees that time shall be construed as being of the essence of the

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Town of Middleton
Reservoir Replacement
Contract No. 201014.00

TENDER FORM -
STIPULATED PRICE
Addendum No. 4

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June 5, 2024

Contract.

CONFIDENTIAL

Town of Middleton
Reservoir Replacement
Contract No. 201014.00


TENDER FORM -
STIPULATED PRICE
Addendum No. 4

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Page 5
June 5, 2024

DATED THIS 7 DAY OF June, 2024.

[Seal]

Roscoe Construction Limited
Name of Firm Tendering


Signature of Signing Officer

Kevin Roscoe - President
Name and Title (Printed)

Signature of Signing Officer

Name and Title (Printed)

Willis Muir
Witness

Willis Muir
Witness

5769 highway 1, Cambridge NS B0P 1G0
Company Address

902.538.8080
Telephone No.

Fax No.

rbacon@roscoe.ns.ca
Email

*NOTE: Tenders submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.

END OF SECTION



Office of the
Chief Administrative Officer
Ashley Crocker
Ph: (902)825-4841 | Fax: (902)825-6460
Email: acrocker@town.middleton.ns.ca
www.discovermiddleton.ca

August 1, 2024
(originally submitted July 4, 2024)

Nova Scotia Utility and Review Board
1601 Lower Water Street, Suite 300
PO Box 1692, Unit "M"
Halifax, NS B3J 3P6
Via email: board@novascotia.ca

RE: MIDDLETON WATER UTILITY RESERVOIR APPROVAL REQUEST

Good afternoon:

Please accept the following application for capital expenditure approval for the Middleton Water Utility to construct a reservoir replacement project with a cost estimate of \$5.7m.

Background:

The Middleton Water Utility provides water to approximately 1,900 residents within the Town, together with several customers in the Municipality of the County of Annapolis. Water is drawn from 3 wells, treated and pumped to an inground reservoir. Cracks in the reservoir structure are causing approximately 10,000 liters of chlorinated water to leak into the ground **per hour**. Currently, the reservoir levels are kept at 25% capacity, to minimize leakage. This has several negative impacts on the Town, as follows:

- 1) **Hinders growth and long-term sustainability.** Growth is needed to increase the housing stock to help to address the current housing and homelessness crisis. A developer has requested the Town amend its MPS/LUB to enable a new subdivision on 100 acres of land in Town. This would result in over 450 additional units, and the current reservoir cannot support this growth. The County of Annapolis has also approached the Town about extending water services into the County, which is not possible without a new reservoir.
- 2) **Reduced water for Public Fire Protection.** Water available from the hydrants for fire protection (drawing from the reservoir) lasts approximately 2.5 hours. The reservoir must be monitored during fire emergencies to ensure it does not drop below the boil- water order level.
- 3) **Increased cost to the Town.** Due to operating at 25% capacity, the pumps in the wellhouse and the Booster Station are running constantly, increasing wear and tear on the pumps and increasing power usage. Due to leakage, the Town must put more chlorine into the system.

- 4) **Reduces the Town’s ability to provide safe drinking water.** If the water level in the reservoir gets too low, the reduced pressure within the water system could lead to increased risk of cross connection contamination, backflow incidents, and water main breaks.

- 5) **Risk of catastrophic failure.** There are concerns that the reservoir subgrade may be unstable due to the sustained leakage. Situated on an upper slope of North Mountain, a failure would potentially cause catastrophic flooding to the Town and surrounding area. If the reservoir fails completely, the Town of Middleton would have to declare a State of Emergency:
 - The Town would need to truck water to residents and/or install temporary water storage
 - Negative impact on public services (water rationing, pool, splash pad)
 - Fire hydrants could not be used, increasing the risk of loss of life and/or property damage
 - Any watermain breaks would result in no water to the Town until the break is fixed
 - Hospitals, schools, businesses, long-term care facilities will all be severely impacted. Soldiers Memorial Hospital, a full-service hospital serving a population of 40,000, may have to explore closure, as their heat is water-based.
 - Boil Water Order likely in effect until new reservoir is constructed.

The construction of a new reservoir will take approximately two years to complete. If the reservoir fails, the above impacts will continue until a new reservoir is constructed, resulting in a prolonged State of Emergency.

In their 2018 Decision in the Utility’s Water Rate Application (M08647), “[36] *The Board notes the importance of the proposed reservoir project, given the risks associated with the current level of severe reservoir cracking and the volume of non-revenue water resulting from leakage. This issue was discussed during the last rate application in 2015 and should be dealt with as soon as possible....*”

The UARB encouraged “... *the Utility to prioritize its efforts to enable receipt of outside funding.*” Unfortunately, the initial grant application was not approved. The COVID pandemic precipitated delays in the approval process for subsequent applications under this program, and applicants were not informed of the success or failure of their applications until 2023. The Utility’s subsequent ICIP grant application was also not approved.

Given the substantial inflationary increases that occurred during and after the COVID pandemic, the Utility obtained updated cost estimates from CBCL. The new estimate is \$5.7m, which is substantially more than the \$2.44m cost estimate in 2018.

The Utility submitted grant applications under two other funding programs. One application was not successful, but the other was. The Utility has obtained a \$3,142,137 grant for up to 50% of the cost of the project, and the funds have been received and are in the Reservoir Replacement



Office of the
Chief Administrative Officer
Ashley Crocker
 Ph: (902)825-4841 | Fax: (902)825-6460
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www.discovermiddleton.ca

Reserve bank account. The grant agreement provides that grant funds in excess of 50% of eligible costs must be refunded.

The Utility issued tenders for the construction phase of the project and the tenders have closed.

Project Description:

Land has been purchased and geotechnical work completed. Engineering design work was completed in advance of the tender being issued. The project is expected to require two years to complete. The first phase will be to construct the underground infrastructure and Zone building. The second phase will be to construct the above-ground Reservoir tank and Pump Station.

Project Cost by Major Category:

The below table assumes the contractor is responsible for the cost of materials and labor.

Category	Cost	Previous Spending	Project Total
Construction costs	3,951,800		3,951,800
Construction contingency	395,180		395,180
Engineering costs	375,160		375,160
Engineering contingency	37,516		37,516
Engineering and design		356,507	356,507
Land purchase		62,300	62,300
Decommissioning existing	239,900		239,900
Subtotal	4,999,556	418,807	5,418,363
Non-rebateable HST	214,300	18,000	232,400
	<u>5,213,856</u>	<u>436,807</u>	<u>5,650,763</u>

Project Funding:

Previous Spending of \$357k plus HST was funded from a combination of PCAP grant, CCBF (Gas Tax) grant, Depreciation reserve, and \$123k of future debt. The \$62.3k land purchase was funded from the sale and exchange of another parcel of land owned by the Town.

As previously noted, the Town has received a grant of \$3,142,137 for up to 50% of eligible costs. The MCGP grant application was based on an earlier cost estimate. Under the current cost estimate \$525k of this grant would need to be refunded, leaving a balance of \$2.6m. The Town has also received a \$322,915 grant from the Sustainable Services Growth Fund (SSGF), which Council voted to use towards the Reservoir and which funds have been placed in the Reservoir Reserve.

In the 2018 UARB Rate Decision, the UARB ordered a rate increase in connection with the additional costs that would be incurred by the Utility, based on the estimated project cost at that time. Since the project did not go ahead, the Utility transferred the excess water revenue into the Reservoir Reserve fund. Until the project is completed, the Utility plans to continue to place the additional annual revenue of \$89,948 into the Reservoir Reserve.



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In total, the grants, together with the additional income since 2018, plus estimated bank interest, will fund \$ \$3.7m of the total cost yet to be incurred of \$5.2m. The remaining \$1.5m, plus \$123k of previously unfunded expenditures will be funded with long-term debt. Initially, the Utility will obtain bridge financing, and upon project completion, the Utility will obtain a debenture through Municipal Finance.

FUNDING SOURCE	\$
Grant Funding (MOGP) (reduced to 50% of eligible project costs)	\$ 2,617,146
Grant Funding (SSGF)	322,915
Additional revenue collected for project from 2018 Rate increase	
2018/19 to 2022/23	344,366
2023/24	89,948
Interest earned to 3/31/24	346
Reservoir Reserve balance at 3/31/24	3,374,721
Additional revenue from water rates 2024/25	89,948
Forecast interest earned at 3%	101,242
Less funding Year 1 construction costs (Site works, Yard pipe, Zone bldg)	(1,086,000)
Forecast Reserve balance at 3/31/25	2,479,911
Additional revenue from water rates 2025/26	89,948
Forecast interest earned at 3%	74,397
Less funding portion of Year 2 construction costs	(2,644,256)
Forecast Reserve balance at 3/31/26	-
<u>Funding Totals</u>	
Total funded from Reservoir Reserve	24/25 1,086,000
	25/26 2,644,256
	3,730,256
Total funded from bridge financing replaced by Long-term debt	26/27 1,494,450
	5,224,706

Other useful information:

How and why the funding plan is appropriate:

The Utility has worked diligently to obtain funding for this project to minimize the impact on the water ratepayers. As a result, the combination of grant funding, and the additional revenue



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collected since the 2018 rate increase, will provide roughly 70% of the cost of the project. The balance will be sourced from long-term debt.

Cash flow statement:

Fiscal Year	Construction cost	Refund MCGP Grant excess	Interest income	Water rate revenue	Reserve Balance	Bridge Financing	Municipal Finance Corp LTD
previous spending 3/31/2024						123,000	
2024/25	(1,553,000)		116,991	89,948	2,553,651		
2025/26	(3,420,956)	(525,000)	76,610	89,948	-	1,225,747	
2026/27	(239,900)					239,900	
2026/27						(1,588,647)	1,588,647
	(5,213,856)	(525,000)	193,601	179,896	6,453,363	-	1,588,647

Impacts of the Project on the revenues and expenditures of the water utility plus an estimate of the impact on the water rates:

The new reservoir will not generate any new revenue. However, it will permit the Town to reliably support new housing developments, which will generate additional revenue for the water utility. Assuming a 20-year debenture at 5% interest, the debt service on the long-term debt from Municipal Finance Corp will be approximately \$160k per year.

At the same time, the annual depreciation on the new reservoir must also be funded. The estimated annual depreciation expense is \$148k. Further, operating costs are estimated to increase by \$19k per year.

The total of the debt service plus depreciation, plus operating costs will be approximately \$327k per year. However, the \$90k currently built into the water rates will offset part of these costs, leaving \$237k per year to be covered by ratepayers. Total water revenue is currently budgeted at \$890k, with water expenditures currently budgeted to exceed the revenue. To fund both the debt service and the depreciation, water rates would need to be increased by 27%. Alternatively, the UARB could authorize the annual depreciation funding to be used to partially offset the debt service until the long-term debt has been repaid. This would leave roughly \$90k of debt service to be covered by a rate increase of approximately 10%. The revenue from new housing developments will help reduce the necessary rate increase somewhat.



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Planned timing to file an application for adjustments to the rates for water and water related services:

A water rate study was begun several months ago however, it was deferred due to several staff vacancies, including the Director of Finance position, which remains unfilled to date. Once we have completed our annual audit, we plan to resume the rate study and submit in October 2024. The timetable may need to be adjusted, depending on when we are able to replace the Finance Director position.

Appendices:

Middleton Reservoir Project Description

Project Name: WATER RESERVOIR

Project # 22-12-A

Department: Water **Unit:** Water **Asset Class** Water reservoir

Type of Asset: New & replacement **Reason:** Critical level of service **Expected Useful Life:** 75 years

Project Description: Replace existing water reservoir over 2 year construction period at an estimated cost of \$6,026,000 plus HST, and decommission existing reservoir once the new system is operational, at an estimated cost of \$230,000 plus HST. YR1 siteworks, yard-piping, zone building & engineering supervision. YR2 reservoir, pump station & engineering supervision. YR3 decommission old structure

Need for Project: Existing reservoir has been leaking treated water for many years and is not repairable. The water level cannot be maintained high enough to support most emergency and peak use requirements. There is a risk of catastrophic failure.

Project Funding: \$3,465,052 in grants, plus \$524,262 additional operating revenue since 2018 rate study, all in the Reservoir Reserve, and additional interest and revenue to be added in 2024/25 & 2025/26 and Borrow the balance from MFC over 20 years at estimated 5% per annum.

Carry-over Project The Town has spent \$407k since 2011 on engineering and design work for this project, plus \$60k for land. Funding was from Gas Tax, PCAP grant, Depreciation Reserve, Surplus and \$123k of future debt.

Additional Operating Expense Net Water Revenue in 2023/24 is only forecast at \$200,000. The Utility cannot fund the debt service and depreciation expense, without a significant increase in Water Rates, unless the UARB authorizes using the Depreciation Reserve to pay the debt service.

