

Minutes

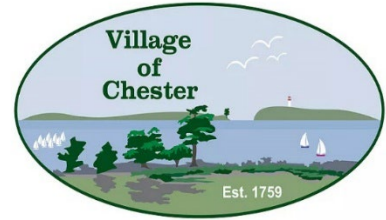
Village Commission Monthly Meeting

Wednesday, June 14, 2023 – 7:00 pm

In-Person & Virtual

27 Pleasant Street, Chester

Video Archive: https://bit.ly/YouTube_villageofchesterns



Present: Nancy Hatch, Commissioner; Laura Mulrooney, Commissioner; Randall O'Malley, Commissioner; Gloria Nauss, Commissioner; Geraldine Pauley, Commissioner

Staff: Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

Regrets: CVFD Fire Chief Cody Stevens

Public Gallery: Danielle Barkhouse, MLA (7:25 pm arrival)

1.0 Call to Order

The Clerk/Treasurer called the meeting to order at 7:03 pm.

2.0 Public Forum – held at 7:30 pm due to late arrival of Ms. Barkhouse
MLA Barkhouse wanted to congratulate Gloria Nauss on her newly-elected position of Commissioner as well as congratulate Heather McCallum on her position of Clerk/Treasurer. Ms. Barkhouse stated she is willing to help when needed.

3.0 Annual Election of Chair and Vice Chair

- Commission Chair

The Clerk/Treasurer called three times for nominations for the position of Chair of the Village Commission. Commissioner O'Malley nominated Commissioner Hatch for Chair; seconded by Commissioner Pauley. There were no further nominations.

The Clerk/Treasurer declared that Commissioner Hatch is acclaimed as the Chair of the Commission.

- Vice Chair

The Clerk/Treasurer called three times for nominations for the position of Vice Chair of the Village Commission. Commissioner Mulrooney nominated Commissioner Pauley for Vice Chair; seconded by Commissioner Nauss. There were no further nominations.

The Clerk/Treasurer declared that Commissioner Pauley is acclaimed as the Vice Chair of the Commission.

4.0 Approval of Agenda/Additions to Agenda

Motion #23-071: Commissioner O'Malley moved; Commissioner Pauley seconded: That the Agenda of the June 14, 2023 Regular Monthly Meeting be approved as presented.

Unanimously Carried

5.0 Report of the Chief, Chester Volunteer Fire Department

Fire Chief Stevens was unable to attend this meeting.

6.0 Review/Approval of Minutes

6.1 Regular Meeting: Wednesday, May 10, 2023

Motion #23-072: Commissioner Mulrooney moved; Commissioner Pauley seconded: That the Minutes of the May 10, 2023 Regular Monthly Meeting be approved as presented.

Unanimously Carried

6.2 Special Meeting: Monday, June 5, 2023

Motion #23-073: Commissioner Pauley moved; Commissioner Mulrooney seconded: That the Minutes of the June 5, 2023 Special Meeting be approved as presented.

Unanimously Carried

7.0 Business Arising

Nil

8.0 Correspondence

8.1 Municipal Affairs Letter re: NSFM 12-Month Notice

The Clerk/Treasurer provided a brief overview of items that may affect the Village in the letter for information (*Schedule 8.1*).

8.2 MODC Letter re: Fire Inspection at 10 Parade Square

The Clerk/Treasurer reported that the deficiencies are scheduled to be addressed, but the supplier is not available until July. The date of inspection may be moved.

Whether this will affect the opening of pool has to be confirmed by the Fire Inspector. The Clerk/Treasurer will report back to the Commission.

9.0 Reports

9.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Attachment 9.1*).

9.2 Financial

The Clerk/Treasurer presented the monthly overview report (*Attachment 9.2*).

9.3 Committees: Audit Committee Minutes (Draft) of June 1, 2023

The draft minutes were provided for information. A type-o was noted and will be corrected for the next Audit Committee Meeting, where the amended minutes will be presented for approval.

10.0 New/Other Business

10.1 Request for Decision: Chester Fire Station Consultant RFP

The Clerk/Treasurer presented the Request for Decision (*Attachment 10.1*).

Motion #23-074: Commissioner Pauley moved; Commissioner Mulrooney seconded: That the Village Commission approve the “Request for Proposal: Conceptual Design and Project Management Services for Chester Fire Station” document and request MODC staff to initiate procurement.

Unanimously Carried

10.2 NS Equity & Anti-Racism Act: Requirements for Public Bodies

The Clerk/Treasurer reviewed a slide deck from the Office of Equity and Anti-Racism Initiatives (OAE) to municipalities and villages for information on upcoming requirements (*Attachment 10.2*).

11.0 In-camera- per Section 408B (2) of the Municipal Government Act

Motion #23-075: Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to consider contract negotiations.

Unanimously Carried

The Commission recessed at 7:33 pm.

12.0 Resumption of Public Meeting

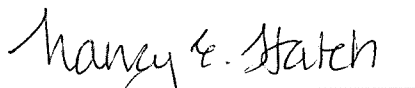
The Commission resumed the public meeting at 8:27 pm.

There was nothing to report from the in-camera session.

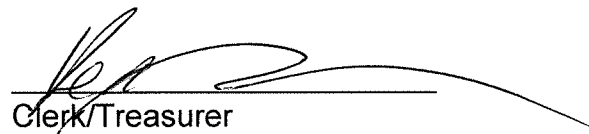
13.0 Commissioner Roundtable – Nil

14.0 Adjournment

The Chair adjourned the Meeting at 8:28 pm.



Commission Chair
Nancy Hatch



Clerk/Treasurer
Heather McCallum



**Municipal Affairs and Housing
Office of the Minister**

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May 15, 2023

Mayor Brenda Chisholm-Beaton
President, Nova Scotia Federation of Municipalities
Suite 1106, 1809 Barrington Street
Halifax, Nova Scotia
B3J 2K8

Dear President Chisholm-Beaton,

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2024-2025 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Additionally, you will find as an appendix to this notice a listing of other related initiatives that departments feel municipalities should be made aware.

