

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Meeting  
**INFRASTRUCTURE, ENVIRONMENT & ECONOMIC DEVELOPMENT  
STANDING COMMITTEE**  
Held in the Council Chambers, 210 Aberdeen Road, Bridgewater  
**Tuesday October 21, 2014**

**ATTENDANCE**

Councillors: Mayor Don Downe  
Councillor Lee Nauss – Chair  
Councillor Don Zwicker  
Councillor Frank Fawson  
Councillor Michael Ernst  
Councillor John Veinot  
Councillor Carolyn Bolivar-Getson

Staff: Alex Dumaresq, Deputy CAO/Strategic Initiatives Coordinator  
Satu Peori, Acting Director of Engineering & Public Works  
Viorica Sporea, Senior Economic Development Officer  
Dave Waters, Economic Development Officer  
Scott Hoeg, Project Manager  
Jennifer Langille, Administrative Assistant

Absent: Darrell Hiltz, Interim Chief Administrative Officer

**1. CALL TO ORDER**

Councillor Nauss called the meeting to order at 1:18 p.m.

**2. AGENDA**

**Moved by Councillor Zwicker, seconded by Councillor Bolivar-Getson that the Agenda be approved as circulated. Carried.**

**3. MINUTES**

**Moved by Councillor Veinot, seconded by Councillor Ernst that the Minutes of the September 17, 2014, Infrastructure, Environment & Economic Development Standing Committee be approved as circulated. Carried.**

**4. OLD BUSINESS**

**4.1 FANCY LAKE WATER MONITORING**

Mr. Dumaresq summarized the meeting held September 25, 2014 regarding the monitoring of Fancy Lake (notes attached to agenda).

At the time of the Standing Committee meeting Mr. Dumaresq did not have the opportunity to send a written request to the Public Service Commission (PSC) Committee requesting PSC water station host the monitoring system. The device would work with the PSC software, but the information would be monitored by the Municipality (REMO).

Chair Nauss noted that Deputy Mayor Hustvedt asked if the monitoring system could be self-monitored allowing the public to access the information online and make their own decision regarding rising water levels (i.e. during storms). Chair Nauss said that the Municipal solicitor should be asked if this is a possible option.

The Committee would like another meeting arranged and invite Provincial and Federal Departments; similar to one held in 2012, to discuss the lake levels.

## **5. NEW BUSINESS**

### **5.1 OPITIONS FOR IMPROVING TENDER ESTIMATES**

Mr. Dumaresq presented the information, attached to the agenda regarding estimates and tender prices. The tendering process can be somewhat unpredictable based on commodity market and labour prices. Staff noted what is in the Municipality's control (below), and Mr. Dumaresq noted that the risk can never be eliminated only minimized.

Ms. Peori reviewed the details for the design estimate for Road E. In June of this year (2014) the design engineer provided an estimate but the project manager (Scott Hoeg) asked the design engineer to revisit the estimate and provide a revised estimate. The revised estimate was still 40% lower than the tender. That difference in percentage would have been acceptable if it were a cost estimate based on a conceptual design, and not a detailed design. Additional factors that contributed to the discrepancy costs were: the property sale occurred before the detailed design and Class C estimates were created, the capital budget was based on the concept design plan, there were staff continuity issues, and there was poor communication between the developer and the Municipality.

Mr. Dumaresq summarized options for the Committee to consider that would directly affect future budgeting and tendering processes. Some options discussed were to not sell serviced lots until the Municipality have the detailed design information, major projects should follow a process flow chart where multiple departments are involved (flow chart is included with the agenda), hold development control meetings between Municipal staff and developers/lot owners, and to limit (in this case) this particular design firm's involvement in future Municipal projects.

**Moved by Councillor Bolivar-Getson, seconded by Councillor Zwicker that the memo presented to the Infrastructure, Environment and Economic Development Standing Committee be recommended to Council for approval.**

Councillor Fawson questioned the three year timeline in the process flowchart and expressed concern that the actual contracted companies are not providing the estimates for the Capital budgets. Mr. Hoeg explained that contract law does not allow

companies to provide estimate bids and then bid the work. A third party contractor can provide a construction estimate through a constructability review, as long as they are not going to bid on the work. Mr. Hoeg cautioned that sometimes the third party contractor may not be local to the market i.e. an Ontario firm with offices in the Maritimes might provide an estimate 30% less than a Nova Scotia firm would for that same market. He noted that it still does not eliminate mistakes in the quote.

Ms. Peori clarified that in order to have a more accurate capital budget the detail design and cost estimates should be available before the budget review. Mr. Dumaresq added that higher labour costs could affect the tender if the detailed design and tender are not completed before April.

The Committee discussed marketing the parcels to developers (at Osprey) with services verses without services. Mr. Dumaresq noted that the Municipality would have to be up front with the developers regarding the timelines under either scenario.

Mayor Downe question how the options presented would impact Economic Development. He commented that it appeared to be tailored to protect one side of the issue, and asked if this is a normal practice for other Municipality's developing properties. He noted that there was no guarantee following the process flowchart that after three years the prices received would be accurate.

Mr. Hoeg commented that this information was prepared with all capital projects in mind and was not specifically tailored to Osprey Village. He noted that there are multiple ways to stay ahead of the different development options if need be regarding timelines. For most Municipal capital projects the number of years could be compressed into a two years. When discussing Osprey Village, Mr. Hoeg commented that the Municipality should have a 'workable' predesign plan created with input from Planning and Engineering.

Mr. Waters shared a similar concern regarding the process flowchart as the Mayor. He commented that the Osprey Village Master Plan will be reviewed in November (2014), and to-date there has never been a concrete plan or direction for Osprey Village. The recommendations that will be brought forth during the Master Plan discussions are for a partial build out, a full build out or maintain the status quo.

Mayor Downe commented that process flowchart is a good template for five year capital plans, but the timelines need to move faster for developments such as Osprey Village. Municipal Council need to be made aware of the discussions had today at this Standing Committee.

Mr. Dumaresq will provide a summary from this meeting to accompany the memo regarding estimates and tender pricing. The summary will be brought back to this Standing Committee for review.

Councillor Bolivar-Getson rescinded the motion on the floor.

**Moved by Councillor Bolivar-Getson, seconded by Councillor Zwicker to direct staff to revise the memo to include a summary of the discussion by the**

**Infrastructure, Environment and Economic Development Standing Committee regarding discrepancy between estimates and tender prices to accompany the prepared memo on the same topic, and that will be reviewed by the Standing Committee before recommendation to Council. Carried.**

There was some additional discussion on the development at Osprey Village and how the land could be marketed to a developer(s). Mr. Waters welcomed the suggestions and hoped that they would be discussed at the Master Plan review in November.

## **6. ADDED ITEMS**

There were no Added Items to the Agenda.

## **7. IN CAMERA**

**At 2:32 p.m., it was moved by Councillor Bolivar-Getson, seconded by Councillor Zwicker that the Infrastructure, Environment and Economic Development Standing Committee go In Camera to discuss Legal Advice Eligible for Solicitor-client Privilege under Section 22(2)(g) of the *Municipal Government Act*. Carried.**

Infrastructure, Environment and Economic Development Standing Committee In Camera in session.

**At 2:47 p.m., it was moved by Councillor Zwicker, seconded by Councillor Veinot that the Infrastructure, Environment and Economic Development Standing Committee come out of In Camera and return to open session and approve any actions taken while In Camera. Carried.**

Infrastructure, Environment and Economic Development Standing Committee in session.

**There being no further business the meeting was adjourned at 2:50 p.m.**