



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Council

Submitted by: Mayor Abraham Zebian

Date: June 25, 2024

Subject: Purchase of Combination Vacuum Truck

LEGISLATIVE AUTHORITY

Municipal Government Act

RECOMMENDATION or DECISION REQUEST

Council authorize staff to purchase one Combination Vacuum Truck for the quoted Canoe Procurement price of \$724,542.75, from Joe John Equipment, plus a \$15,000 contingency for a total of \$739, 542.75 plus net HST.

BACKGROUND

Committee of the whole (June 11, 2024) was presented a recommendation report for the purchase of a Combination Vacuum Truck that was approved in the 2024/2025 budget. Some discussion was had, and questions were asked but the committee did not forward a positive recommendation to council.

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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DISCUSSION

The Combined Vacuum Truck report was detailed and presented Committee of the Whole all the information on the purchase, costs, vendor, etc. I was left confused with the committee's decision and lack of direction going forward on this approved 2024/2025 budgeted item. So, it is being presented again for Council approval or change in direction on the item.

NEXT STEPS

TBD determined with council decision and direction.

FINANCIAL IMPLICATIONS

TBD with council decision and direction.

ALTERNATIVES

Council may not approve the recommendation.

Council may recommend something different.

ATTACHMENTS

COTW Report June 11, 2024

Asset Management Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

Staff await the discussion from Council. The truck was approved during the 2024/25 Capital Budget deliberations. Staff await any alternative direction provided by Council.

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by:

A handwritten signature in blue ink, appearing to read 'Mark Phillips', is written over a horizontal line.

Mark Phillips, Chief Administrative Officer



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐		Recommendation ☒		Decision Request ☐		Councillor Activity ☐	
Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐		

To: Committee of the Whole

Submitted by: 
Todd Richard, Director, Public Works

Date: June 11, 2024

Subject: Purchase of Equipment – Combination Vacuum Truck

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council authorize staff to purchase one Combination Vacuum Truck for the quoted Canoe Procurement price of \$724,542.75, from Joe John Equipment, plus a \$15,000 contingency for a total of \$739,542.75 plus net HST.

BACKGROUND

The equipment was identified and approved in the 2024-25 Capital budget. Public Works have had the opportunity to operate and explore current equipment that would meet our needs. Equipment suppliers have provided new demo units at our shop for our operations staff to review and explore the different options and controls for each unit. Staff have requested

pricing on applicable units that meet our specifications. Both suppliers are members of Canoe Procurement and have provided a firm quote.

Vendor	Canoe Procurement Quote	Delivery Date
SNY Solutions Inc. Dartmouth NS	\$737,091.36 plus net HST	Early 2025 TBD
Joe Johnson Equipment, Dartmouth NS	\$724,542.75 plus net HST	October 2024
Price Difference	\$12,548.61	

DISCUSSION

The recommendation is for a piece of equipment that will best meet our needs, follows our specifications and is chosen by many other municipalities and private contractors that utilize this equipment. The vendor recommended also has the shortest delivery time.

This specialized equipment will allow public works to improve and catch up on deferred maintenance due to lack of available resources and cost of contracting out this service. This equipment will service and maintain the following:

- 33 Sewage Lift Stations
- Over 1200 Manholes
- Over 106 Kilometers of Sewer and Storm Mains
- Over 800 Catch Basins
- 1131 Water Valves
- Numerous Tanks and Basins in Water and Sewer Facilities
- Storm water piped and ditch system maintenance including culverts
- Hydro Excavation for Water Utility work
- Reduce Sewer Odors by cleaning sewer mains that accumulate material
- Reduce Sewer Backups
- Assist with Emergency repairs of sewer mains and lift stations

NEXT STEPS

Pending approval of Council, staff would issue a Purchase Order to the successful vendor.

FINANCIAL IMPLICATIONS

Canoe Procurement was the utilized procurement method for this piece of equipment. The total cost of the equipment is \$755,625.63, after the HST rebate.

2024-25 Capital Budget – Vacuum Truck / Jet Rodder

2024-25 Cost	\$724,542.75
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Non-Recoverable Tax (4.29%)	<u>\$31,082.88</u>
Total 2024-25 Expected Cost	\$755,625.63
<i>2024-25 Roads Capital</i>	<i>\$200,000.00</i>
<i>2024-25 West Hants Water Capital</i>	<i>\$100,000.00</i>
<i>2024-25 Windsor Water Capital</i>	<i>\$100,000.00</i>
<i>2024-25 Sewer Capital</i>	<u><i>\$400,000.00</i></u>
2024-25 Total Budget Value	\$800,000.00
Variance (over budget)	\$44,374.37

Within the 2024-25 Capital Budget, this Combination Vacuum Truck is scheduled to be funded through long-term debt. As this piece of equipment has come in under budget, below is the proposed updated to the funding for it:

Department	Funding Source	2024-25 Budgeted Funding	Proposed Updated Funding
Public Works – General	Municipal Finance Division (long-term debt)	\$200,000.00	\$188,906.41
WHRM Sewer	Municipal Finance Division (long-term debt)	\$400,000.00	\$377,812.81
West Hants Water	Municipal Finance Division (long-term debt)	\$100,000.00	\$94,453.20
Windsor Water	Municipal Finance Division (long-term debt)	\$100,000.00	\$94,453.20

The Combination Vacuum Truck coming in \$44,374.37 under budget, allows the Municipal Utilities to borrow less, and to request long-term debt of \$33,280.78 less than budgeted for, creating an estimated \$2,838 annual savings in debt serving costs for the Municipality.

The estimated debt servicing for each utility will be \$8,055.78 and for the Municipality \$48,334.68.