DEPARTMENT OF JUSTICE

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2023-24 financial cost of this program is expected to be \$845,000 however the proration of the cost to municipalities will be reassessed upon the Department of Municipal Affairs and Housing's release of the "Uniform Assessment" for 2023-24.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the corresponding department for clarification.

DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE

Construction and Demolition Debris Regulation and Guideline Changes

As noted in the letter to the Nova Scotia Federation of Municipalities on January 4, 2023 (which was a supplement to the notice for fiscal year 2023-24), the Province has approved changes to the construction and demolition (C&D) debris management in Nova Scotia.

These new measures are designed to ensure that C&D debris management (including disposal, storage, transfer, and processing) does not cause adverse environmental impacts. ECC completed a review of C&D debris management in response to fires and groundwater impacts that occurred at existing C&D debris disposal facilities, as well as community concerns about facilities that store, transfer, and process these materials. The review included engagement and consultation with municipalities, construction industry stakeholders, environmental groups, waste management stakeholders, and provincial government departments.

Amendments to the Activities Designation Regulations and the Solid Waste Resource Management Regulations mean that, starting on July 5, 2023, chemically treated wood will no longer be accepted for disposal at C&D debris facilities. Instead, these materials can be reused, repurposed, or disposed of in municipal solid waste landfills. Storage, transfer, and processing will continue to be permitted for treated wood.

As well, this fall, ECC engaged stakeholders on proposed amendments to the following guidelines:

- Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal;
- Solid Waste Management Facility Guidelines for Municipal Waste Transfer.

The guidelines outline details on siting, design, and operational requirements to prevent environmental impacts. Terms and conditions of approvals will outline further site-specific details, which will be developed case-by-case with the facility's respective ECC regional office.

The proposed amended guidelines include an implementation timeline for the ban on treated wood. The implementation of the ban will be staged by having education compliance during the first year to reduce costs associated with adhering to the ban. Municipalities were engaged on this approach during the fall targeted engagement sessions.

In addition, facilities storing, transferring, or processing C&D debris will now require an operating approval from ECC. Previously, only C&D debris required an operating approval. Amending approvals to include C&D transfer, process and storage will be required by July 5, 2023, but any significant terms and conditions will have staged timelines to allow for one year notice. Please note that any new facilities (brand new sites; not currently operating) and expansions of current disposal sites would be subject to requirements starting July 5, 2023.

Coastal Protection Act

As indicated in last year's letter, it is possible municipalities will incur incremental costs related to implementation of the *Coastal Protection Act* and *Coastal Protection Regulations* in the coming fiscal year. Nova Scotia Environment and Climate Change (ECC) is providing notice of changes which will be required in building permit approval and compliance processes once the *Coastal Protection Act* is proclaimed. This legislation will provide consistent, province-wide protection for our coast by restricting development and related activity where structures will be at risk from coastal flooding and coastal erosion, or where they will cause unnecessary interference with or damage to coastal ecosystems.

Once proclaimed into law, this legislation would create a Coastal Protection Zone, within which the regulations apply. Municipalities would be allowed to issue a building permit for structures within the Coastal Protection Zone if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback certified by a designated professional. This will require modifications to municipal administrative processes for building permits.

Subject to the final form of the regulations, it is anticipated that the municipality will be expected to determine whether the proposed location of the construction is located within the Coastal Protection Zone and whether the regulations apply to the general type of construction and/or the type of structure to be built or expanded. If the regulations apply, the municipality may be required to determine whether the proposed location is above the minimum building elevation prescribed in the regulations and upland of the horizontal setback certified by the designated professional in a coastal erosion risk factor assessment report accompanying the permit application. They also may be required to ensure the designated professional is a member in good standing of the relevant professional body at the time the report was signed.

It is expected that the responsibility for competent, accurate and objective certification of the horizontal setback will rest with the designated professional, with forms and a standard methodology for determining the setback prescribed by regulation and provided by ECC.

Specifics regarding which professional groups will qualify to provide the certification, standards, forms to be used, and other administrative details will be set out in regulations. ECC expects to support municipal officials with training, support materials and digital mapping resources to help interpret the regulations and where they apply.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr". The signature is fluid and cursive, with the first name "John" being larger and more prominent than the last name "Lohr".

Honourable John Lohr
Minister of Municipal Affairs and Housing

Appendix A:

DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS

Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA), which covers internal trade within Canada. Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

Thresholds were last updated on January 1, 2022, and are as follows:

	CETA Thresholds	TCA	CFTA Thresholds
Goods	\$366,800	\$366,800	\$121,200
Services	\$366,800	\$366,800	\$121,200
Construction	\$9.1M	\$9.1M	\$302,900

The next update will be posted in December 2023 for calendar years 2024 and 2025. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. We will advise as soon as we receive updated information.

Municipal officials may contact Intergovernmental Affairs, Trade Policy, with any questions related to municipal procurement obligations under trade agreements.

DEPARTMENT OF JUSTICE

RCMP Collective Bargaining Agreements

The RCMP National Police Federation's collective bargaining agreement with the federal government will expire on March 31, 2023, and new contract negotiations are expected to begin. In addition, labour contract negotiations are ongoing for RCMP telecom operators and intercept monitoring employees for the period April 1, 2016, to March 31, 2023. The cost implications and its future impacts cannot be determined until these negotiations have settled. We will monitor the situation closely and keep municipalities up to date as the process moves forward.

The Accessibility Act

Work is underway on the development of the accessibility standard for the built environment. There will be an opportunity for municipalities, villages, and Nova Scotians to provide feedback or input once the standard has been drafted. The goal is to make the regulations effective in 2024. A compliance and enforcement framework has been approved. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the Accessibility Act and standards that impact revenue or expenditures.