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	26,951	90,028	93,226	93,226	93,226	396,658	396,658
Loan principal	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	26,951	335,550	338,748	338,748	338,748	1,378,745	1,378,745
Capital Budget:	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,967
Funding:										
Operating	60,000	-	60,000	-	-	-	-	-	-	60,000
Grants	144,710	-	144,710	-	-	-	-	-	-	144,710
Drawdown Reserves	139,796	-	139,796	1,553,200	2,399,185	239,858	-	-	4,192,243	4,332,039
Borrow from Reserves	121,295	2,308	123,603	-	(123,603)	-	-	-	(123,603)	-
Long-term debt	-	-	-	-	2,455,218	-	-	-	2,455,218	2,455,218
Other	-	-	-	-	-	-	-	-	-	-
Total funding	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,966

REQUEST FOR DECISION
Temporary Borrowing Resolution (TBR)
Public Works Truck
RFD#: 010-2025



To: Town Council
From: Director of Finance - Brigitte Stennett, CPA, CA
Date: February 18, 2025
Subject: Temporary Borrowing Resolution (TBR) - Public Works Truck

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Temporary Borrowing Resolution - Public Works Truck

Legislation

- Pursuant to the *Municipal Government Act* Section 66 (Power to borrow money), and Section 88 (Ministerial approval)

Recommendation

That Council approve the included Town of Middleton’s temporary borrowing resolution in the amount of up to, but not exceeding, fifty thousand dollars (\$50,000) to finance the purchase of the public works truck.

Background

Municipalities are required to seek Ministerial approval for Capital Borrowing. The Department of Municipal Affairs and Housing requires a formal Council Resolution to initiate this process. As approved in the 2024/25 Capital Budget, the Town planned to borrow to fund the purchase of the truck for Public Works. The truck has been purchased, and the Temporary Borrowing Resolution is the next step in the process of obtaining Debenture financing later this spring.

Financial Implications

In the approved 2024/25 Capital Budget, the purchase of a public works truck was approved at \$50,000 to be funded by debenture.

REQUEST FOR DECISION
Temporary Borrowing Resolution (TBR)
Public Works Truck
RFD#: 010-2025



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	Ensures legislative requirements are met.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: February 18, 2025

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ _____ Purpose: _____

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the _____ has determined to borrow for the purposes of _____;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the _____ borrow a sum or sums not exceeding _____ Dollars (\$ _____) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the _____ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding _____ Dollars (\$ _____) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____ held on the _____ day of _____, 2025.

GIVEN under the hands of the Clerk and under the seal of the _____ this _____ day of _____, 2025.

Clerk

Town of Middleton
Town General Forecast Summary
For Fiscal Year Ended March 31, 2025
Forecast uses actuals to December 31, 2024

	Forecast	2024/25 Approved Budget	Variance (\$)	Variance (%)	Variance Explanation
REVENUES					
Assessable property taxes	3,857,080	3,850,314	6,767	0.18%	<i>Nothing to report</i>
Grants in lieu of taxes	159,070	157,277	1,793	1.14%	<i>Nothing to report</i>
Services provided to other governments	137,281	205,977	(68,696)	-33.35%	Fire Department Capital Grant from Annapolis County of \$68.4K was budgeted as revenue in error.
Sales of services	27,034	25,200	1,834	7.28%	<i>Nothing to report</i>
Other revenue from own sources	133,413	80,771	52,642	65.17%	\$12.0K additional revenue from interest and penalties on taxes than budgeted and 44.3K in interest earned on bank accounts that was not budgeted.
Unconditional transfers from other governments	338,947	288,981	49,966	17.29%	Received Town Foundation Grant of \$50.0K which was not budgeted grant amounts.
Conditional transfers from federal or provincial governments or agencies	65,187	52,014	13,173	25.33%	<i>Nothing to report</i>
TOTAL REVENUE	4,718,011	4,660,533	57,478	1.23%	
EXPENSES					
General government services	624,749	596,056	(28,693)	-4.81%	Over budget by \$20k in Office Salaries due to unbudgeted retro-pay, overtime, and contract work. Further overages relate to a \$7.2K insurance deductible paid from prior fiscal year damages. Savings of \$13.7K on RCMP contract as not all officers started on July 1, 2024, as budgeted. Overall forecasted savings in fire department operating budget of \$8K.
Protective services	1,485,129	1,506,323	21,194	1.41%	Over budget by \$22.6K due to wages for PW staff being re-allocated to this GL, \$6.5K on storm sewer maintenance, and \$4.8K on sand / gravel which is being off-set by savings of \$7.3K on training, and \$4.5K on general supplies.
Transportation services	790,298	769,082	(21,216)	-2.76%	Expenses are being offset by the return of \$35.9K from VWRM for FY2024 Surplus.
Environmental health services	382,616	417,303	34,687	8.31%	Savings of \$9.9K in planning and inspection services, and savings of \$21.5K in salaries due to staff retirement during the year. This is off-set by an overage of \$15.0K on the Secondary Plan.
Environmental development services	212,579	230,491	17,912	7.77%	Savings of \$7.2K on lawn and grounds management, and savings of \$15.5K due to staff retirement during the year.
Recreation and cultural services	382,854	409,901	27,047	6.60%	Over budget on Education (AVRCE). Budget was \$34.4K per month and actual invoice after interim adjustment is \$38.4K per month.
Mandatory education contributions	457,158	413,508	(43,650)	-10.56%	<i>Nothing to report</i>
Interest (MFC)	41,797	43,187	1,390	3.22%	<i>Nothing to report</i>
Interest (Inter-fund)	2,763	2,763	-	0.00%	<i>Nothing to report</i>
TOTAL EXPENSES	4,379,943	4,388,614	8,670	0.20%	
ANNUAL SURPLUS / (DEFICIT)	338,068	271,920	66,148	24.33%	
FINANCING AND TRANSFERS					
Principal repayments (MFC)	183,673	183,673	-	0.00%	<i>Nothing to report</i>
Principal repayments (Inter-fund)	36,899	36,899	-	0.00%	<i>Nothing to report</i>
Transfer to Sewer Reserve	50,000	50,000	-	0.00%	<i>Nothing to report</i>
Use of prior year surplus	-	-	-	0.00%	<i>Nothing to report</i>
	270,572	270,572	-	0.00%	
TOTAL AFTER TRANSFERS	67,496	1,348	66,148		

Town of Middleton
Water Utility Forecast Summary
For Fiscal Year Ended March 31, 2025
Forecast uses actuals to December 31, 2024

	Forecast	2024/25 Approved Budget	Variance (\$)	Variance (%)	Variance Explanation
REVENUES					
Metered sales	602,694	608,714	(6,020)	-0.99%	<i>Nothing to report</i>
Flat rate sales	900	900	-	0.00%	<i>Nothing to report</i>
Public fire protection	276,410	276,410	-	0.00%	<i>Nothing to report</i>
Other operational revenue	5,210	6,720	(1,510)	-22.47%	<i>Nothing to report</i>
Non-operating revenue	710	1,010	(300)	-29.72%	<i>Nothing to report</i>
TOTAL REVENUE	885,923	893,754	(7,831)	-0.88%	
EXPENSES					
Source of supply	1,923	53,574	51,651	96.41%	\$46.9K in savings due to the deferral of project on Well #2. \$3.0K in savings due to wages being reallocated to one GL for PW staff.
Power and pumping	71,098	79,875	8,777	10.99%	\$8.3K in savings due to wages being reallocated to one GL for PW staff. Projected savings of \$4.3K on power purchased is off-set by extra spend of \$3.9K on pump maintenance and materials.
Water treatment	49,043	45,318	(3,725)	-8.22%	Cost of 5-year water testing (\$10.0K) was not budgeted. This extra cost is offset by \$5.0K in savings due to wages being reallocated to one GL for PW staff.
Transmission and distribution	238,700	275,633	36,932	13.40%	\$7.2K in savings due to wages being reallocated to one GL for PW staff, \$11.7K in savings on hydrant purchases (budgeted in operating and capital budget), \$12.7K in savings from budgeted reservoir maintenance due to timing differences, and \$3.0K saved in training from inability to attend conference.
Admin and general	264,283	261,971	(2,312)	-0.88%	<i>Nothing to report</i>
Taxes	46,598	45,576	(1,023)	-2.24%	<i>Nothing to report</i>
Amortization	80,883	80,883	-	0.00%	<i>Nothing to report</i>
TOTAL EXPENSES	752,528	842,830	90,302	10.71%	
ANNUAL SURPLUS / (DEFICIT)	133,395	50,924	82,471	161.95%	
FINANCING AND TRANSFERS					
Transfer to reservoir reserve	89,948	89,948	-	0.00%	Mandatory transfer for water depreciation.
	89,948	89,948	-	0.00%	
TOTAL AFTER TRANSFERS	43,447	(39,024)	82,471	-211.33%	

Management Report

February 18, 2025



COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	Community Centre & Fire Hall To build a new accessible and inclusive Community Centre & Fire Hall	<ul style="list-style-type: none">• Staff have explored three different grant programs to help fund the new Community Centre Fill Hall• The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.• Received phased approach. Exploring funding options.
2	New Reservoir To build a new reservoir to serve the customers of the Middleton Water Utility	<ul style="list-style-type: none">• Two grant applications were submitted. One was through the DMAF program on July 19/23 and the Town was not successful. The second was through the provincial MCGP program on December 13/23, and the Town received \$3.1 million• A land swap was completed – the new reservoir will be constructed on Junction Road• An application was made to the UARB and the project was approved on August 2/24• A public tender was posted for the reservoir project and the contract was awarded to Roscoe Construction on Aug 6/24• Site preparation has begun• Construction of the pump house has begun
3	Economic Development Initiatives To concentrate on economic development initiatives that support business park growth, brand awareness and small business	<ul style="list-style-type: none">• COMPLETE – the final plan document on the Business Park Expansion Study was received and presented to Council on Nov 21st
4	Public Safety To address public safety concerns in the downtown and public spaces	<ul style="list-style-type: none">• Concerns that are brought forward by Mayor and Council during COTW and Council meetings continue to be communicated to public works for investigation. Many of these concerns relate to safety of sidewalks, crosswalks, and roads.
5	Infrastructure Maintenance To develop an asset management plan focused on improving the maintenance of town infrastructure	<ul style="list-style-type: none">• Final Asset Management Report was received from AIM in 2020• Staff have completed 3/5 courses through AIM• The Asset Management Plan is being updated as the courses are taken, and the Working Group is meeting to review the updates that were made• A maintenance plan is in the process of being drafted and will be finalized after the AMP is complete

Management Report

February 18, 2025



OPERATIONAL PRIORITIES

#	STRATEGIC INITIATIVE	UPDATE
1	Boundary Review Prepare RFP and Award RFP	<ul style="list-style-type: none">• COMPLETE: the UARB have approved Council's request to maintain the Council size at 7, with 6 Councillors and 1 Mayor, all elected at large
2	Secondary Plan Finalize scope of work and award work to third party	<ul style="list-style-type: none">• Land swap has been executed with the developer• Developer submitted a request to amend the MPS/LUB via a Secondary Planning Strategy• Staff have applied to the Housing Accelerator Fund – this was unsuccessful, and no grant money was awarded• Jan 9th - Kick-off meeting• Feb. 1st – Public Workshops• Feb 20th – presentation to Council• May 28th – draft final plan presented to staff• Jun 26th – draft final plan presented to Council and PAC• Jul 15th – draft final plan presented to landowners• Planner working with main landowner on implications for construction – deadline was given for feedback of Dec 13/24• Plan still needs to be approved by Council, and MPS/LUB amendments approved
3	Main Street/Taylor Drive Crosswalk Move crosswalk	<ul style="list-style-type: none">• COMPLETE: The Crosswalk Light has been installed, and the overhead light is now working.
4	Second Lake Agree on key points for partnership agreement with AEA Club	<ul style="list-style-type: none">• No further update - staff have met with the AEA Club to further build the draft of the new lease agreement

Management Report

February 18, 2025



OPERATIONAL UPDATES

ADMINISTRATION		
Completed	In Progress	Issues
<p>Staffing:</p> <ul style="list-style-type: none"> • 	<p>Staffing:</p> <ul style="list-style-type: none"> • Supporting managers with HR related items • Performance reviews • Interviews and recruitment for new Communications and Events Coordinator 	<p>Staffing:</p>
<p>Project Work:</p> <ul style="list-style-type: none"> • Continue to meet with other CAOs on VWRM and KTA regarding funding options • Discussion with County of Annapolis and DOJ regarding allocation of RCMP officer expenses for new officers • Applied to two grant programs with Active Living Coordinator to upgrade Riverside Park and install Crosswalk Lights 	<p>Project Work:</p> <ul style="list-style-type: none"> • Options for Town Hall • Creation of the 2025-2028 Strategic Plan. One staff session, two Council sessions and a community engagement survey has been completed. The next session is March 6th. • Multiple grant applications underway • First meeting held with AMANS on new website creation 	<p>Project Work:</p>
<p>Other Items:</p> <ul style="list-style-type: none"> • First IDEA Committee meeting was held in Middleton Feb 4th 	<p>Other Items:</p> <ul style="list-style-type: none"> • Management team reviewing priorities, policies, by-laws • Need to update REMO training for staff, delegate positions to new staff and prepare training for next year • Exploring policing contracts locally • First Joint PAB meeting to be held in Middleton Feb 20th 	<p>Other Items:</p> <ul style="list-style-type: none"> • Affordability Study of keeping certain assets and services will be completed after: <ul style="list-style-type: none"> ○ Asset Management Plan is updated ○ Standard maintenance schedules for all assets are created ○ Agreements and legislation have been reviewed