ALTERNATIVES

1. Council may choose not to proceed with the equipment purchase.

ATTACHMENTS

Joe Johnson – Canoe Procurement Bid Price

SNT Solutions – Canoe Procurement Bid Price

CHIEF ADMINISTRATIVE OFFICER REVIEW

The equipment purchase is in alignment with the 2024-25 Capital budget approvals.
I support the recommendation.

Report Prepared by: 

Todd Richard, Director of Public Works

Report Approved by: _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: 
Todd Richard, Director of Public Works

Date: May 12, 2020

Subject: Asset Management Policy

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

RECOMMENDATION

It is recommended for Committee of the Whole to recommend to Council that:

Council adopt the proposed Asset Management Policy for the Regional Municipality.

BACKGROUND

Staff identified the need for a formal asset management program to effectively manage its' assets. In 2019, the Coordinating Committee for the Region of Windsor and West Hants released a Request for Proposal (RFP) to secure a consultant to undertake the project to develop an asset registry and an asset roadmap for the Regional Municipality.

DISCUSSION

Hatch was selected as the successful proponent to develop the Asset Management Program. As part of this contract, Hatch has worked with the Public Works Department to perform the following activities for the new Regional Municipality:

- Develop a complete Asset Registry
- Perform Gap Analysis of existing Asset Management Program
- Determine Current and Target Levels of Service
- Develop a Risk Analysis Matrix and Decision Matrix/Strategy
- Review and Recommendation of Asset Management Software Solutions
- Develop Asset Management Policy and Strategy

The proposed Asset Management Policy was developed by Hatch in a workshop session involving key staff from Public Works, Planning, Community Development, Finance, Administration, as well as members of previous Windsor and West Hants Council.

NEXT STEPS

If approved by Committee of the Whole and subsequently ratified by Council, staff will be able to utilize this Policy for evidence-based asset management decision making, prioritization of capital works, and establishing levels of service within the Regional Municipality.

FINANCIAL IMPLICATIONS

There are no direct financial implications for the adoption of this proposed Asset Management Policy.

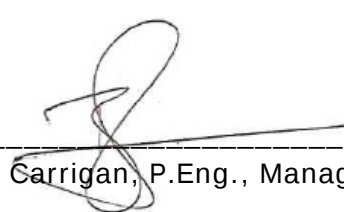
ALTERNATIVES

1. COTW may choose to revise and then adopt this Asset Management Policy with revisions.
2. COTW may choose not to adopt this Asset Management Policy.

Neither of these alternatives are being recommended to Committee of the Whole.

ATTACHMENTS

Asset Management Policy

Report Prepared by: 
Brad Carrigan, P.Eng., Manager, Capital Projects

Report Reviewed by: 
Todd Richard, Director of Public Works

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

ASSET MANAGEMENT POLICY

1. PURPOSE:

This Asset Management Policy provides the Regional Municipality with a framework for consistent and transparent decision making which considers strategic plans, budgets, service levels and risks respecting asset management.

2. STRATEGIC ALIGNMENT:

The principles in this Asset Management Policy and our asset management planning will align with the vision and values our community has been built on and the strategic direction we have planned for our community's future as outlined in:

- Municipal Planning Strategies
- Integrated Community Sustainability Plans

3. SCOPE:

This Policy applies to all assets currently owned and managed and under sole jurisdiction of the Regional Municipality, but does not apply to solid waste, street lights, Valley Community Fibre Network infrastructure, or fire services assets.

4. PRINCIPLES:

This Policy is based on guiding principles that reflect the overall purpose, goals and benefits of asset management planning.

4.1 Service Delivery to Customers:

The Regional Municipality will clearly define levels of service and apply asset management practices to maintain the confidence of customers, and balance community expectations and regulatory requirements with risk, affordability and available resources.

4.2 Holistic Approach:

The Regional Municipality will take an integrated and coordinated approach to decisions on infrastructure, maximizing value to the community; and will ensure that input is received from other key departments and key stakeholders when making decisions about renewing and replacing existing assets or building new assets.

4.3 Long term Sustainability and Resilience:

The Regional Municipality's asset management decision-making will consider the potential impacts of climate change, the needs of both current and future generations and potential challenges associated with changing community demographics and expectations related to service delivery.

4.4 Fiscal Responsibility and Asset Management Decision-Making:

ASSET MANAGEMENT POLICY

The Regional Municipality will choose practices, interventions and operations that aim to reduce the cost of asset ownership, while satisfying defined levels of service. Considerations will be given to all life cycle costs including the cost to build, operate, and maintain infrastructure during financial planning. All decisions are based on balancing service levels, risks and affordability.

4.5 Continuous Improvement:

The Regional Municipality recognizes the value of asset management planning in improving information for decision-making. To ensure Council is supported in making well-informed decisions based on good information and advice, the Regional Municipality strives to commit to:

- Support asset management awareness and training for staff and Council in accordance with their respective roles and responsibilities,
- Progress in the asset management process,
- Integrate asset management systems.

5. ROLES AND RESPONSIBILITIES:

Council is responsible for:

- Approving the Asset Management Policy,
- Articulating community values and defining priorities,
- Approving funding and resources to implement this Policy and associated requirements,
- Approving asset funding through multi-year and long-range financial plans.

CAO is responsible for leading implementation of the Asset Management Policy across the Regional Municipality.

Staff involved in asset management are responsible for observing the requirements of the Asset Management Policy.

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

(Signature of Municipal Clerk)

(Typed name of Municipal Clerk)

Adoption	
Notice to Council:	Date
Approval:	Date
Description:	