Amendments to the Part XX of the Municipal Government Act

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021 directs the Minister to [a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy legislation, Part XX of the Municipal Government Act will be updated at the same time.

DEPARTMENT OF ECONOMIC DEVELOPMENT

Peggy's Cove Commission Act

A review is seeking to modernize the role and administration of the Peggy's Cove Commission. While it is too early to speculate on the outcomes of the review, given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act, or to the administration of it, could have an impact on the municipality, for example shifting responsibility for planning approvals.

Community Economic Development

The Department's mandated review of structures and mechanisms to support economic development includes reviewing the current structure and function of the Regional Enterprise Networks (RENs). Over the past several months, the Department has been engaging with the RENs, municipalities, sector and business leaders in communities across Nova Scotia to ensure the best model for community economic development in Nova Scotia. The outcome of this review has the potential to impact the existing REN model, and therefore our municipal funding partners.

DEPARTMENT OF NATURAL RESOURCES AND RENEWABLES

Feeding Wildlife

The department is currently undertaking consultations on regulations pertaining to the feeding of wildlife, with a goal of introducing regulations in 2023. It is possible there will be impacts on municipalities in relation to green bins and garbage handling, but it is too early to say definitively, and the actions may be limited to supporting NRR's public education efforts. As we complete consultations and move into the regulation writing phase, municipalities will be kept informed.

**Village of Chester Commission
Clerk/Treasurer Activity Report
June 14, 2023**

May was a very busy month, particularly around the Election and the Audit as well as preparations for the summer season openings of facilities.

- **Special Thanks:** Our volunteer firefighters more than proved their value to the community with their mutual aid assistance in fighting the unprecedented wildfires. Their courage and dedication make us particularly proud to work with them at the Village Commission.
- **Election:** In accordance with the Election Policy, ads were posted in the newspaper, online, and around the Village with the Notice of the Election and Call for Nominations. Documents and content were updated on the website.

There were two candidates who submitted nomination forms on Nomination Day (May 31, 2023), but one later withdrew his candidacy. Gloria Nauss was therefore elected by acclamation and sworn into office on June 8th. She is attending her first Commission Meeting tonight. Welcome, Commissioner Nauss!


- **2023 APM:** The Annual Public Meeting took place on June 6, 2023 here at the Village Office. The meeting was a wonderful opportunity to hear about the accomplishments of 2022/23. The meeting video is up on our YouTube channel and is only 35 minutes, so I encourage everyone to take a look:
https://bit.ly/YouTube_villageofchesterns
- **Facilities:** The Public Washroom was opened on May 1st and will be available 8am-8pm until Remembrance Day.

Preparations are underway for the Lido Pool re-opening planned for the end of June. Swimming lessons are on a slightly different schedule this year and will be two four-week sessions beginning July 10th. We are in dire need of lifeguard staff, however, so our eventual opening hours may be affected.

Extra green bin collection for summer began the beginning of June.

- **Agreements:** The Village re-signed with the Municipal Joint Services Board for IT Services, as well as awarded the Flower Baskets RFP to Kerry Keddy, who has performed this service previously.

- **Meetings:** I attended a provincial briefing for municipalities and villages on our requirements under the Dismantling Racism and Hate Act organization meetings; more on this later in the agenda.



Heather McCallum
Clerk/Treasurer

**Village of Chester Commission
Clerk/Treasurer Financial Report
June 14, 2023**

- **Scotiabank:** The April bank statement is reconciled; the end of the statement the bank account balance was \$323,650.95 as of April 30, 2023. Online review shows that since April 30th there have been bank deposits of \$283,029.44 (which includes the Q1 tax revenue) and expenses of \$93,843.10 for a bank balance on May 31st of \$512,837.29.
- **2022/23 Audit:** The Audit Committee met to review the 2022/23 audit on June 1, 2023. The auditor from Morse Brewster Lake presented the consolidated financial statements at the Annual Public Meeting on June 6, 2023, where the Commission accepted the report and approved the signing of the financial statements. The Village ended the year in good fiscal health, recording a surplus of \$191,898 for 2022/23. Per the Municipal Government Act, any surplus must be re-invested in reserve funds rather than “rolled over” into the next fiscal year.
- **Community Grants:** This was the most successful year on record for grant applications, with the requests totalling more than triple the amount of funds available. This demonstrates an exciting level of activity in the community around special events and tourism pursuits. Congratulations to the Chester Municipal Heritage Society (\$3,000), Chester Art Centre (\$2,500), Chester Playhouse (\$2,500), Chester Merchants Association – Village Christmas (\$1,000), and Chester Race Week (\$500).
- **HST:** The application for the provincial HST Offset Program was submitted for the HST assessment for 2021/22. The amount the Village may receive from this program is not a fixed amount but is divided among the applicants. We are still awaiting a reply from Canada Revenue to allow staff to complete the VOC’s HST Return.



Heather McCallum
Clerk/Treasurer

**Village of Chester Commission
Request for Decision**

Topic: RFP for Chester Fire Station	Date: June 14, 2023 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: See attached Request for Decision from the Municipality of the District of Chester (23 pp), which was on the Municipal Council meeting agenda of June 8, 2023. <ul style="list-style-type: none">• The RFP document was reviewed by the Chester Fire Services Committee at a special meeting on May 17, 2023. Their feedback was captured in this draft of the RFP.• The Village Clerk/Treasurer and Chair had the opportunity to review and provide feedback on the draft Request for Decision before it went to Council. Council approved the RFP on June 8 th . Pending approval from the Village, MODC staff will proceed to manage the procurement.	
Background: See attached Request for Decision from MODC.	
Options: <ol style="list-style-type: none">1. Approve the RFP document and the initiation of procurement.2. Do not approve the document and request further changes or review.	
Considerations: Please note the “Implications – Financial/budgetary” noted on the MODC Request for Decision (p. 2) regarding the multi-year nature of the project.	
Recommendation: Staff recommend Option 1.	
Draft Motion: <i>That the Village Commission approve the “Request for Proposal: Conceptual Design and Project Management Services for Chester Fire Station” document and the initiation of procurement.</i>	



