



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: West Hants Regional Municipality Council

Submitted by: Kathy Kehoe, Director Community Development

Date: July 16, 2026

Subject: West Hants Sports Complex LED Sign

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65, Powers to expend funds for a municipal purpose.

RECOMMENDATION or DECISION REQUEST

That Council:

1. Approve the award of tender WHRMCD26-04 to Mattatall Signs. for the Sports Complex Exterior LED Sign in the amount of \$77,158.83 plus applicable taxes to be funded through the Canada Community Building Fund.
2. Approves a contingency amount of \$7,715.88 (10%) plus applicable taxes for the project to be funded through the Canada Community Building Fund.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
--	--	--------------------------------------	--	-----------------------------------	---

In January 2023 WHRM Council recommended that a double-sided LED display board be included in the 2023/24 capital budget.

Due to ongoing communication with Windsor Agricultural Society as this installation will take place on lands owned by the society this work was not tendered until June 2026.

DISCUSSION

Included in the 2026-27 West Hants Regional Capital Budget for the West Hants Sports Complex LED sign project was \$80,000.

Tenders were called on the Provincial Procurement site on June 4, 2026, and closed on June 25, 2026.

Three proponents responded to the public tender, as follows:

Vendor	Purchase Price
New Century Sign Option 1	\$95,705.00
New Century Sign Option 2	\$97,228.00
Mattatall Signs	\$77,158.53
Scotia Sign Workx Lighting and Maintenance Services	\$89,220.03 - \$92,008.38

Sign mockup provided by Mattatal Signs:



NEXT STEPS

Upon approval, staff will proceed with issuing this tender to the low compliant bidder, Mattatall Signs.

FINANCIAL IMPLICATIONS

Posted to Procurement	June 11, 2026
Closing Date	July 9, 2026
Price Expiry Date	September 23, 2026

The contractor noted they will hold their price until September 23, 2026, as noted in the tender documents.

2026-27 Capital Budget – West Hants Sports Complex LED Sign

Tender Pricing	\$77,158.83
Contingency (10%)	\$7,715.88
Non-Recoverable Tax (3.86%)	\$3,276.16
Total	\$88,150.87
2026-27 Budgeted Value	\$80,000.00
Variance (over)/under	-\$8,150.87

The 2026/27 Capital Budget includes \$80,000 from the Canada Community Building Fund (CCBF) to support the LED sign at the Sport Complex.

With the increase draw from the CCBF fund, the balance is projected to be about \$1,300,331.69 as of March 31, 2027. After the five-year capital plan, the fund is expected to have a remaining balance of \$5,279.69.

Given the low projected ending balance, future funding decisions will need to be made carefully to ensure affordability and maintain financial flexibility.

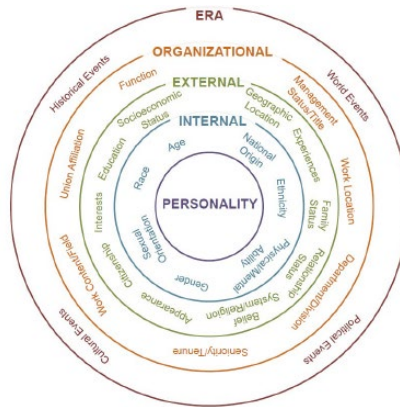
DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

Strategic Action #4 – Make municipal buildings and public spaces more accessible to people of all ages and abilities.

An electronic sign is an accessibility enhancement as it:

- Improves equitable access to timely public information.

- Supports inclusive communication for residents with low vision with high contrast and adjustable displays.
- Enhances emergency and public safety communication
-



ALTERNATIVES

1. Council may choose to no proceed with this project.
2. Council may choose to award this contract to an alternative proponent.

ATTACHMENTS

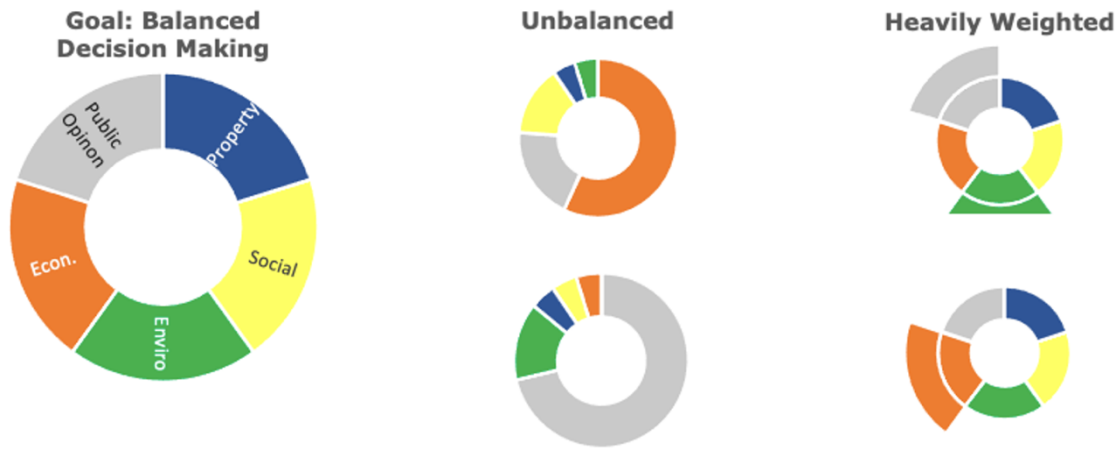
None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The proposal aligns with the 2026/27 Capital budget and planned Community Development projects.

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: _____
Kathy Kehoe, Director Community Development

Report Reviewed by: _____
Kevin Bennett, Manager, Parks & Recreation Facilities

Report Reviewed by: _____
Carlee Rochon, Director Financial Services

Report Approved by: 
Mark Phillips, Chief Administrative Officer