Management Report

February 18, 2025



FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none">• Bank reconciliations for September – December 2024 are complete• FIR (Financial Information Return) is complete and has been submitted to the Province• 2024-25 CCFB Reporting Requirements (Pre-Construction Report) and the Capital Investment Plan (CIP) is complete and has been submitted to the Province• Implementation of new payroll software is complete. Staff and Council payroll has been fully migrated to PayWorks.• Departmental reports, as of December 31, 2024, have been provided to Management with YTD actuals• Financial forecast with approved 2024-25 budget, actuals to December 31, 2024, and a forecast for the remainder of the fiscal year was prepared and presented to Council.• Reviewed and updated the fire department donations information as at January 31, 2025	<ul style="list-style-type: none">• Joint Insurance services RFP with Annapolis County and Town of Annapolis Royal• Billing processes are being reviewed, and modifications are being implemented• Initiated process of participating in the Municipal Finance Spring Debenture to secure debt for new Public Works vehicle• Reconciliation and review of reserve accounts and interfund balance in preparation of year-end deadlines.• Providing information to new Council as needed for Strategic Planning• Working with BDO to schedule and organize an Audit Planning Meeting for 2024-25 audit.• Operating and Capital budgeting process for 2025-26 fiscal year has commenced.• Review and improve past Accounting Activities Reporting for regular Council updates	<ul style="list-style-type: none">• Finance staff are continuing to balance duties and responsibilities of their positions while working under time constraints to meet deadlines

Management Report

February 18, 2025



RECREATION & COMMUNITY DEVELOPMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"> • Free Skate is still ongoing every Saturday at the Middleton Rink, which is funded through the Active Community Fund (Facility Access) • Porta-potty in Riverside Park has been moved to Centennial Park for the winter. • Holiday House Decorating contest was a success! • New Learn to Run Program has started in January and will graduate Mar 15th • Open Gym started again at Annapolis East Elementary in January. • Winter equipment loans (snowshoes, skis, etc.) are very busy! • Recreation/Parks survey is complete (89 responses) • Activate Your Neighbourhood Winter Challenge finished Jan 27th • Successful guided winter snowshoe at the Wetland Feb 1st • Director of Public Works and MPAL attended a Harm Reduction Training in January along with the Homeless Shelter Staff. 	<ul style="list-style-type: none"> • Wetland Official Opening – waiting on a date from CARP (2 signs still need to be installed first they were to be done by December 20th but are not installed yet) • The Accessibility Committee has made a recommendation to staff on how to spend the \$5,000 operating budget. The recommendations are in process of being completed. • CORAH Indoor Walking program has resumed and has over 45 people registered. • Another Activate Your Neighborhood Challenge is underway and will wrap up on Feb 28th • Para Hockey Try it sessions are starting the week of Feb 10th in partnership with Parasport, Annapolis County Active Living Coordinator and a grant from Active Kids Healthy Kids. We have the sledges for 6 weeks and will be offering sessions over that time. • Two new weekly fitness classes will start Feb 13th at the Fire Hall - one is a free Zumba class and the other a paid Core Connections class. Registration has started and is going well. 	<ul style="list-style-type: none"> • Vandalism still an ongoing issue

Management Report

February 18, 2025



PLANNING

Completed	In Progress	Issues
<ul style="list-style-type: none">• 1 Building Permits Issued• 3 Building Inspections Conducted• 5 Fire Inspections conducted, and letters sent• 2 Fire Inspections were closed this month	<ul style="list-style-type: none">• IF Holdings DA – application for a development on Commercial Street which will add one commercial unit and 6 residential units to an existing building was approved by Council on July 17 and no appeals were lodged• Revised agreements have been approved by Planner and solicitor and sent to our lawyer.• Waiting on an affidavit to be signed by applicant.	
	<ul style="list-style-type: none">• Development Agreement for 438 Main Street has been signed and sent to legal to be registered with the land registration office (LRO)• Applicant is ready to apply for a permit.	
	<ul style="list-style-type: none">• The closing date for the Province’s Property Opportunity Notices was March 30.• Met with proposed Developers• Working on a proposal for the Development Agreement for a higher density multi-unit	
	<ul style="list-style-type: none">• Applicant submitted application for LUB Text Amendment• Waiting on response from the UARB regarding appeals• No appeals were received by the UARB• The applicant is eligible to apply for a permit to proceed with the craft brewery.	

Management Report

February 18, 2025



PUBLIC WORKS

Completed	In Progress	Issues
<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> • Installed cameras at Library and Rotary Park barn • Plowed Rotary Track 	<p><u>General Public Works:</u></p> <ul style="list-style-type: none"> • Snow Removal • Clearing out hydrants • Servicing and checking mowers and trimmers 	<p><u>General Public Works:</u></p>
<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> • White dodge Safety and Repairs complete • New Cutting Edge installed on Backhoe and F250 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> • Repair Transmission Oil Cooler on Loader • Repair Chute on Tractor Snow Blower • Replace cutting edge on loader 	<p><u>Public Works Equipment:</u></p> <ul style="list-style-type: none"> • Trackless Alarm going off, needs to be investigated
<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> • Cold Patch arrived • Replaced lights on sunset 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> • Snow Removal and Salting 	<p><u>Roads, Streets, Sidewalks:</u></p> <ul style="list-style-type: none"> • Need to fix potholes
<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> • Repaired water break on Connaught and on Reagh • Repaired Water Break at Duke and Main • Installed 6 new meters 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> • Repair water meters • New Reservoir construction is on-going. • Install flow meter at well field • Pumping out hydrants 	<p><u>Water & Equipment</u></p> <ul style="list-style-type: none"> • Clean well 3 in 2025-2026 • Old saddles from 20 or so years ago that are very low quality have been the reason for 3 of the last 4 water main repairs
<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> • Cleaned UV Lights 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> • Replace aerators and fix broken ones • Pull and Clean UV lights • Suction line repair at Hospital LS 	<p><u>Wastewater & Equipment</u></p> <ul style="list-style-type: none"> • Need new UV sensor for UV system 2025-2026 \$4,000

Management Report

February 18, 2025



FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none">• Yearly fit tests completed• Semi annual air breathing compressor tests/servicing completed• Training night on personal protection equipment and maintenance• Two (2) new members joined	<ul style="list-style-type: none">• Working on the 2025 budget• Ordered new heat pump for community room• Ordered gear stall ready racking	<ul style="list-style-type: none">• On going electrical issues with our 1991 pumper, also had to pump drain break due to rust the day of the structure fire at 50 School Street• 2007 GMC truck, rear centre seat belt buckle having issues, parts are no longer available to repair the buckle. The seat is not being used

Incident Summary
From Jan 1 25 to Jan 31 25

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Jan 1 25 00:20:20 25-00001	50 School St, MIDDLETON Structure - Residential; house / garage /shed	90	0		
Jan 2 25 16:16:01 25-00051	11 Bridge St, MIDDLETON MVA - Confirmed Entrapment / Unknown	0	0		
Jan 3 25 19:21:28 25-00088	1 North St, MIDDLETON Structure - Residential; house / garage /shed	82	0		
Jan 5 25 22:00:23 25-00131	443-18 Main St, MIDDLETON Medical	52	0		
Jan 8 25 18:40:27 25-00202	Highway 101 Exit 18 E, MIDDLETON MVA - No Entrapment	0	0		
Jan 10 25 18:21:29 25-00261a	1304 Ben Phinney Rd, FOREST GLADE Mutual Aid to the Scene	23	0	Assistance to 25-00261	
Jan 18 25 02:38:19 25-00416	56 Connaught Ave, MIDDLETON Lift assist	15	0		
Jan 18 25 20:32:36 25-00437	12498 Highway 1, BRICKTON Lift assist	45	0		
Jan 23 25 06:03:18 25-00554	2487-1 Old Mill Rd, WILMOT Public assistance	0	0		
Jan 25 25 10:09:08 25-00612c	8636 Highway 8, LEQUILLE Mutual Aid to the Scene	241	0	Assistance to 25-00612	
Jan 27 25 05:14:17 25-00663	676 Gates Mountain Rd, MOSHERS CORNER Lift assist	56	0		
Jan 27 25 11:34:26 25-00672	284 Main St, MIDDLETON Smoke Condition	72	0		
Jan 27 25 14:31:31 25-00676	259 Main St, MIDDLETON Commercial Fire Alarm	0	0		
Jan 28 25 16:13:27 25-00708	49 Church St, MIDDLETON Assistance to Police	8	0		
Jan 30 25 11:37:22 25-00766a	8 Circle Dr, WILMOT Mutual Aid to the Scene	0	0	Assistance to 25-00766	

15 incidents for Middleton 11 hrs 24 mins 0

11 hrs 24 mins 0

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

PAGE 1 OF 2

“MEETING MINUTE” BASED ON BOARD MEETING HELD ON JANUARY 15, 2025

The January regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on January 15, 2025, beginning at 11:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option, in keeping with the normal meeting schedule.

INTERIM BOARD PILOT PROJECT STATUS

The work being completed by Dwight Whynot, Executive Director, and Dan McDougall related to the Intermunicipal Services Agreement Pilot Project continues to move forward with specific focus on governance, funding and administration for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority. The next steps to be taken include:

- There will be a Special Meeting of the Board of Directors on January 29, 2025 beginning at 6:30 p.m. where Mr. McDougall will facilitate an information session regarding the proposed path forward.
- The Board will further consider all recommendations presented during the Special Meeting during the Regular Monthly Meeting to be held on February 19, 2025.
- Once the Board has accepted the proposed recommendations, a Joint Council Session will be coordinated to allow all Parties to consider the recommendations for acceptance allowing for the finalization and ratification of a new Intermunicipal Services Agreement.

If anyone has any questions regarding the Pilot Project status, feel free to reach out directly to Mr. McDougall by e-mail to dan.mcdougall1@outlook.com.

IMPENDING EXTENDED PRODUCER RESPONSIBILITY REGULATIONS

- The Board has taken another step in anticipation of the upcoming Extended Producer Responsibility Regulations. A motion has been passed to confirm their decision to enter into a service contract with Circular Materials Atlantic. This contract will cover the collection of obligated materials under the Nova Scotia Extended Producer Responsibility regulation for packaging, paper products, and packaging-like products, effective December 1, 2025.
- The regulations require brand owners that supply, distribute or bring designated materials into the province to become responsible operationally and financially for the post-consumer management of the materials. The designated materials are from residential sources only and include most items in the municipal curbside recycling program. Circular Materials is the non-profit PRO that collects fees from brand owners and uses those funds to develop collection programs and infrastructure and they are the only designated PRO in Nova Scotia.
- By taking this key step, the Authority anticipates an annual savings of approximately \$2,118,961 in required funding.



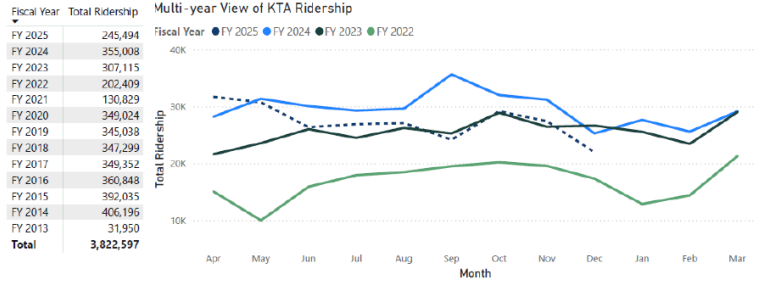
MEETING MINUTE

Kings Transit
Authority



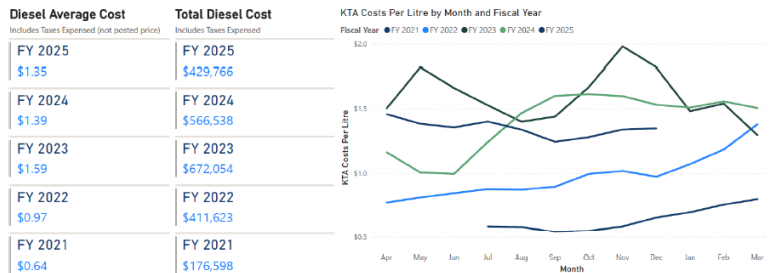
KINGS TRANSIT—REQUEST FOR PROPOSALS

Activity at Kings Transit remains brisk. Key initiatives include the recruitment of a General Manager, addressing inquiries related to the Request for Proposals (RFP) for electric bus provision, and preparing an RFP for Project Management Services. Additionally, staff are actively pursuing various funding opportunities at both the provincial and federal levels to help mitigate potential costs for municipalities in the coming months and years. Staff have also confirmed how the funding that has been committed can be utilized. Recruitment and retention of staff continues to be a priority.