REQUEST FOR DECISION

REPORT TO: Village of Chester Commission & Municipal Council
MEETING DATE: June 8, 2023
DEPARTMENT: Corporate & Strategic Management
SUBJECT: RFP for Chester Fire Station
ORIGIN: Chester Fire Services Committee

Date: June 1, 2023

Prepared by: Erin Lowe, Deputy CAO, MOC

Date: June 5, 2023

Reviewed by: Heather McCallum, Clerk/Treasurer, VOC

Tim Topping, Director of Financial Services, MOC

Tara Maguire, Deputy Chief Administrative Officer, MOC

Date: June 5, 2023

Authorized by: Tara Maguire, Deputy Chief Administrative Officer, MOC

RECOMMENDED MOTION

Subject to approval of both the Chester Village Commission and Municipal Council, approve the Request for Proposals document and direct staff to initiate procurement.

CURRENT SITUATION

A scope of work for Conceptual Design and Project Management Services for the Chester Fire Station has been prepared. This scope of work has been developed with and reviewed by members of the Chester Fire Services Committee. Scope of work to be approved by the Village of Chester Commission and Municipal Council.

BACKGROUND

The Chester Volunteer Fire Department (CVFD) provides fire protection and emergency services for Electoral Districts 3,7 and part of 1 within the Municipality of Chester.

The Chester Fire Services Committee has been formed as a partnership between the Village of Chester and the Municipality of Chester for the delivery of fire protection and emergency services. One of the objectives for the Committee is to develop recommendations for a new Fire Hall to serve the communities within their Fire District.

To supplement internal resources of the CVFD, the Committee is seeking engagement of outside expertise to work with the Fire Department and the Committee in the development of conceptual plans and cost estimates for a new firehall. The consultant must contribute experience, discipline, and resources to minimize the inherent risk in capital project delivery.

DISCUSSION

The proposed scope of work is limited to the development of conceptual designs and estimated costs to build a new fire hall station to meet the current and future needs of the CVFD and the communities served. The proposed scope of work includes eight components (described in further detail in the Request for Proposals document in **Appendix A**):

1. Site analysis
2. Programming

3. Conceptual Design
4. Design Review and Revision
5. Design Documentation
6. Design Presentation
7. Project Cost Estimation
8. Project Schedule Development

Once approved by both the Village and the Municipality, procurement support for this project will be provided by municipal staff.

The Committee will review the proposals received and will provide a recommendation to award to a consultant to be approved by the Village Commission and Municipal Council.

The Committee will be responsible for the management of the consultant to ensure project deliverables are met. Village of Commission staff will be considered support for this project with municipal staff pulled in on an as-needed basis.

The final report will be brought back with next steps determined to be approved by the Village Commission and Municipal Council.

OPTIONS

1. Subject to approval of both the Chester Village Commission and Municipal Council, approve the Request for Proposals document and direct staff to initiate procurement.
2. Do not approve and provide further direction to staff.

IMPLICATIONS

By-Law/Policy

N/A

Financial/budgetary

\$50,000 for this project is included in the joint fire services budget for this fiscal year. The Committee anticipates this to be a multi-year project with the total contract likely costing between \$100,000 and \$150,000.

Environmental

N/A

Strategic Priorities

The Conceptual Design and Project Management Services for the Chester Fire Station will assist the Municipality in advancing the following Priority Outcomes of the 2021-24 Strategic Priorities Framework:

Priority Outcomes: Governance & Engagement

1. Ensure municipal service delivery is efficient and effective, communicated and accessible.

Priority Outcomes: Healthy & Vibrant Communities

1. Ensure residents have access to facilities, natural assets, programs, and services that enrich a quality of life and provide safe communities for residents and visitors alike.

Priority Outcomes: Infrastructure & Service Delivery

1. Develop and implement evidence-based plans for future infrastructure and service needs, along with related funding models, to accommodate sustainable growth and levels of service.
2. Create efficiencies through innovative service delivery, and proactive maintenance and operations of existing infrastructure.

Has Legal review been completed? ___ Yes X No ___ N/A

ATTACHMENTS

1. Request for Proposals for Conceptual Design and Project Management Services for Chester Fire Station.
2. CVFD Operational and Departmental Requirement List for a New Fire Hall

Request for Proposal (“RFP”):

Conceptual Design and Project Management Services for Chester Fire Station

BACKGROUND

The Chester Volunteer Fire Department (CVFD) provides fire protection and emergency services for Electoral Districts 3,7 and part of 1 within the Municipality of Chester in Nova Scotia.

The Chester Fire Services Committee has been formed as a partnership between the Village of Chester and the Municipality of Chester for the delivery of fire protection and emergency services. One of the objectives for the Committee is to develop recommendations for a new Fire Hall to serve the communities within their Fire District.

To supplement internal resources of the CVFD, the Committee is seeking engagement of outside expertise to work with the Fire Department and the Committee in the development of conceptual plans and cost estimates for a new firehall. The consultant must contribute experience, discipline, and resources to minimize the inherent risk in capital project delivery.

SCOPE

The initial contract will be limited in scope to the development of a project plan to build a new fire hall station meeting the current and future needs of the Chester Volunteer Fire Department and the communities served. With a successful outcome of approval of the first phase of conceptual design and costs and if the project was approved to proceed, the incumbent would be encouraged to submit a proposal for the next phase of project development. Project continuity would be taken into consideration when moving to the next phase.

The project plan and final report must include the following components:

1. **Site analysis:** You would need to conduct a thorough analysis of the proposed site where the fire hall will be constructed. This would involve examining the topography of the land, soil conditions, drainage patterns, and other relevant factors that could impact the design of the building.
2. **Programming:** You would need to work closely with the CVFD to refine their specific needs and requirements for the new fire hall. The department has completed significant work to identify their current and future needs. The consultant would work with the CVFD to ensure that needs are reviewed and incorporated into the conceptual plan. This component would also include a community consultation with the communities served by the Fire Department to determine if there were any community needs that would make sense to include in the project such as a community room, offices or training spaces.
3. **Conceptual Design:** Once the programming is complete, you would need to create a conceptual design (building & site design, floor layout) that meets the needs of the CVFD and the Committee and fits within the constraints of the site. Consideration must be given to materials, accessibility requirements, structural systems, mechanical and electrical systems, and building code requirements. This would typically include preliminary site plans, floor plans, elevations, and/or 3D renderings that illustrate the overall design concept and layout.

4. **Design Review and Revision:** The consultant would review the conceptual design with the client and other stakeholders, gather feedback, and make any necessary revisions or refinements to the design based on feedback received.
5. **Design Documentation:** Once the conceptual design is finalized, the consultant would provide documentation that clearly illustrates the design intent and provides guidance for further design development. This may include annotated drawings, design narratives, and/or specifications that outline materials, finishes, and other important design details.
6. **Design Presentation:** The consultant would present the conceptual design to the client and other stakeholders in a clear and compelling manner, using visual aids such as renderings, diagrams, or other graphics as appropriate.
7. **Project Cost Estimation:** The consultant would provide a preliminary cost estimate for the project based on the conceptual design, which would help the client to evaluate the feasibility of the project and make informed decisions about design options and alternatives.
8. **Project Schedule Development:** The consultant would develop a preliminary project schedule based on the conceptual design, which would help the client to plan for key milestones and anticipate potential project risks or delays.

The consultant is expected to:

1. Lead a detailed engagement process with the CVFD and the Committee that will determine and take into consideration current conditions and future needs of the Fire Department, Municipal Council, Village Commission, community and permitting authorities (Local, Provincial and Federal).
2. Propose additional consultant(s) as necessary and manage any consultant so engaged.
3. Develop a conceptual capital project budget (Class D +/- 20%), on the conceptual designs developed and identify potential risks to the project and potential mitigation measure(s) for each risk. Identify costs for mitigation described.
4. Provide a Communication and Engagement strategy for communicating developments and feedback from stakeholders and the general community.
5. Prepare required reports, presentations and information packages to facilitate effective and productive public consultation and subsequent financial investment decisions.
6. Make recommendations on Construction Delivery Method (Construction Management, Design-Bid-Build, Design-Build) and recommend a Contract Type (Fixed Price, Cost Reimbursable, Unit Price) and project management plan.
7. Provide regular reporting and accountability to the CVFD, Committee and Municipal and Village Administrators.

KEY DELIVERABLES

EXISTING CONDITIONS REPORT

For several years, the Fire Department has expressed the fire hall in its present condition does not meet the needs of the fire department. They have prepared several documents outlining current deficiencies and defined some critical needs for the future.

Through review of existing reports and consultation with the Committee and CVFD, an existing facilities conditions report will include an assessment of the current compliance to code applicable to new or renovated buildings and critical deficiencies to current fire hall design trends, standards and best practices.

Assessment of current facilities as a minimum would identify:

- Challenges of existing fire station, age, space, operating and maintenance costs
- Adequacy of facilities including showers, washroom facilities, decontamination facilities etc.
- Requirements for bay and doors and heights and room on apparatus floors
- HVAC requirements for proper ventilation and pressurizations
- Electrical (lighting, power, emergency lighting, and fire alarm)
- Lack of storage space and dedicated functional rooms,
- Access and road conditions, emergency response issues e.g. road conditions within Village area access to highways, closures etc.
- Entry and exit of site (lack of traffic and parking control)
- Current seismic design for emergency response facilities
- Sprinkler systems to protect life safety and apparatus in case of fire.
- Accessibility standards and toilet/shower/locker facilities for female fire fighters or staff
- The existing conditions report should make recommendations and draw conclusions on the adequacy of the existing building.

CONCEPTUAL DESIGNS FOR NEW FIRE STATION

The CVFD has completed an initial needs assessment for the new fire hall. This report is presented in Appendix A.

The Consultant will review this report and other existing fire hall needs assessments and through consultation with appropriate architectural and engineering staff and site visits develop and provide recommendations concerning firehall space and operational requirements and conceptual designs. The needs assessment will explore possible opportunities for partnerships with other community or municipal organizations and should include engagement with the community served by the department.

An assessment of the current and future operations of the Fire Department will include a review of current and future services expectations (i.e. number and type of emergency calls, corresponding functional requirements at the station, expected staffing level at the station for both volunteer response and any future paid staff).

OCCUPATIONAL HEALTH AND SAFETY CONSIDERATIONS

Fire service personnel are at an increased risk of certain cancers or other long-term health conditions as a part of their service, so it is imperative that they are provided with equipment and protective measures to reduce the likelihood of disease later in life.

Consultation with fire service personnel regarding operational considerations that would require safety infrastructure.

Hazardous Substances: Suitable facilities shall be available to cleanse contaminated body areas.

Ventilation: Adequate ventilation and air filtration

Washing and Emergency Washing Facilities: washing facilities to be provided based on an assessment of the hazards in the work place.

Work Clothing and Accommodations: suitable decontamination and changing area and facilities to handle contaminated clothing and equipment.

CLIMATE CHANGE RESILIENCE, AND ENERGY EFFICIENCY

The design of the new fire hall, including site selection, should include climate change, resilience, and energy efficiency considerations. This will enable cost savings, through energy efficiency measures, improved resilience to climate impacts and position the fire service to be able to safeguard these facilities potential hazards

Climate Change and Resilience

Evaluation of climate change risks, flooding, drought, severe weather etc.

Energy Efficiency

Evaluation of energy efficient and sustainable design and operating expenses e.g. high insulation values, efficient heating and ventilation systems, windows, doors, lighting, water usage, etc.