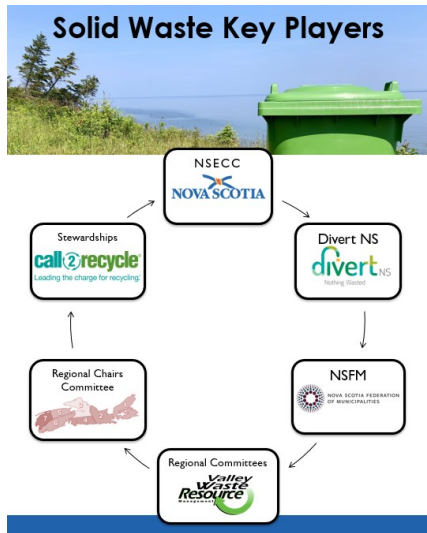
Notes:
KTA stopped providing service to West Hantz in 2015
COVID had a significant impact on ridership for a couple of years including and after 2021
As of May 21, 2024, transfers are no longer counted as riders

Fuel:



VALLEY WASTE —ORIENTATION SESSION

Valley Waste hosted an engaging and informative Orientation Session for Board representatives on Wednesday, January 15, 2025, following the regular monthly meeting. The session covered an overview of provincial involvement and funding, as well as the various programs offered under the Authority’s umbrella of services. Attendees also had the opportunity to tour the Administration and East Management Centre sites. Staff are always available to answer questions and welcome you to tour our sites at any time.



NEXT MEETING

The next regular monthly meeting of the Interim Intermunicipal Services Agreement Board will be held on February 19, 2025 beginning at 10:00 a.m. based in the Valley Waste Boardroom with the virtual attendance option. There will also be a **Special Board meeting** held on **January 29, 2025** beginning at 6:30 p.m.

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING

Wednesday, January 15, 2025 – 11:00 a.m.

Valley Waste-Resource Management Boardroom with Virtual Attendance Option

DRAFT MINUTES

A meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on Wednesday, January 15, 2025, at 11:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

Attendees:

Board Members

Municipality of Annapolis County:	Diane Le Blanc, Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Mike Trinacty, Mayor
Town of Kentville:	Andrew Zebian, Mayor
Municipality of the County of Kings:	Dave Corkum, Mayor
Town of Middleton:	
Town of Wolfville:	Jodi MacKay, Mayor
Mun of Digby:	Linda Gregory, Warden

Also in Attendance:

Town of Annapolis Royal	Sandi Millett-Campbell, CAO
Town of Berwick:	Justin Serino, Jen Boyd, CAO
Town of Kentville:	Jeff Lawrence, CAO
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	Glenn Horne, CAO
Municipality of Digby:	Jeff Sunderland, CAO, Tyler Pulley, Deputy CAO

IMSA Executive Director:	Dwight Whynot - also Acting General Manager, Kings Transit
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L'Abbe, Director of Finance and Corporate Services
IMSA:	Dan McDougall
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 –Welcome and Call To Order

Chair Corkum welcomed everyone calling the meeting to order at 11:04 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE JANUARY 15, 2025 AGENDA, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Minutes from meeting held December 18, 2024

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DECEMBER 18, 2024 MINUTES, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Progress Update and Discussion

Agenda Item No. 4.1 – Mr. McDougall – Progress Report

Mr. McDougall referred to the Progress Report dated January 15, 2025, as circulated and attached to these minutes, providing the Board with an overview of the Report. Mr. McDougall highlighted the intended next steps regarding the development of a report and presentation related to governance, funding and administration for the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority.

The Chief Administrative Officers' group will reconvene next week and it is expected that information will be available for presentation to the Board during a special meeting on January 29, 2025. It is intended that the final report be presented during the February regular monthly Board meeting for final decision. This will be followed by a joint Council session to present the information to the participating party councils for concurrent consideration and ultimately leading to the ratification of a new Intermunicipal Services Agreement.

While not related to this topic, in response to the question, Mr. Whynot explained the intent regarding the release of a Request for Proposals for Project Management Services for the Kings Transit Authority.

A short discussion arose where it was indicated that the Town of Berwick has a conflict with the suggested meeting date of January 29, 2025, however it was the consensus that holding the special meeting in the evening would be acceptable.

ON MOTION OF MAYOR BOYER AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD RECEIVE THE JANUARY 15, 2025 PROGRESS REPORT AS PRESENTED BY MR. MCDUGALL.

Agenda Item No. 5 – Valley Region Solid Waste-Resource Management Authority

Agenda Item No. 5.1 – Request for Decision: To opt-In to the collection of curbside recycling service model offered by Circular Materials Atlantic

Interim General Manager Garrett provided the Board with a detailed overview of the Request for Decision to opt-in to the collection of curbside recycling service model offered by Circular Materials Atlantic, as circulated and attached to these minutes.

A short discussion arose with Mr. Garrett responding to questions and providing clarification as requested. It is anticipated that the program will evolve over the coming years addressing challenges and building on successes as they occur. In response to the question, Mr. Garrett noted that the cost-accounting work and curb-side audit projects have proven valuable by having the required information available to present with confidence to Circular Materials during the negotiation period. Mr. Garrett further noted that while the items in the report

have been addressed, staff will also be negotiating with Circular Materials regarding the use of the management centres for post-collection services, and those negotiations may result in additional revenue.

In response to the question, it was noted that while the initial contract with Circular Materials will address the remaining years of the curb-side collection contract, during that time, Circular Materials will focus on ensuring that they have developed a system that will address the processing of residentially generated recyclable materials in the most cost effective manner on behalf of the organizations that they represent.

Also, in response to the question, Mr. Garrett noted that he does not anticipate any requirement for changes in the Authority's current staffing complement.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS AUTHORIZE STAFF TO FINALIZE THE REQUIRED AGREEMENTS WITH CIRCULAR MATERIALS BASED ON THE OPT-IN SERVICE MODEL UNDER THE EXTENDED PRODUCER REGULATIONS AND FURTHER THAT THE BOARD AUTHORIZE THE CHAIR AND INTERIM GENERAL MANAGER TO EXECUTE THE CONTRACTS WITH CIRCULAR MATERIALS ONCE FINALIZED.

MOTION CARRIED.

Before moving along to the next Agenda item, Mr. Garrett noted that he had one more matter to raise with the Board. Staff are investigating an application for funding for the expansion of the transfer station under the Canadian Housing and Infrastructure Fund and the application requires a letter of endorsement from the Board.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR BOYER THAT THE INTERIM INTERMUNICIPAL AGREEMENT BOARD OF DIRECTORS ENDORSE THE SUBMISSION OF A LETTER OF SUPPORT TO ACCOMPANY THE CANADIAN HOUSING AND INFRASTRUCTURE FUND APPLICATION.

MOTION CARRIED.

Agenda Item No. 6 – Kings Transit Authority

Agenda Item No. 6.1 – General Manager's Report

Acting General Manager Whynot referred to the Kings Transit Authority General Manager's Report dated January 15, 2025, as circulated and attached to these minutes, providing the Board with an overview of the Report.

Mr. Whynot noted that staff are addressing the installation of new bus tracking software and it is hoped that the project will be completed and unveiled to the public soon. Staff have worked diligently to assist the public during this transition period.

Mr. Whynot noted that he has addressed approximately 157 questions as a result of the release of the Request for Proposals for the provision of the 5 electric buses and that 2 responses are anticipated upon closing. Staff will be preparing and presenting a report to the Board during an upcoming meeting following closing for discussion and decision-making purposes.

Staff are also investigating the allowable uses for the \$500,000 per year that has been committed to Kings Transit for the next 10 years and have confirmed that the funds are not restricted to the acquisition of electric

buses only, so the acquisition of diesel buses would also be eligible for funding under the program. Staff are looking into the Rural Transit Fund which may provide up to 10 million dollars for capital acquisition purposes with an application deadline of March 4, 2025.

Mr. Whynot noted that the refreshed recruitment advertisement for a General Manager for the Kings Transit Authority will be live soon and it is hoped a successful applicant will be found. In response to the question, Mr. Whynot provided a quick overview of the results of the previous unsuccessful recruitment process.

In response to the question, Mr. Whynot clarified that the WSP Strategic Plan Report for the Kings Transit Authority remains at the Board level and is not yet considered a public document. It is anticipated that many related questions will be addressed through the responses to the Request for Proposals for the electric buses. Additionally, the matter is being discussed with the Chief Administrative Officers' group. A proposed plan will be brought before the Board for discussion and approval during an upcoming meeting.

There was a short discussion regarding the required changes to the routing in Granville Ferry and Nictaux. The service drop in Granville Ferry is temporary and the route in Nictaux will be restored as soon as the Department of Transportation opens the road again. Chair Corkum congratulated staff for the excellent job in addressing the public concerns with these two temporary route changes by minimizing the impact on service users as much as possible.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER'S REPORT, AS PRESENTED.

MOTION CARRIED.

Before transitioning to the in-camera session, Mr. Garrett informed the group of the very important and impactful news for Valley Waste: Brenda Davidson has submitted her letter of intent to retire, with her final day scheduled in June. Brenda has worked in municipal government for a total of 37 years with 27 of those years being with Valley Waste. A warm round of applause followed, as Ms. Davidson expressed her sincere gratitude for her time with Valley Waste, stating that it is an organization and group of people she deeply values.

On another matter, in response to the question, Mr. Garrett explained the challenges that have arisen in securing regular maintenance and service response contractors for the wind turbine and staff are investigating all possible avenues to put the services in place to ensure that the turbine can function efficiently. Mr. Garrett noted that when working properly, the turbine generates approximately \$45,000 annually in revenue to offset operating costs; however, due to the issues being experienced, staff are anticipating approximately \$10,000 in revenue this year.

Agenda Item No. 7 – In Camera Session in keeping with Section 22(2)(e) of the *Municipal Government Act*

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MOVE TO AN IN CAMERA SESSION IN KEEPING WITH SECTION 22(2)(e), CONTRACT MATTER, OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The January 2025 Regular Monthly Meeting of the Board was called back to order at 12:04 p.m.

ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS ENDORSE STAFF EFFORTS TO EXPLORE FUNDING OPPORTUNITIES FOR FUTURE ORGANICS PROCESSING SERVICES.

MOTION CARRIED.

Agenda Item No. 8 – Next Meeting

Agenda Item No. 8.1 – Special Meeting Proposed for January 29, 2025

As discussed earlier during the meeting, staff will move forward with finalizing the date and time for the proposed Special Meeting with a meeting invitation to be prepared and released accordingly.

Agenda Item No. 8.2 – Regular Monthly Meeting, February 19, 2025

The next regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors will be held on February 19, 2025 beginning at the normal meeting start time of 10:00 a.m.

Agenda Item No. 9 – Adjournment

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY, AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE JANUARY 15, 2025, REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICE AGREEMENT BOARD ADJOURNED AT 12:06 PM.

Respectfully submitted,

Brenda Davidson
Recording Secretary
Administration and Policy Manager
Valley Waste-Resource Management

A regular meeting of the Middleton Accessibility Advisory Committee (AAC) was held at the Town Hall on Tuesday, January 14, 2025, starting at 2:00pm.

PRESENT

Chairing the meeting, John Smith; Members Katrina Kellough, Kris Stojic, Elizabeth Mason-Squires (Virtual) Dianne McDonald; Councillor Dan Smith, Active Living Coordinator, Lisa Fenton, Chief Administrative Officer, Ashley Crocker, Director of Public Works, Adam Verran and Recording Secretary, Sara Marceau

1. CALL TO ORDER

Chair Smith called the meeting to order at 2:07pm.

2. APPROVAL OF THE AGENDA

250114.01 It was moved and seconded to approve the agenda as amended. **Motion carried.**

3. APPROVAL OF THE MINUTES – November 12, 2024

250114.02 It was moved and seconded to approve the minutes of September 10, 2024, as circulated. **Motion carried.**

4. ELECTION OF CHAIR

CAO Crocker called for nominations and John Smith was nominated and accepted the nomination.

- CAO Crocker called for nominations a 2nd time and there were no nominations
- CAO Crocker called for nominations a 3rd time and there were no nominations
- John Smith was acclaimed as Chair of the Accessibility Advisory Committee.

5. ELECTION OF VICE CHAIR

Chair Smith called for nominations and Kris Stojic was nominated and accepted the nomination.

- Chair Smith called for nominations a 2nd time and there were no nominations
- Chair Smith called for nominations a 3rd time and there were no nominations
- Kris Stojic was acclaimed as Vice Chair of the Accessibility Advisory Committee.

6. OLD BUSINESS

6.1 Update on the IDEA Committee and Terms of Reference

CAO Crocker gave an update on the IDEA Committee and Terms of Reference.

- CAO Crocker suggested that the Chair and Vice Chair create a list of outstanding items to ensure they are not overlooked, which can then be presented at the first IDEA Committee meeting.

The Accessibility Advisory Committee (AAC) members asked several questions of CAO Crocker, who gave the following information to the committee:

- There will still be budget recommendations made to each municipal unit
- The Governance Committee consists of the Mayor, Deputy Mayor, Warden, and Deputy Warden from each municipality.

Dianne McDonald expressed concern that Middleton might not be heard by the County, viewing this as a complementary issue.

Chair Smith expressed concern about the lack of criteria for Indigenous, African Nova Scotian and 2SLGBTQIA+.

6.2 Update on Accessibility Budget

- The committee made the following recommendations and suggestions to staff:
 - That new accessible parking spaces be located on the side of the Credit Union, near the Salvation Army, Subway, and the Dollar Store
 - That the Cinnamon Creek parking lot should be repainted to refresh the markings
 - That new accessible parking signs be ordered
 - That information will be distributed to inform the public that not all accessibility features are visible (via town newsletter, Facebook, etc.)
 - That fluorescent tape be added to the crosswalk posts to create better visibility

ACTION: DPW Verran will follow up with the contractor regarding the front counter.

6.3 Update on Accessibility Parking and Master Transportation Plan

CAO Crocker stated she will have to have the master transportation represented to the new Council.

7. NEW BUSINESS

7.1 Master Transportation Plan Recommendations

CAO Crocker stated it needs to go back to the new Council and have a more targeted list of what could be done.

7.2 Transition Plan: AAC to IDEA Committee

CAO Crocker provided an update on this previously.

7.3 2025/2026 Budget (Capital and Operating)

CAO Crocker gave a brief update on the 2025/2026 Budget (Capital and Operating)

The AAC members held a discussion on the 2025/2026 Budget and proposed organizing a playground fundraiser, along with the possibility of securing sponsorship for a piece of playground equipment.

ACTION: DPW Verran has obtained pricing for an accessible playground at Centennial and Rotary Park.

- MPAL Fenton reviewed a list of completed items which include the following:
 - New sidewalks have been installed on parts of Main Street, Gates, and Church, and high spots have been ground down on sidewalks along Main and Commercial Streets. Bricks on Commercial Street were replaced with concrete, and new accessible picnic tables and pathways were added at Centennial Park. The Accessibility Facebook Page and the Middleton Neighbors Helping Neighbors Facebook Group were both created to foster community engagement.
 - A pool lift was installed, and an evacuation chair was placed upstairs by the fire escape in Town Hall to assist with evacuations for those with mobility challenges. Three additional benches were installed at Rotary Park, with one more added by the trail, and six more benches were placed throughout the town. A new pathway to the basketball court at Rotary Park was also completed.
 - A quote to lower the front counter in Town Hall has been finalized, with work expected to be completed by the end of the fiscal year. Some doorknobs in Town Hall have been changed, with eight more still needing replacement. Lastly, three Accessibility Weeks were hosted in 2021, 2022, and 2024, in partnership with the local Accessibility Advisor Committees, offering educational opportunities

for the community. Two of these events featured larger Accessibility Awareness Days in Bridgetown, which included a gathering of community partners from the Valley

8. ANYTHING BY MEMBERS

Katrina Kellough has applied to join the new IDEA Committee.

9. DATE OF NEXT MEETING

The next meeting will take place on Tuesday January 28, 2025 at 2:00pm.

10. ADJOURNMENT

The meeting was adjourned at 3:11pm.

Chair

Recording Secretary

A regular meeting of the Middleton Accessibility Advisory Committee (AAC) was held at the Town Hall on Tuesday, January 28, 2025, starting at 2:00 p.m.

PRESENT

Chairing the meeting, John Smith (Virtual); Members Katrina Kellough, Kris Stojic, Elizabeth Mason-Squires (Virtual) Dianne McDonald (Virtual); Councillor Dan Smith, Active Living Coordinator, Lisa Fenton, Chief Administrative Officer, Ashley Crocker, and Recording Secretary, Sara Marceau

1. CALL TO ORDER

Chair Smith called the meeting to order at 2:05 pm.

2. APPROVAL OF THE AGENDA

250128.01 It was moved and seconded to approve the agenda as amended. **Motion carried.**

3. APPROVAL OF THE MINUTES – January 14, 2025

250128.02 It was moved and seconded to approve the minutes of September 10, 2024, as circulated. **Motion carried.**

4. JOINT IDEA COMMITTEE

CAO Crocker provided a brief update on the Joint IDEA Committee and expressed gratitude to the group for their ongoing support throughout the years.

5. NEW BUSINESS

It was decided to create a priority list for 2025 for the new IDEA Committee.

6. ANYTHING BY MEMBERS

7. ADJOURNMENT

The meeting was adjourned at 4:06pm.

Chair

Recording Secretary

A regular meeting of the Middleton Police Advisory Board (PAB) was held at the Town Hall on Thursday, January 16, 2025, starting at 5:00pm.

PRESENT

Chairing the meeting, Councillor Sandra Fournier, Members John Thompson, Councillors Jonathan Archibald and John Bartlett (arrived at 5:40pm); RCMP member Sgt. Mike Maxwell, Chief Administrative Officer (CAO) Ashley Crocker; and Recording Secretary, Sara Marceau.

Regrets: Sgt. Lindsay Powers

Also in attendance: Bernadette Knapp and Dan Smith

1. CALL TO ORDER

Chair Fournier called the meeting to order at 5:03 pm.

2. APPROVAL OF THE AGENDA

250116.01 It was moved and seconded to accept the agenda as amended. **Motion carried.**

3. ELECTION OF CHAIR

CAO Crocker called for nominations and Councillor John Bartlett was nominated and accepted the nomination.

- CAO Crocker called for nominations a 2nd time and there were no nominations
- CAO Crocker called for nominations a 3rd time and there were no nominations
- Councillor John Bartlett was acclaimed as Chair of the Police Advisory Board for a one-year term.

4. ELECTION OF VICE CHAIR

Chair Bartlett called for nominations and Councillor Sandra Fournier was nominated and accepted the nomination.

- Chair Bartlett called for nominations a 2nd time and there were no nominations
- Chair Bartlett called for nominations a 3rd time and there were no nominations
- Councillor Sandra Fournier was acclaimed as Vice Chair of the Police Advisory Board for a one-year term.

5. OLD BUSINESS

5.1 Senior Safety Program

Sgt. Maxwell stated that they are putting together a package for a funding model. Sharon Elliot continues to assist seniors.

PAB members asked several questions of Sgt. Maxwell, who gave the following information to the board:

- Citizens typically access services by self-identifying, reporting through other agencies, CORAH, hospital services, health foundations and the social work program.
- Sharon's services are available to citizens across the Annapolis County area, not just in Middleton.
- Depending on the type of crisis, Sharon is usually proactive and involved.

6. NEW BUSINESS

6.1 Joint Police Advisory Board Update

CAO Crocker provided a brief update on the joint police advisory board and mentioned that a notice will need to be sent to the Department of Justice once all Councils have approved the Terms of Reference. The frequency of board meetings would be up to the board, but the Police Act mandates a minimum of quarterly meetings.

7. RCMP REPORTS

7.1 Quarterly Report: October 1 to December 31, 2024

The RCMP quarterly report for the period of October 1, 2024, to December 31, 2024, was circulated to all Board members. Matthew MacLean of Traffic Services is now based in New Minas and continues to enforce traffic laws. Additionally, two new police officers have arrived from Newfoundland. Sgt. Maxwell provided the Board and citizens with an overview of RCMP activities in the Town including:

- Data Led Traffic Enforcement
 - Fifty (50) tickets and eight (8) warnings, slightly down from last year.
- Property Crime
- Comprehensive Education
- Calls for Service
- Files of Interest
- Other things of note:
 - Supt. Jason Popik has taken over Command of the SouthWest Nova RCMP.

PAB members asked several questions of Sgt. Maxwell, who gave the following information to the board:

- Every RCMP member is responsible for the entirety of Annapolis County
- 24/7 RCMP coverage is unlikely, as the Annapolis District RCMP doesn't currently operate 24/7
- There is no specific RCMP enforcement strategy for the trails – citizens are advised to report anything suspicious
- The importance of always calling the RCMP was emphasized if anything suspicious is heard or observed

7.2 Quarter 3 Mayor's Report

Sgt. Maxwell provided the Board and citizens with an overview of RCMP activities in the town.

8. **MINUTES**

8.1. Approval of the Previous Meeting Minutes

2024.10.08 PAB Minutes

No errors or omissions were noted, and the minutes were considered approved.

9. **Date of Next Meeting:**

The next meeting will take place on Thursday April 17, 2025, at 5:00pm.

10. **SWEARING IN CEREMONY**

It was moved and seconded to amend the agenda by adding a Swearing In Ceremony prior to adjournment.

Bui Thi Anh Dao arrived at 6:10pm to facilitate the Swearing In Ceremony as a Commissioner of Oaths.

- Citizen John Thompson was sworn in and then signed the Oath of Office.
- Councillor John Bartlett was sworn in and then signed the Oath of Office.
- Councillor Sandra Fournier was sworn in and then signed the Oath of Office.
- Councillor Jonathan Archibald was sworn in and then signed the Oath of Office.

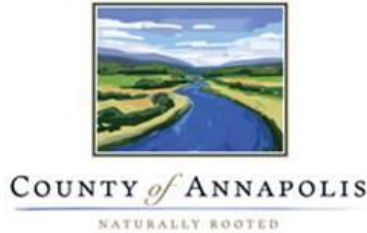
11. ADJOURNMENT

The meeting was adjourned at 6:18pm.

Chair

Recording Secretary

DRAFT



**Annapolis County Inter-Municipal Working Group
Committee Meeting #15
Thursday, January 30, 2025, 6:30 pm
Council Chambers, Municipality of the County of Annapolis**

Present: Mayor Amery Boyer, Town of Annapolis Royal, Chairperson
Deputy Mayor Sybil Skinner-Robertson, Town of Annapolis Royal
Warden Diane Le Blanc, Municipality of the County of Annapolis
Deputy Warden Dustin Enslow, Municipality of the County of Annapolis
Mayor Gail Smith, Town of Middleton
Deputy Mayor Gary Marshall, Town of Middleton
Sandi Millett-Campbell, CAO, Town of Annapolis Royal
Ashley Crocker, CAO, Town of Middleton
Chris McNeill, CAO, Municipality of the County of Annapolis

Guest: Daniela Siggia-Beasant, Economic Development Coordinator

1. WELCOME

Chairperson Mayor Amery Boyer called to meeting to order at 6:43 pm. and welcomed everyone to the meeting.

Deputy Mayor Skinner-Robertson asked that Twinning be added to the end of the agenda. Unanimous consent was given for this addition.

2. REVIEW AND ADOPTION OF MINUTES OF December 19, 2024

Approved by unanimous consent.

3. PRESENTATION BY SUBJECT MATTER EXPERTS: Economic Development

a. Economic Development Grant Work Update

Daniela Siggia-Beasant introduced herself as the contract Economic Development Coordinator for Town of Annapolis Royal, County of

Annapolis, and Town of Middleton. She noted she has lived here for 3-4 years and has grown to be very passionate about the community.

She noted that she started in her role doing outreach and targeted our most vulnerable first. She has had numerous communications with Bear River First Nation, police and first responders. Following this, she has reached out to businesses doing economic research and finally has been speaking with community groups who are focused on community development. These discussions and meetings have led to the creation of a business survey and one on one meetings with certain businesses.

Currently, Ms. Siggia-Beasant is putting together a 3-year action plan for economic development across the county including within the two towns.

In her discussions with businesses and community groups, she is continuing to hear the same five needs and wants from the groups. They would like more ongoing engagement with municipal governments like sector specific networking opportunities, they want marketing campaigns to draw more visitors and residents to their businesses, they would like more training on marketing and e-commerce, they would like to see better transit services, and they want better roads. Cell phone and internet coverages were also highlighted as being problematic.

Ms. Siggia-Beasant also determined that several businesses lacked the pre-planning skills needed to start a business and this was the reason for them not being successful in the long term. They need more support, but many businesses couldn't articulate what support specifically they required.

In addition to meetings and report writing, Ms. Siggia-Beasant has also produced 2-4 full books on mindsets for businesses and entrepreneurs about how to build a brand and other topics. They books are meant to have a long shelf life and are not date specific.

Deputy Warden Enslow commented that most of the issues identified are not municipal areas of responsibility. Ms. Siggia-Beasant noted that she also has pre-recorded some videos and has written some books which are no being reviewed.

A discussion took place about the best way forward and three options were reviewed. Each of the participating three municipal units could put the information individually on their websites, we could create a new

independent economic development hub, or we could pre-record the data and place it all on You Tube.

It was noted that 82% of all businesses in Annapolis County have between 1 and 5 employees so they are the vast majority.

Deputy Mayor Skinner-Robertson suggested that an economic development site could link all mentorship and grant programs together in one location to make access for businesses and residents much easier.

Mayor Gail Smith asked if Bear River First Nation was receptive to meeting. Mayor Amery Boyer noted that a lot of trust has been lost in the past because of historical issues, and we are trying to re-build that relationship. It was shared that Bear River want collaboration at the outset and not consultation after decisions have already been made. They see legislated communication and consultation as tokenism and not authentic and genuine.

Deputy Warden Enslow stated that his work relationship with Bear River First Nation has been excellent. It was noted that there are 100 members that live on the reserve and 200 that live off-reserve.

Ashley Crocker questioned how we see the Economic Development Coordinator's role continuing in the future once all research and data has been collected. Ms. Siggia-Beasant said that the Business Hub should be the full-time role of this position going forward. She noted that her position is being funded until the end of May so there is still lots of time to work through other opportunities as well like a community profile that she is currently working on. A draft introductory letter for the community profile has been drafted for the three Mayors and Wardens to review and sign.

Deputy Mayor Marshall inquired about the Valley REN and if we are duplicating their work like promoting businesses opportunities and lands for sale like Upper Clements.

Ashley Crocker stated that the REN sees itself as a connector and not a doer. She stated that the REN is not responsible for business attraction and therefore doesn't do any pro-active business attraction activities.