Design as in compliance with National Energy Code of Canada, latest edition or other Provincial codes. Green building measures to be considered including the use of geothermal and other potential solutions.

Meeting criteria of possible efficiency grants.

ARCHITECTURAL CONSIDERATIONS

Buildings are to be designed in accordance with the latest editions of the National Building Codes in force. The Station will be a centerpiece of the community, showing it to be a safe place to live and work. Municipal streetscape design guidelines to be incorporated.

FUNCTIONAL REQUIREMENT CONSIDERATIONS

Analysis of current call volume and registered services and estimates for future service needs will be required to provide baseline requirements as to number of apparatus bays etc. Reference should be made to current risk assessment studies for fire flow requirements and associated apparatus and equipment.

Clean Area vs. Dirty Area Separation

Fire service buildings are to be separated into a dirty area (e.g. apparatus bay) and a clean area (e.g. office and support space). This is an important distinction to prevent potential contaminants from being transferred from the dirty area of the building to the clean. Typically, there would be positive air pressure in the clean areas of the building and negative pressure on the dirty sides.

Equipment Storage and Maintenance Space

The equipment storage and maintenance space must be organized, easily accessible and durable.

Consideration should be given to the different types of response equipment in use by the fire department, and the equipment's specific storage requirements.

A separate outbuilding structure may be a suitable choice in instances where specific response equipment is used only seasonally and is not required to be maintained in a heated building.

Apparatus Bays

The number, dimensions and type e.g. Drive-through: Double deep, wash bays, repair bays must meet the requirements of the fire service operations.

The structure of apparatus bay is to maintain the appropriate separation distances. Columns in apparatus bay should be avoided if practical, depending on specific building structural requirements and the operational requirements of the fire department.

Apparatus Bay Doors

An important feature of any fire service building is the clear height of the apparatus bay. Fire and rescue vehicles need to be able to drive in and out of the bay quickly without any obstructions. Clearance and ceiling heights must be considered along with the placement of building structure, columns and overhead beams.

The doors must be coordinated with the height and width of the largest vehicle entering the particular bay, and in consideration of the potential size and height of future vehicles.

Design and functionality should consider prevention of major heat losses from apparatus bays during response activities.

Fire Department Gear

Fire service personnel require specific equipment and systems to maintain their personal protective and fire response equipment to ensure that they are protected from harmful chemicals that are inherent to their tasks.

Sufficient space to effectively execute the proper wash procedure for SCBA breathing apparatus gear and other fire service equipment e.g. commercial washing machines and appropriate space for drying gear should be considered.

Best practice is to isolate bunker gear in a dedicated room to contain equipment off gassing and include an area for decontamination. Appropriate Decontamination and Laundry facilities should be considered.

SCBA Tank Fill

Filling SCBA cylinder tanks poses a safety hazard if the proper equipment is not in place. A defragmentation center must be provided if the fire station is to fill SCBA tanks. If a fill station is to be provided, it must comply with current regulations. Compressor equipment should be housed in a dedicated room, suitably sized for equipment service and operation. Room should be equipped with sound attenuation if operational noise generated is expected to exceed OHS exposure limits.

Emergency Shower/Eyewash

Consideration must be given to the installation of emergency eye wash and drench shower facilities.

MECHANICAL

New buildings must meet the requirements of the National Building Code of Canada and all other applicable codes with proper consideration of safety and environmental impacts, and operational costs. Proper selection of mechanical equipment will have a considerable impact on the operational efficiency of the building and will ensure that the fire service personnel are provided with the levels of support and safety they expect.

HVAC and CONTROLS

All areas of the building are to be ventilated in accordance with applicable codes e.g. NFPA.

Proper ventilation for the apparatus bay is critical for ensuring that fire service personnel are not exposed to hazardous fumes. General exhaust and source capture systems, and gas detection and alarms are requisite parts of the overall safe operation for fire department infrastructure.

Mitigating the contaminants present and preventing the migration of any released contaminants to clean spaces is another important aspect. Consideration should be given to relative air pressurization of the clean vs. dirty sides of the building.

Fire Service Specific source capture (tailpipe) exhaust system for all internal combustion engines (gasoline and diesel) should be considered.

Equipment Drying Room to be provided with dedicated drying/dehumidification unit. Room sized as appropriate for drying all required PPE and other equipment,

Apparatus bay to be maintained at pre-determined temperatures and humidities. Destratification fans to be considered where apparatus bay ceiling height warrants. Mechanical cooling not necessarily required to be provided to apparatus bay. In-floor heating or other systems for Apparatus Bay could be evaluated.

Other occupied areas of building to be provided with heating/cooling suitable for occupant comfort.

PLUMBING SYSTEMS

Plumbing and services to be designed to code and accessibility standards, (potable and other water services, sanitary system, Domestic Hot Water Fixtures, toilet and shower facilities) to be provided. Usage efficiency to be reviewed.

Truck fills cisterns and dry hydrant systems are to be considered.

Drainage and water recovery systems should be considered.

ELECTRICAL

Electrical systems are to be designed and installed per Canadian Electrical Code (CSA 22.1), and any other codes and standards in force. Electrical systems to be used in the building are to consider efficient fixtures, equipment, and control schemes, where practical. Adequate provision for outlets supplying power to apparatus bays and equipment and office areas.

Provision of emergency power systems to be considered in conjunction with the community Emergency Management Plan and operations.

FIRE PROTECTION

Fire protection systems must conform to appropriate Codes and Standards, fire extinguishers, sprinklers if so determined, alarm systems, flammable storage areas.

BUILDING PROTECTION AND SECURITY

Security systems (internal and external) to be provided. Bollards to protect building or other infrastructure should be considered.

LIGHTING

Lighting levels to be provided as per code requirements for interior and exterior. Consideration should be given to high efficiency lighting and emergency lighting systems and efficient control schemes.