Deputy Warden Enslow suggested that businesses, or those interested in starting a business, are not going to reach out to a REN, but will contact municipalities directly.

Ashley Crocker noted that Middleton pays \$12,000 a year to be a member of the Valley REN and gets very little for their money. She was also previously a member of the Board and noted even then, the focus and direction of the REN was confusing.

Mayor Smith suggested that tonight's discussions of details for our community is where our economic development money needs to be spent for our towns and municipality and the Valley REN is not addressing our specific local needs.

Deputy Mayor Skinner-Robertson asked what our businesses need in terms of mentors and are there any mentor programs active now in the valley.

b. Town of Middleton REN Participation

Ashley Crocker noted that Middleton Town Council will be discussing the REN and other economic development initiatives during their upcoming strategic planning workshops.

c. Municipality of the County of Annapolis ED Options

Chris McNeill shared that the three municipalities have several options including all, or some of the municipalities joining or staying with the Valley REN, establishing our own Annapolis economic development agency, continuing to do things individually, or asking the province again to allow us to establish our own provincially funded REN. Each of the local governments agreed to discuss the options with their councils and bring back their decision at a future meeting.

4. QUESTIONS FROM WORKING GROUP MEMBERS

Questions for the presenters took place during their presentations.

5. DISCUSSION OF SUBSTANTIAL INFORMATION LEARNED AND OPPORTUNITIES FOR INTER-MUNICIPAL COOPERATION

Mayor Boyer stated all the substantial information was discussed during the information sharing under Section 3.

6. LETTER OF RESPONSE FROM MINISTER OF PUBLIC WORKS re: Fire Services Traffic Control Discussion

Mayor Boyer noted that we previously received a letter of response from the former Minister of Public Works regarding traffic control for fire services, and it noted that they were exploring ways to better support volunteer fire fighters.

It was agreed that Chris McNeill would draft another follow-up letter to be sent to the new Minister.

7. LETTER TO MINSITER OF MUNICIPAL AFFAIRS re: Joint Infrastructure Assessment Study

Chris McNeill suggested that there may be some money available at year end coming soon for the province to fund this previously denied request and that we should send another letter. The committee agreed that Chris McNeill would draft another follow-up letter for submission to the Minister of Municipal Affairs.

8. LIST OF COLLABORATION ACTIONS TO DATE

Ashley Crocker reviewed the list of projects and initiatives completed by the Working Group to date or are in progress. The Group was pleased with the inter-municipal cooperation to date.

9. DISCUSSION OF NEXT SPEAKERS AND QUESTIONS OR ISSUES THAT THE COMMITTEE WOULD LIKE TO SEE BE ADDRESSED TO SPEAKER'S BEFOREHAND

The next meeting topic is Clean Foundation with a One Year Update on Joint Action Plan for our climate change plans. It was suggested that we ask the presenters to address the importance of flood risks and its impacts on all municipalities regardless of geography and municipal boundaries.

10. TWINNING

Deputy Mayor Skinner-Robertson shared that Annapolis Royal will be continuing with its twinning program with Royan France from October 16-20, 2025, and would love to have representatives from Middleton and Annapolis County attend on the trip as well this fall, as well as participate o the organizing committee. If council members are interested, they can contact the Deputy Mayor directly. The costs to attend are borne by the participants.

11. NEXT MEETING

The next regularly scheduled meeting is:

Thursday, February 27, 2025, at Town of Middleton

12. ADJOURNMENT

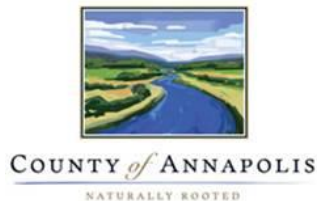
There being no further business, the meeting adjourned at 8:12 p.m.

Adopted by Working Group:

Date

Chairperson

DRAFT



**IDEA Governance Committee
Committee Meeting #1
Thursday, January 23, 2025, 12:30pm
Online Teams Meeting**

Present: Mayor Gail Smith, Town of Middleton
Mayor Amery Boyer, Town of Annapolis Royal
Deputy Mayor Sybil Skinner-Robertson, Town of Annapolis Royal
Deputy Warden Dustin Enslow, Municipality of the County of Annapolis
Chair Brian Reid, Village of Lawrencetown Commission
Vice Chair Jane Baskwill, Village of Lawrencetown Commission
Melissa Roscoe, Clerk, Village of Lawrencetown
Ashley Crocker, CAO, Town of Middleton
Sandi Millett-Campbell, CAO, Town of Annapolis Royal
Chris McNeill, CAO, Municipality of the County of Annapolis

Regrets: Deputy Mayor Gary Marshall, Town of Middleton
Warden Dianne Leblanc, Municipality of the County of Annapolis

1. WELCOME

The meeting started at 12:37pm. CAO Ashley Crocker welcomed everyone to the meeting.

2. STAFF REPORT

CAO Ashley Crocker gave the Governance Committee an overview of the staff report, including a summary of the legislation. The CAOs and Village Clerk reviewed the IDEA Committee applications and considered factors such as appropriate representation (diversity, location within municipal units) and legislative requirements for accessibility in their recommendation.

It was moved and seconded that the IDEA Governance Committee approve the appointment of the following 9 individuals to the Annapolis Inclusion,

Diversity, Equity, and Accessibility (IDEA) Committee effective immediately for a 3-year term ending on December 31, 2027: Lester Bartson, John Smith, Dianne McDonald, Elizabeth Mason-Squires, Spencer Reynolds, Cameron Stiff, Pierce Ivan, Katrina Kellough, and Larry Peters.

MOTION CARRIED UNANIMOUSLY.

Staff are recommending the final position on the committee be set aside for someone from Lawrencetown. If the vacant position cannot be filled within six weeks, then the other applicants not recommended today will be considered to fill the remaining vacancies.

A Chair and Vice Chair for the Governance Committee will be discussed and selected at the next meeting.

3. DISCUSSION OF NEXT STEPS

- 1) CAO Sandi Millett-Campbell will notify applicants
- 2) CAO Ashley Crocker will prepare minutes
- 3) The first IDEA Committee meeting will be set for Tuesday February 4, 2025 at 3:00pm in Middleton

4. NEXT MEETING

To be determined.

5. ADJOURNMENT

There being no further business, the meeting adjourned at 12:53pm.

Adopted by Committee:

Date

Chairperson



A regular meeting of the Inclusion, Diversity, Equity and Accessibility Advisory Committee (IDEA) was held at the Middleton Town Hall on Tuesday, February 4, 2025, starting at 3:00p.m.

PRESENT

Chairing the meeting, CAO Crocker, CAO Chris McNeill, CAO Sandi Millett-Campbell, Pierce Ivan, Debra Ryan; Dianne McDonald, Spencer Reynolds, Lester Bartson, John Smith (via Phone), Melissa Roscoe (Virtual), Jeremy Banks, Cameron Stiff, Katrina Kellough, Elizabeth Mason-Squires (Virtual), Active Living Coordinator, Lisa Fenton, and Recording Secretary, Sara Marceau

Regrets: Larry Peters

1. Welcome

CAO Crocker welcomed everyone to the new Inclusion, Diversity, Equity and Accessibility Advisory Committee.

2. Review of Legislation and Committee Terms of Reference

John Smith inquired about the strategy in place for the review of legislation and committee terms of reference. CAO Crocker stated that it is due on April 1, 2025; however, it's unlikely that this committee can have a strategy in place by then. The committee should aim to complete a strategy for submission to the Province by late spring.

3. Election of Chair

CAO Crocker called for nominations and John Smith was nominated and accepted the nomination.

- CAO Crocker called for nominations a 2nd time and there were no nominations
- CAO Crocker called for nominations a 3rd time and there were no nominations
- John Smith was acclaimed as Chair of the Accessibility Advisory Committee.

4. Election of Vice Chair

Chair Smith called for nominations and Cameron Stiff was nominated and accepted the nomination.

- Chair called for nominations a 2nd time and there were no nominations
- Chair called for nominations a 3rd time and there were no nominations

- Cameron Stiff was acclaimed as Vice Chair of the Accessibility Advisory Committee.

5. Accessibility Advisory Committee (AAC) Initiatives

- a. Town of Annapolis Royal**
- b. Town of Middleton**
- c. Municipality of the County of Annapolis**
- d. Village of Lawrencetown**

Chair Smith stated the initiatives were circulated.

CAO Millett-Campbell spoke on behalf of the Town of Annapolis Royal, highlighting their top initiatives, which were:

- Built Environment (contrast colors on steps/treads for all buildings, new sidewalks, installing tactile markers, accessible pathways, accessible recreational areas)
- Information & Communications (ensure the Town’s web presence meets the latest Web Content Accessibility Guidelines)
- Employment (investigate strategies to reach a wider and more diverse audience with job postings)
- Goods & Services (where applicable, include an “Accessibility Lens”/Impact Analysis in reports to council and in consultant reports)
- Transportation (continue to seek funding for auditory, visual and tactile markers at busy intersections and crosswalks)

CAO Crocker spoke on behalf of the Town of Middleton, highlighting their top initiatives, which were:

- Built Environment (smooth out minor sidewalk and pathways, complete accessibility audits, make the front counter more accessible with a split desk)
- Goods & Services (train staff who are responsible for delivering accessible services with diverse abilities)
- Information & Communications (adopt and implement the Universal Access Symbols at Town Hall)

Debra Ryan spoke on behalf of the Municipality of the County of Annapolis, highlighting their top initiatives, which were:

- Education and Promotion (created educational sessions around the built environment, provided workshops on plain language training, advice given to businesses and the community on accessibility funding)
- Built Environment (Bridgetown Queen Street redevelopment accessible features, Queen Elizabeth Jubilee Park accessible pathways and lift for the gazebo)

- Program Development (funding support went to a family needing American Sign Language)
- Funding Supports (revision of municipal grant policy to have accessible criteria for assessment)

Village Clerk Melissa Roscoe spoke on behalf of the Village of Lawrencetown, highlighting their top initiatives, which were:

- Transportation (seek grant opportunities available to install crosswalk lighting and truncated domes)
- Goods & Services (looking into ASL training)
- Built Environment (investigate a railing option for the boat launch, improving signage, painting clearer sidewalk markings)
- Information & Technology (creating a village map, investigating a way to improve sound projection during the AGM)
- Employment (update existing HR policies to include language which supports a culture of inclusion, training for commission and staff on equity and inclusion)

ACTION: Chair Smith will send the grant information to CAO Crocker.

6. Discuss Plan for Creating and IDEA Strategy

There was an extensive discussion regarding the development of the IDEA strategy. The committee decided to aim for a mid-to-late spring timeline for its creation. The strategy will be finalized internally first, then presented to the IDEA Governance Committee for final approval. Once approved, it will be shared with the province, and the committee will determine how best to engage with the public.

7. Discuss Plan for Public Consultation

There was an in-depth discussion about the plan for public consultation. The committee proposed meeting in two weeks to discuss the details of the consultation plan. CAO McNeill suggested that, since February is African Heritage Month, the committee should come up with an initiative to recognize it.

8. Next Meeting

The next meeting will take place on Wednesday, February 19, 2025, at 2:00pm, in the Municipality of the County of Annapolis Council Chambers.

9. **ADJOURNMENT**

The meeting was adjourned at 4:44pm.

Chair

Recording Secretary



MAYORS REPORT

February 2025

February 6th & 11th

I am pleased to report on the recent strategic planning workshops I attended with Council members, which took place on February 6th and February 11th at Town Hall. These workshops were integral in setting the direction for our community's future development and aligning our collective efforts toward achieving our long-term goals.

The workshops focused on key priorities, challenges, and opportunities for the upcoming years, with robust discussions on economic growth, infrastructure development, environmental sustainability, and community engagement. Throughout the sessions, the Council collaborated to identify actionable strategies that will enhance our region's prosperity, resilience, and livability.

February 8th

I had the privilege of attending the Neighborhood Watch Breakfast on Saturday, February 8th, where I was able to engage with members of our community, and key stakeholders committed to ensuring our neighborhood's remains safe and secure.

The event provided an excellent opportunity to connect with residents who actively participate in the Neighborhood Watch program, a crucial initiative aimed at reducing crime and fostering stronger, more connected communities. The breakfast was well-attended, and it was heartening to see so many engaged individuals dedicated to making a difference in their neighborhoods.

As your Mayor, I am proud to support initiatives like Neighborhood Watch, which empower residents to take an active role in the safety and well-being of their communities. Moving forward, I encourage all community members to get involved, stay informed, and continue building relationships that will strengthen the fabric of our neighborhoods.

Thank you to everyone who attended the event and to all those who contribute to making our community a safer place to live, work, and play.



NOVA SCOTIA

**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

February 11, 2025

Dear Mayors and Wardens:

Recent events in our world are changing the landscape of our province and country. We are experiencing new fiscal challenges that will have a significant impact on our economy. It is clear we need to become more self-reliant. And, at the same time, we need to better integrate our economy with other Canadian provinces and territories.

Our Government has recently announced that Nova Scotia must say “yes” to both a reduction in inter-provincial trade barriers, and to resource development within our province. Both steps need to be taken carefully and in consultation with our communities. Resource development, in particular, is of incredible importance.

If you are supportive and agree, I am asking for you and your council to signal your support for greater resource development within our province - by letter or press release.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Juanita Spencer, NSFM

Upcoming Presentations and Training		
Item	Background	Update
PPSA 101	Presentation to contract partners that provides an overview of the Nova Scotia PPSA and how it is administered by DOJ.	A number of presentations to municipal staff and elected officials have taken place and more are scheduled for early 2025. To schedule an in-person or virtual presentation for your staff, Council and/or Police Advisory Board, please contact Danielle.Desjardins@novascotia.ca
Police Governance Training	Board Orientation Training is available that outlines the roles and responsibilities for police governance boards in Nova Scotia.	To schedule your training session, please contact Charcy.Marchand@novascotia.ca DOJ is pleased to share that CAPG membership is available to municipalities policed by the RCMP as the provincial police service. CAPG membership comes with access to their Learning Portal, reduced pricing for webinars, conferences and other learning opportunities. To obtain a membership for your Board Chair or key municipal staff, please reach out to: Danielle.Desjardins@novascotia.ca
Regional Engagement	Contract partners will be invited to periodic virtual and in-person meetings that may include presentations from DOJ staff, discussions on policing priorities, financial updates, details on matters impacting policing and public safety and other items as required.	Next meetings to be held in Spring 2025 should there be interest. If your municipality is able to host a meeting and/or has a suggestion for a topic to be covered in the meeting, please contact: Danielle.Desjardins@novascotia.ca
PPSA Financial Update	Following the annual determination of the per officer cost to be recovered from contract partners policed by the RCMP, DOJ staff will deliver a presentation outlining the breakdown of costs and identify primary drivers of variances year-to-year.	Requests for information can be directed to: Danielle.Desjardins@novascotia.ca

Contract Management Committee Updates		
Item	Background	Update
Recruitment and Retention	National and local updates on efforts to increase recruitment and retention of police officers as well as mitigation efforts to address staffing challenges.	<p>Cadets Applicants:</p> <ul style="list-style-type: none"> 2023/24 FY – 55 applicants from Nova Scotia sent to Depot 2024/25 FY (to date) – 43 applicants from Nova Scotia sent to Depot so far <p>Cadets to Nova Scotia:</p> <ul style="list-style-type: none"> 2023/24 FY – received 41 cadets from Depot 2024/25 FY (to date) – received 66 cadets with an additional 12 scheduled to be transferred before the end of the fiscal year <p>Experienced Police Officer (EPO) Program:</p> <ul style="list-style-type: none"> 2023/24 FY – hired 39 EPOs in NS 2024/25 FY (to date) – hired 11 EPOs <p>Overall “H” Division is doing well compared to other RCMP Divisions with respect to staffing.</p>
Equipment Modernization	As policing evolves, so does the equipment required for officers to perform their duties in a safe and efficient manner. Other resources, infrastructure and initiatives may also support modernization of policing service delivery. Updates shared will include high-level details of specific items as well as their associated financial and procurement strategies that are driven at the national level.	<p>The RCMP will be purchasing a replacement Tactical Armored Vehicle (TAV) in 2024/25, as part of the equipment modernization strategy. The current TAV is 12 years old and has reached the end of its useful life of 10 years. The current model of the TAV is becoming more difficult to maintain with availability of parts being a concern. This new, second generation TAV can drive longer distances without the need of secondary transport (flatbed) and is built on a platform for which replacement parts are more readily available, reducing repair costs, complexity and down-time. This strategy advances the vision of a modern police officer by ensuring Regular Members of the RCMP have the appropriate tools to perform their duties as safely and effectively as possible. It is anticipated the training, prioritization and rollout of this equipment will take place over the next three to five years.</p>

		The Province has requested to amortize the cost of the TAV, as is allowed per the PPSA, to support financial stewardship over policing costs of the contract.
Collective Bargaining	As salary is the largest driver of costs related to policing, potential for increases through the collective bargaining processes remain an important issue for contract partners. Although, as a contract partner, Nova Scotia is not party to the collective bargaining process between unions and the employer, our vested interest in the outcomes of collective bargaining drives efforts to support financial stewardship.	The second collective agreement between the National Police Federation (NPF), representing RCMP non-commissioned regular members, and the Treasury Board Secretariat was rendered by an arbitral award on April 16 th , 2024. The collective agreement covers the period from April 1, 2023 to March 31, 2025 and includes the following wage increase: Year 1 – 3% economic increase + 1% wage adjustment (total of 4%) Year 2 – 2% economic increase + 2% wage adjustment (total of 4%)
Body Worn Cameras	Mandated by the federal government, the Body Worn Camera project will see all frontline RCMP officers outfitted with cameras that will record much of their work and interactions with the public. Currently being piloted, costs for the cameras, training and associated infrastructure will be the responsibility of contract partners so as the project progresses, updates will be provided.	Successful field tests and surveying of users of Axon’s body worn cameras (BWC) and digital evidence management system (DEMS) completed in “H” Division (NS) in March 2024, along with pilots in other Divisions. Axon was selected as the successful vendor. “H” Division has approved a rollout and the Vendor has notified the RCMP that they will be transitioning to a newer camera model, the Axon Body 4, with no change to licensing costs. The Department of Justice is consulting with public safety partners, including the Public Prosecutions Service, to ensure system readiness.
Communications from National RCMP	As required, details of communications received from the RCMP nationally that may have an impact on policing in Nova Scotia will be shared with contract partners.	The RCMP has recently published its new strategic plan which can be found here: Change at the RCMP Royal Canadian Mounted Police our-next-chapter-rcmp-2024-27-strategic-plan.pdf

Local Contract Updates

Item	Background	Update
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<p>“H” Division RCMP Staffing Update</p>	<p>Roadable Rate: Percentage of positions with officers that are actively working and meeting the operational requirements of the position.</p>	<p>As of January 1, 2025, the overall roadable rate for PPSA resources in “H” Division RCMP was 82%.</p> <p>General Duty Police Resource Methodology (GDPRM) reviews are in-depth analysis of General Duty (GD) response areas within the RCMP. The main purpose of a GDPRM review is to determine whether a detachment/district has the recommended minimum number of resources to respond to the occurrence workload for the area while also allowing GD members enough time to perform proactive policing activities. “H” Division has developed a data-led risking matrix that uses detachment specific information to make recommendations on where a GDPRM review may be of highest urgency. Some of the data considered in the risking matrix include: weighted workload per member, years since last review, vacancies, violent and non-violent crime severity index, computer aided dispatch (CAD) file increase. “H” Division has completed 3 GDPRM reviews in 2024/25 and in conjunction with DOJ, has consulted with the relevant municipalities in receipt of policing services by the detachment undergoing the review. Another 3-4 GDPRMs are expected to be undertaken in 2025/26.</p>
<p>RCMP Support and Centralized Services</p>	<p>Dozens of units comprised of hundreds of officers support policing and public safety in the province through the delivery of specialized and at times, highly technical policing services. Developments such as the creation of new units or additional investments in resources will be shared with contract partners.</p>	<p>The RCMP has submitted its 2025/26 Multi-Year Financial Plan (MYFP) for the PPSA to the Province. It has been analyzed by the with associated budget recommendations put forward for decision by the Provincial Treasury Board. The outcome of this process will be shared in a future update following the release of the 2025/26 budget.</p>
<p>RCMP Administration</p>	<p>The delivery of policing services requires a wide range of administrative support. As changes to the types and number of administrative resources change, updates will be shared with contract partners.</p>	<p>The RCMP has submitted its 2025/26 Multi-Year Financial Plan (MYFP) for the PPSA, inclusive of Divisional and Regional Administrative functions, to the Province. It has been analyzed by DOJ with associated budget recommendations put forward for</p>

		<p>decision by the Provincial Treasury Board. The outcome of this process will be shared in a future update following the release of the 2025/26 budget.</p>
<p>RCMP Property and Equipment</p>	<p>Updates of significant changes to properties where the RCMP operate and the equipment they use in the course of their duties will be shared with contract partners.</p>	<p>Given recent supply chain issues which caused challenges for the procurement of fleet vehicles, funding for the purchase of a total of 120 replacement vehicles has been allocated to “H” Division RCMP for the 2024/25 FY. Progress is being made with respect to vehicles being allocated as replacements or for new vehicle requirements.</p> <p>“H” Division RCMP has approved the purchase of six Battery Electric Vehicles (administrative) to take place in 2024/25 as well as required charging infrastructure at New Minas, Lower Sackville and the new Stellarton Detachment.</p> <p>The New Minas Detachment was selected to receive a marked police package Chevrolet Blazer Battery Electric Vehicle as part of a national pilot to assess electric vehicles in an operational police environment.</p> <p>The RCMP has submitted its 2025/26 Multi-Year Financial Plan (MYFP) for the PPSA to the Province, inclusive of new and replacement equipment needs. It is undergoing analysis by the DOJ with subsequent budget recommendations to be put forward for decision by the Provincial Treasury Board. The outcome of this process will be shared in a future update following the release of the 2025/26 budget.</p> <p>A groundbreaking ceremony for the new Pictou District RCMP Detachment was held on December 18th, 2024. The construction of the detachment is expected to be completed in 2026.</p>

<p>RCMP Senior Executive</p>	<p>Details of changes to the Nova Scotia RCMP Senior Executive Team will be shared with contract partners.</p>	<p>Chief Superintendent John Duff was recently announced as the Officer in Charge of the RCMP’s Halifax Regional Detachment and will arrive in Halifax in the next few months. Superintendent Don Moser is the new Senior Operations Officer for Halifax Regional Detachment (HRD). He was previously the Assistant Support Services Officer in “H” Division. Supt. Moser is currently the Acting Officer in Charge of HRD until C/Supt. Duff begins in his new role.</p> <p>Superintendent Dave Chubbs is the new Officer in Charge, Federal Policing “H” Division. He was previously the Officer in Charge of Covert Operations in “H” Division.</p> <p>Current leadership team: Leadership team Royal Canadian Mounted Police (rcmp-grc.gc.ca)</p>
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<p style="text-align: center;">Department of Justice Updates</p>		
<p>Item</p>	<p>Background</p>	<p>Update</p>
<p>Ongoing Initiatives</p>	<p>Initiatives are generated in relation to Government mandate, priorities and public interest.</p>	<p>The Public Safety Audit Function (PSAF), within the Public Safety and Security Division, is offering Advisory Services related to the implementation of the Provincial Policing Standards to law enforcement agencies across Nova Scotia.</p> <p>Additionally, PSAF is offering dedicated Board of Police Commissioner and Police Advisory Board training to better understand their role in the Audit process.</p> <p>Please contact PSAF@novascotia.ca directly to arrange your individual sessions.</p>

Provincial Policing Review	The Provincial Policing Review will generate recommendations that will need to be assessed and implemented through careful consideration and engagement with interested parties.	The Provincial Policing Review is in its final stages and the final report is expected in Spring 2025. The Department of Justice will analyze the final report, set to be delivered from Deloitte, and may propose potential changes to the policing model in Nova Scotia.
Policing Priorities	The Provincial Priority setting is a recurrent process that has milestone activities throughout the fiscal year. Engagement drives priority setting.	<p>The Minister of Justice will establish Provincial Policing priorities for the 2025/26 fiscal year.</p> <p>We encourage Boards of Police Commissioner and Police Advisory Boards to engage in formal discussions with their police leaders to set local priorities within your jurisdictions.</p> <p>If you would like to learn more about the local priority setting process, please email Charcy.Marchand@novascotia.ca.</p>
Promising Practices	New and innovative practices of note.	<p>Public Safety and Security Division is engaging with the Nova Scotia Public Prosecutions Services to discuss the possibility of delivering training to front line police officers on Sexualized violence. The Prosecution of these offences have evolved over time and specific practices have too advanced in relation to the collection of evidence.</p> <p>This training aims to ensure that police are armed with the most relevant understanding on appropriate evidence collection and handling. A pilot of this training will be offered in spring/summer of 2025.</p>
Grants and Funding Opportunities	Information on grant programs and funding opportunities which a nexus to public safety and policing which may be available for municipalities, community groups and other stakeholders.	The Community Crime Prevention Grants Program provides up to \$12,000 in funding to various organizations in support of crime prevention work involving youth. The 2024-25 grant program approved 19 applications.