Charging stations for electric vehicles may be considered.

STORAGE AND UTILITY ROOMS

Storage and Utility Rooms (Mechanical, Electrical, Plumbing, HVAC, Sprinkler, Alarm, etc.) need to meet applicable code requirements.

Storage areas for Janitorial, tables/chairs, training equipment, Flammable and Hazardous Waste, EHS Supply should be considered.

Yard and site storage facilities should be considered.

Consideration should be given to Hose Drying and Storage facilities.

Fuel storage and filling stations are to be considered.

ADMINISTRATIVE

Meeting, training rooms and firefighter social rooms are to be considered.

Administrative Offices: Conference Room, Chief's, Officers' office, Office Support Workroom, Training Office, Records) are to be considered.

Consideration should be given to a physical fitness center for firefighters.

Depending on the future needs as developed, consideration should be given to firefighter sleeping accommodations.

Dispatch and Radio communications center to serve all operation needs, paging systems, TMR, VHF, satellite, internet, cellphone, radio towers and backup systems are to be considered.

Food preparation facilities for emergency personnel and communities are to be considered.

Depending on the possible partnerships considered, additional administrative offices and training facilities should be considered and outlined as options.

STRUCTURAL/CIVIL

Structural and civil aspects of the buildings are to conform to the National Building Code of Canada,

SITE SELECTION ANALYSIS

In order to objectively assess the suitability of the proposed location, a range of considerations need to be evaluated. Based on the conceptual design criteria the consultant will complete a site evaluation that reviews:

1. *Site Identification:* Site name, address, parcel ID ownership, assessed value, etc.
2. *Site Size and Usage:* lot size, current uses, buildings on site, etc.
3. *Site conditions:* site natural features, topography, soils, areas of critical environmental concerns, heritage sites, endangered species site, vegetation, flood plain mapping, vernal pools, wetlands, wildfire and other inherent risks, etc.
4. *Land entitlement matters:* restrictions, ownership, availability etc.
5. *Zoning and permitting:* zoning, setbacks, max building heights, abutting land uses, building and site design etc.
6. *Utilities:* potable water, overall water supply for apparatus filling and training, water, electrical, sewer etc.
7. *Site safety:* sight distances on access routes, traffic circulation and controls, road connectivity
8. *Environmental:* Habitat, surface water protection, ground water protections, aquifer zone,
9. *Specific site construction costs:* underlying structures and sub surface remediation, grading, slopes and other building restrictions.
10. *Potential neighbourhood and community concerns:* population densities, noise, traffic, future domestic and commercial growth etc.
11. *Communication systems*
12. *Potential impact on current Fire Underwriters Domestic and commercial fire gradings*

If it is determined the proposed site is not suitable, the consultant would provide alternate site selection matrices and recommendations.

ESTIMATE OF PROBABLE COST

Develop a conceptual capital project budget (Class D +/- 20%), delivery schedule and conceptual feasibility design complete with a report to enable a referendum and subsequent financial investment decision.

COMMUNITY ENGAGEMENT

The need for new fire stations is increasingly being scrutinized by many stakeholders. The success of a Fire Hall Project is dependent on building and maintaining public trust by transparency in the decision-making process and ensuring public input and engagement at all stages in the project roll-out process.

The consultant in conjunction with primary stakeholders will develop a “Communications & Engagement Plan” providing direction for communicating developments and feedback from stakeholders and the general community.

MANDATORY REQUIREMENTS

Project team to contain a minimum of:

- Professional Architect
- Professional Engineer

Registered and licensed by a governing body to practice in Nova Scotia

EVALUATION CRITERIA

	Rated Criteria Category	Weighting
1	Experience and Qualifications	25 Total Points
1.1	A brief description of the proponent.	5
1.2	<p>A description of the projects the proponent has previously delivered and/or is currently delivering, identifying the size of the projects and results achieved with an emphasis on</p> <p>Project descriptions should include knowledge, skills and expertise in the following areas:</p> <ul style="list-style-type: none"> • Experience relevant to the Deliverables particularly in fire and emergency services. Prior experience with Fire Hall or Public Safety Building projects will be a favourable consideration. • Ability to work collaboratively with various project stakeholders. • Experience representing local government at the Project Manager or Director level. • Demonstrated capabilities working on projects from \$5M to \$20M including similar sized work within the last 5 years. • Adherence to interim and final deadlines. • Demonstrated experience with standard form contract and <i>Municipal Specifications</i>. • Demonstrated familiarity with Canadian building, plumbing, fire and electrical codes. 	20
2	Methodology and Schedule	20 Total Points
2.1	A description of how the proponent will provide the Deliverables, which should include a work plan and an organizational chart indicating how the proponent intends to structure its working relationship with the Municipality.	20

3	Project Team	20 Total Points
3.1	The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.	20
4	References	15 Total Points
4.1	Each proponent is requested to provide three (3) references in the last 5 years from the projects described in 1.2. Including the name of each project reference, along with their phone number and email address.	15
5	Pricing	20 Total Points
	Total	100

Rating Criteria Scoring Scale

Score	Qualifier	Description
10	Excellent	Exceeds requirements with demonstrable benefits for the Municipality.
9	Exceptional	Full achievement of the requirements specified in the solicitation document for that criterion. Demonstrated strengths, no errors, weaknesses or omissions.
8	Superior	Sound achievement of the requirements specified in the solicitation document for that criterion. Some minor errors, risks, weaknesses or omissions, which are acceptable as offered.
7	Very Good	More than adequately achieves requirements specified in the solicitation document for that criterion. Some minor errors, risks, weaknesses or omissions, which which may be acceptable as offered or corrected/overcome with minimum effort.
6	Good	Admirable effort at achieving the requirements specified in the solicitation document for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
5	Adequate	Satisfactory achievement of the requirements specified in the solicitation document for that criterion. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.
4	Marginal	Minimally achieves the requirements specified in the solicitation document for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
3	Poor	Barely achieves the requirements specified in the solicitation documentation whereby major considerations are not addressed or so limited that it results in a low degree of confidence in bidder's ability to correct/overcome and make acceptable.
2	Inadequate	No achievement of the requirements specified in the solicitation document for that criterion. Existence of numerous errors, risks, weaknesses or omissions, which are very difficult or costly to correct/overcome and make acceptable.
1	Unacceptable	Totally deficient and non-compliant for that criterion.
0	No Response	Response totally absent or materially deviates from the criterion.