		<p>The 2025/26 grant program will be coming soon! Details available at: Crime Prevention Community Grant novascotia.ca</p> <p>The Civil Forfeiture Grant Program provides one-time funding to organizations that support eligible victims of crime and targeted crime prevention initiatives across Nova Scotia. The Program is funded from the disposition of forfeited property seized by law enforcement agencies. Examples of grants approved under this program in 2023-24:</p> <ul style="list-style-type: none"> • \$50,000 to Prescott Group for a Crime Stop initiative aimed to support disabled persons who are vulnerable to abuse/crime targeting. • \$30,000 to MADD Canada to provide specialized support services to Nova Scotian victims and survivors of impaired driving who have been injured or have lost a loved one. <p>Details available at: Civil Forfeiture Grant Program novascotia.ca</p>
<p>Crime Prevention Symposium</p>	<p>The Crime Prevention Society of Nova Scotia previous hosted a collaborative annual Crime Prevention Symposium.</p>	<p>The Department of Justice, in collaboration with the Crime Prevention Society of Nova Scotia, hosted the 2024 Crime Prevention Symposium on November 14-15, 2024, in Halifax. Invitations were distributed to municipalities through NSFM and AMANS. The event saw 120+ attendees from across the province, neighboring provinces, and representatives from Public Safety Canada.</p>

DEFINITIONS	
Provincial Police Service Agreement	Agreement entered into by the Province of Nova Scotia and the Government of Canada (Public Safety Canada) for the delivery of policing services by the Royal Canadian Mounted Police.
Contract Management Committee (CMC)	National committee comprised of RCMP, Public Safety Canada and provincial/territorial representatives mandated to provide governance of RCMP policing contracts through engagement, consultation, collaboration and information sharing in support of the delivery of professional, efficient and effective police services. There are also number of CMC sub-committees that govern specific projects or portfolios.
Policing Service Recipient	Municipality or First Nation community policed by the RCMP in Nova Scotia.
Equipment Modernization	Nationally-led RCMP initiative for the procurement of new or replacement resources, tools, infrastructure and initiatives to support the delivery of policing services to ensuring public and officer safety.

the valley
What's Happening...

ISSUE 26
JANUARY 2025



*Happy New
 year!*

A look at What's Happening...a year
 in review.



...Business Development

A look ahead before we look back...

Upcoming workshop

Co-hosted by Nova Scotia's Regional Enterprise Networks and the Restaurants of Nova Scotia Association, this workshop will provide essential insights to help you stay informed on the GST/HST hoilday. We're excited to announce that Guillaume LeBlanc from Doane Grant Thornton (DGT) will be joining us as a featured speaker. Guillaume comes highly recommended by his colleagues and peers, not only for his extensive expertise on this specific issue but also for his deep understanding of the Atlantic Canadian market.

Don't miss this opportunity to gain valuable knowledge from a seasoned professional to ensure your business is well-prepared.

Register

today: https://us02web.zoom.us/webinar/register/WN_UO0gc0w6Shq6LkA8vJPQiA

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Information Session for Businesses

GST/HST Holiday Tax Break

Join us for a session where local experts will share details on what businesses should know about the GST/HST Holiday Tax Break and what to do next as businesses prepare to remit GST/HST to the Canada Revenue Agency.



Guillaume LeBlanc
Senior Manager, Indirect Tax
Doane Grant Thornton

Wednesday, January 29, 2025

9:00 - 10:00 a.m.

Virtual Webinar via Zoom

FREE to register!

NOVA SCOTIA REGIONAL
ENTERPRISE NETWORKS
**PARTNERS
in PROGRESS**



the valley REGIONAL
ENTERPRISE
NETWORK

...Business Development

This year has been a whirlwind of a journey in Business Development, marked by impactful connections and meaningful growth. From meeting with over **100 businesses and clients** through the BusinessNOW program to our incubator pilot that supported **17 entrepreneurs and clients** in promoting their ventures and selling their products at the bustling Wolfville Farmers' Market booth, the focus has been on fostering collaboration, growth, and success.

Another milestone achieved in 2024, the Valley REN launched our new **Site Selector Tool**, designed to streamline the process for businesses looking to establish or expand their presence in our region. This is the only tool of its kind in Atlantic Canada. This user-friendly tool provides key insights into available properties, demographics, workforce statistics, and infrastructure, empowering businesses to make informed decisions quickly and efficiently. With this innovative resource, we aim to support growth and investment, fostering economic development across the community.

A particular highlight was traveling to South Carolina for the International Michelin Cities

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underscored the importance of building strong partnerships and creating opportunities that empower businesses to thrive.

To find out how the Valley REN can support your business, contact Adam at businessNOW@valleyren.ca for more details.



...Immigration and Settlement

This year has been transformative in immigration and settlement as we worked to support both newcomers and employers in the region. We proudly launched eight Welcome Networks, engaging with over 60 dedicated volunteers throughout the year who provided direct support to newcomers, helping them navigate their new community with confidence.

Over 80 employers in our region have actively engaged with our immigration and settlement navigation services, reflecting strong regional interest in supporting newcomer talent and actively addressing skilled labour shortages. Nearly as many employers are considered "immigration ready," prepared and eager to hire newcomers and integrate them into their workforce. Additionally, 25 employers have already submitted applications for provincial immigration programs, demonstrating their commitment to leveraging immigration pathways to address labor market needs and support community growth.

A major milestone was hosting the first-ever Immigration and Community Fair in the Valley. This groundbreaking event brought together newcomer support services, employers, and

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inclusive and vibrant community.



...Tourism Sector Development

This year marked significant progress for the tourism project. We hired Genevieve Allen Hearn as our Tourism Strategy Manager in August, who is working close with our Working Committee of local tourism operators to implement our regional tourism strategy. Learn more about the strategy [here](#).

For the first time in 10 years, the region is laying the groundwork for a Destination Management Organization, ensuring the growth of this vital sector. Since May, three Annapolis Valley Tourism Network events have brought together 200 industry professionals, and in July, 48 participants attended the Awaken Conference, which focused on applying a regenerative approach to tourism. These efforts are uniting the industry and driving sustainable growth for the region.

We are excited about the many opportunities and initiatives on the horizon with the tourism project, including the Accelerated Market Readiness (AMR) program, aimed to support tourism businesses in our region and an upcoming Best Practice Missions.

Sign up for the Tourism specific newsletter below to stay up to date on all things tourism!

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Subscribe to our NEW Tourism Newsletter here!

...with Connector

This year, the Valley Connector Program achieved remarkable success, onboarding **56 Connectees and 50 Connectors**—averaging one new participant every two working days. With **46 events hosted**, highlights included Nature for Newcomers, career fairs, International Women’s Day Expo, community fairs across multiple towns, and the Immigration & Community Fair. Milestones included completing Welcome Ambassador Training with ISANS, launching a connector campaign to boost engagement, and hosting a Thanksgiving cultural celebration to strengthen newcomer connections.

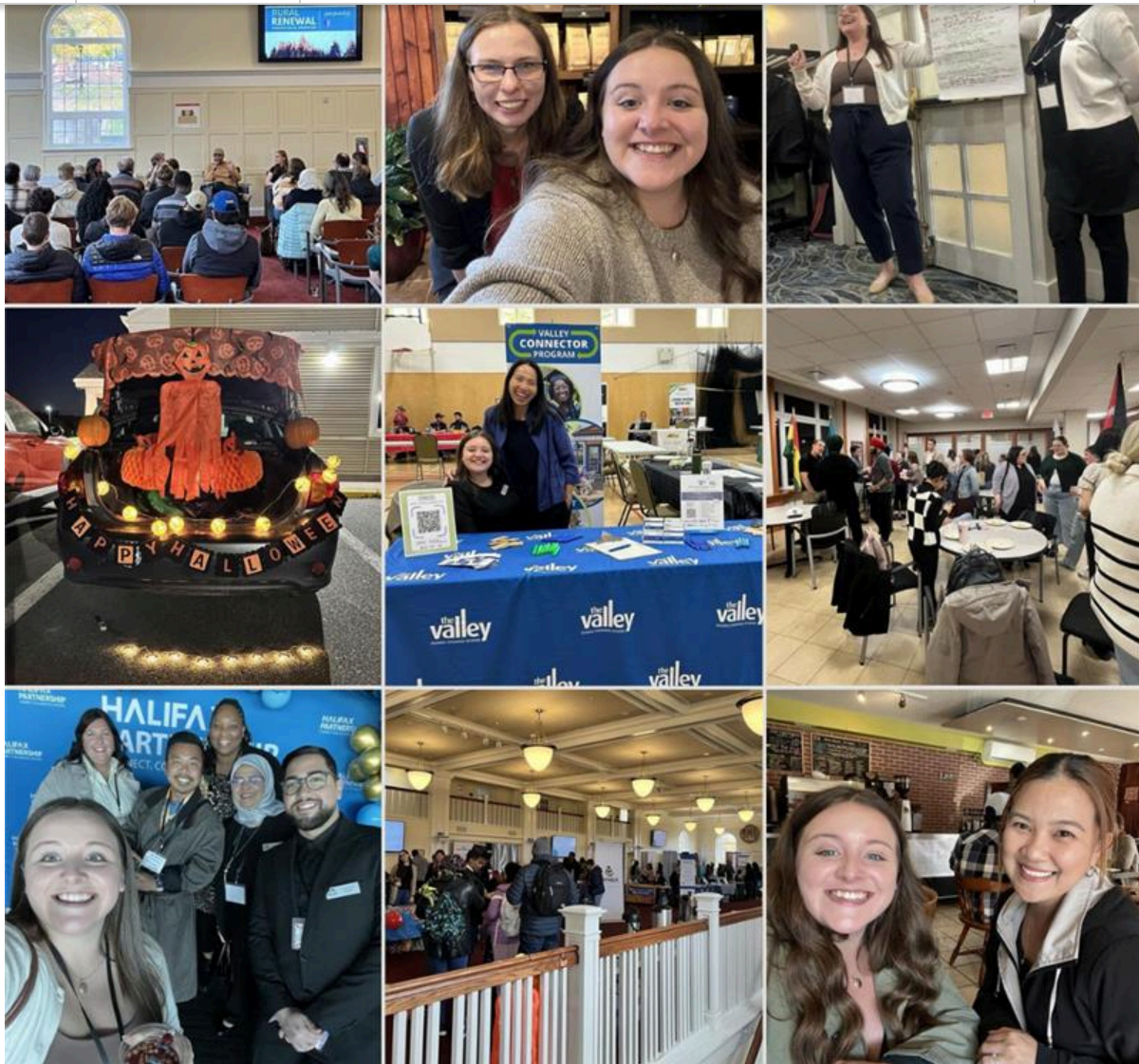
Partnerships flourished with organizations such as Acadia University, Nova Scotia Works, and ISANS, fostering opportunities across diverse industries, from IT and education to agriculture and business. Collaborative initiatives like the virtual webinar series with the National Connector Program and partnerships with Launchbox further expanded networking and job-readiness opportunities, enhancing the program’s impact and reach throughout the Valley region.

Make sure to follow the Valley Connector Program on [Facebook](#) and [LinkedIn](#) to stay up to date with all Connector Program activities!

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...in Agri-Food Tech

This year has been an exciting period for the Agri-Food Tech sector project, marked by significant milestones and collaborative efforts. The project has made strides in exploring innovative opportunities to support and advance agricultural technologies to benefit local producers.

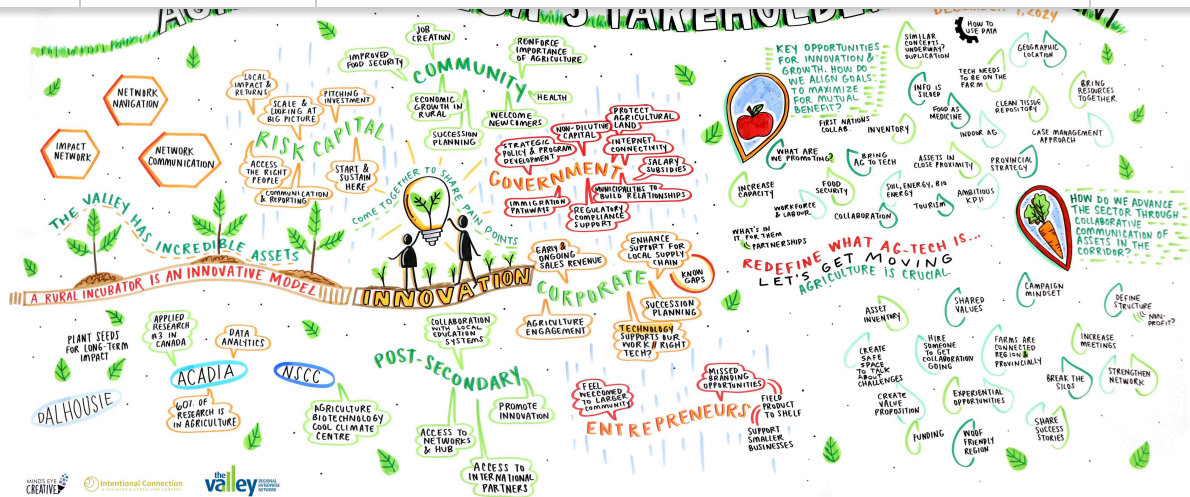
One of the highlights was an engaging update session with key partners and stakeholders, who came together to discuss progress, share insights, and map out the next steps for the initiative. With many moving parts and a clear focus on collaboration, the groundwork has been laid for transformative developments in Agri-Food Tech in the year ahead, with a pilot concept underway.

For more information about this project visit [Agri-Food Tech Project - Valley Regional Enterprise Network](#), or contact Richelle Brown Redden at rbrownredden@valleyren.ca

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On behalf of our regional and provincial partners, our Board and Staff act on opportunities for economic growth. Please reach out to us with ideas to how we can work together to create a more prosperous region.

~ Emily Boucher, CEO

You are receiving this email because you have participated in a Valley REN event, been in contact with our staff, signed up on our website, or are a municipal councillor serving our region.

[Questions? Comments? Ideas?](#) Please send us a message.

Find out more about the Valley REN at www.valleyren.ca.

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