Equity & Anti-Racism Requirements for Public Bodies

Presentation for Municipalities and Villages



Land Welcome

We acknowledge that this event is taking place in Mi'kma'ki, which is the traditional and unceded territory of the Mi'kmaq and Maliseet peoples. This territory is covered by the Treaties of Peace and Friendship. We acknowledge that all land in Canada is the traditional territory of Indigenous People. As individuals who reside in Canada, we are all Treaty people, and all hold the responsibility to respect and honor these laws.



African Nova Scotian Acknowledgement

We acknowledge and request the presence of Mother Afrika and the ancestors whose teachings, strength and perseverance continue to challenge and inspire our community. We recognize that African Nova Scotians are a distinct founding people in Nova Scotia who have been a key part of the province's culture and history.

Ashe/ Ase



Brief Introductions



Housekeeping items

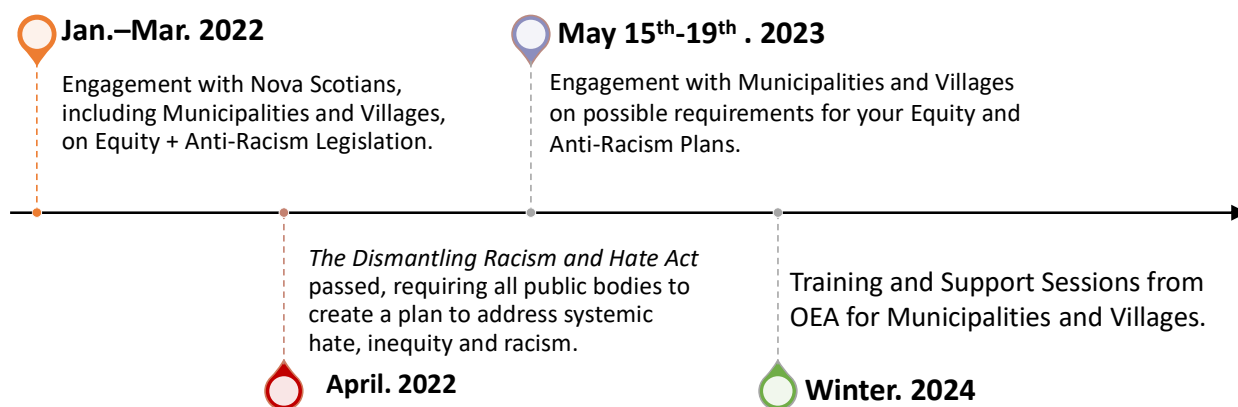


Background

- The Office of Equity and Anti-Racism Initiatives (OEA) works with other government departments, partners (like municipalities and villages) and communities to help lead and support government's anti-racism initiatives and promote equity in Nova Scotia. We work to identify and address systemic racism and inequity in government policy, legislation, programs and services.
- We can't do this work alone. We need to work together in order to address systemic racism and inequity in our province and make it safe place for all Nova Scotians.
- ***Dismantling Racism and Hate Act* requires all public bodies to create a plan to address systemic hate, inequity and racism.**
- OEA engaged with municipalities and villages while creating the Act and committed to reconnecting after the legislation passed to talk more about the equity and anti-racism plans that you'll need to create.
- Don't panic! No public bodies have been prescribed yet. We will be meeting again next winter to work on how to build your plans. We'll have a better idea of when the regs will be in place at that time.



Timeline



Proposed Equity & Anti-Racism Possible Requirements for Public Bodies

- 1. Initiatives to address systemic hate, inequity and racism, including initiatives to identify and remove systemic barriers that contribute to inequitable outcomes. Identification of barriers and suggested initiatives must be informed by community through engagement.**
 - This will include initiatives to assist underrepresented and underserved groups that are the most adversely impacted by systemic racism and inequity, including, but not limited to: Mi'kmaq, Indigenous African Nova Scotian, African Descent, 2SLGBTQ+ communities, persons with disabilities and newcomers.
- 2. Initiatives to advance anti-racism and equity. Initiatives must be informed by community through engagement.**
 - This will include initiatives to address the adverse impact of different forms of hate, inequity and racism including but not limited to: anti-Indigenous racism, anti-Black racism, ableism, antisemitism, Islamophobia, homophobia, transphobia and xenophobia.
- 3. Targets and indicators to measure the effectiveness of your plans.**
- 4. That the prescribed public bodies shall report on the plan annually in May.**
- 5. Prescribed Public Bodies will be required to refresh their plans every 6 years. Government commits to aligning this refresh cycle with the Accessibility Plan refresh cycle.**



Supports

- 1. Template and Toolbox**
 - We will be creating a template to guide what needs to be included. We will also have a virtual toolbox that you will be able to access as you put your plans together.
- 2. Training and Support from OEA**
 - We understand that this work is complex and can be challenging to navigate. We will be offering 3-4 workshops for municipalities and villages to help you build your plans in the winter (2024).
- 3. Collaboration is Encouraged**
 - When we connected last spring you told us that you would like to have the option to work together with other municipalities to come up with collaborative plans. We support you in doing that.
- 4. Building on Work Underway/Completed in this area is Encouraged**
 - If you have already been working on Equity and Anti-Racism/EDI Plans we encourage you to build off of that work.



How To Contact Us



EMAIL US

OEAENGAGEMENT@NOVASCOTIA.CA



CALL US

1-844-424-4897



Thank you! Questions?

