



Committee of the Whole Excerpts
December 2, 2025

30% DESIGN AWARD - STANNUS STREET STORMWATER MANAGEMENT EXCERPT

Recently the final version of the Windsor Stormwater Management Plan was presented at COTW on October 14 and at a Community Information Session on November 4. The final report includes a preferred integrated option and a master plan for construction phasing. Following the two public meetings it appeared like there was momentum to proceed with next steps, beginning with Stannus Street (identified in CBCL's report as the top priority). A 30% engineering design was recommended as the next phase, which will allow the approval process with Nova Scotia Environment and Climate Change (NSECC) to begin redirecting stormwater flow into the Tregothic Creek watershed.

The recommended motion was that Committee of the Whole recommends ...

COUNCIL APPROVE THE AWARD OF THE 30% DESIGN — STANNUS STREET STORMWATER MANAGEMENT — TO CBCL LTD. FOR THE PRICE OF \$60,000.00 BEFORE APPLICABLE TAXES.

COUNCIL APPROVE A DESIGN CONTINGENCY AMOUNT OF \$9,000 BEFORE APPLICABLE TAXES.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
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To: Committee of the Whole

Submitted by: *T. Richard*
 Todd Richard, Director of Public Works

Date: December 2, 2025

Subject: 30% Design Award — Stannus Street Stormwater Management

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council:

- 1. Approve the award of the 30% Design — Stannus Street Stormwater Management — to CBCL Ltd. for the price of \$60,000.00 before applicable taxes.**
- 2. Approve a design contingency amount of \$9,000 before applicable taxes.**

BACKGROUND

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|-------------------------------------------------|--------------------------------------------|----------------------------------------------------|------------------------------------|--------------------------------------|-------------------------------------------------|
| Property <input checked="" type="checkbox"/> | Public Opinion <input type="checkbox"/> | Environment <input checked="" type="checkbox"/> | Social <input type="checkbox"/> | Economic <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|-------------------------------------------------|--------------------------------------------|----------------------------------------------------|------------------------------------|--------------------------------------|-------------------------------------------------|

CBCL Ltd. (CBCL) recently presented the final version of the Windsor Stormwater Management Plan at COTW on October 14 and at a Community Information Session on November 4. The final report includes a preferred integrated option and a master plan for construction phasing. Following the two public meetings it appears like there is momentum to proceed with next steps, beginning with Stannus Street (identified in CBCL’s report as the top priority). A 30% engineering

design is recommended as the next phase, which will allow the approval process with Nova Scotia Environment and Climate Change (NSECC) to begin redirecting stormwater flow into the Tregothic Creek watershed. The main objectives for the 30% design are as follows:

- Estimate the frequency and volume of current combined sewer overflows from PS1 as well as from overflows from existing manholes onto streets and private property.
- Estimate the future frequency and volume of Combined Sewer Overflow (CSO) events from Cunnabel Creek to the proposed Tregothic Creek storm sewer and how these will decrease as the separation program advances.
- Confirm the alignment of the Tregothic Creek storm sewer.
- Confirm the general arrangement of the entire separated stormwater and sanitary system.
- Develop a project design brief that describes the design parameters and CSO overflows.
- Present the stormwater management plan to NSECC and identify any risk or additional requirements they may have to approve the project as the design advances.

DISCUSSION

On November 7, 2025, the Municipality received a proposal from CBCL for completion of the 30% engineering design. CBCL's proposed fee for this phase is \$60,000 + HST, with hourly rates consistent with their existing standing offer with West Hants Regional Municipality (WHRM).

Staff recommend that the 30% design phase be sole-sourced to CBCL. CBCL possesses detailed technical knowledge of the project and has completed all stormwater modelling and related engineering work during prior phases. Engaging a new consultant at this stage would require significant duplication of effort, additional cost, and added project risk. Also important to note: CBCL is currently in the process of designing the O'Brien Street Reconstruction project; this project will closely align with the Stannus Street project related to the stormwater engineering and design, therefore adding value by having the same consultant working on these two integrated projects.

This recommendation aligns with the provisions for Alternative Procurement outlined in the WHRM Procurement Policy, specifically:

- Item 3 – To ensure compatibility with existing products, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- Item 5 – Due to an absence of competition for technical reasons.

Additionally, the principles in Section 11 of the Procurement Policy (Entrenched Incumbent) apply. The potential change of supplier would not be advisable for economic and technical reasons and would cause significant inconvenience or substantial duplication of costs to WHRM.

NEXT STEPS

Following award of the RFP by Council:

- Sign Master Agreement with successful consultant.
- Issue Purchase Order to successful consultant.
- Project Engineer will be responsible for contract administration/management.

FINANCIAL IMPLICATIONS

2025-26 Capital Budget - Cunnabel Creek Storm Water Renewal Project

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|-----------------------------|------------------------------|
| Design Quote | 60,000 |
| Contingency (15%) | 9,000 |
| Non-Refundable Tax (3.86%) | <u>2,663</u> |
| Total Design Project | <u><u>71,663</u></u> |
| Budget | |
| Long-Term Borrowing | <u>250,000</u> |
| Variance (Over) | <u><u>178,337</u></u> |

The estimated debt services for this portion of the projects is 5,042.31.

ALTERNATIVES

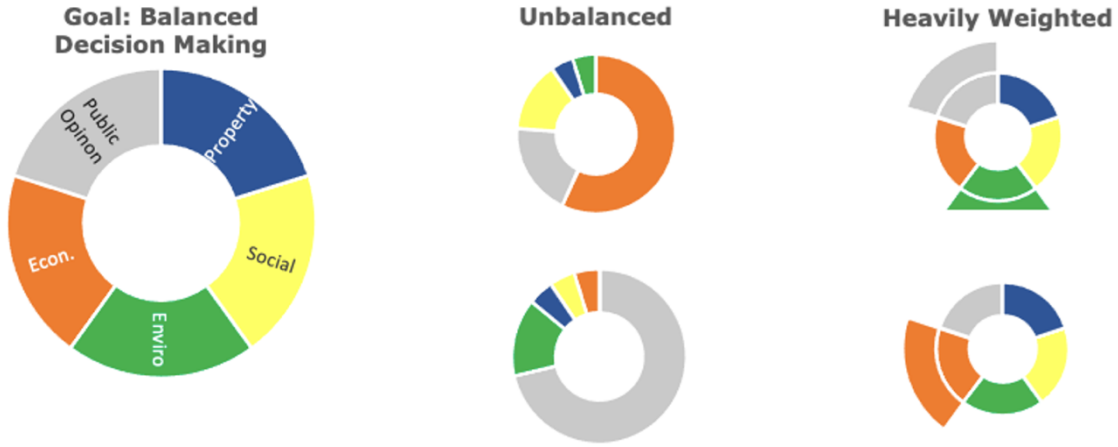
- Issue RFP to engineering firms on Standing Offer list. This option is not recommended. CBCL holds a significant technical advantage due to their previous work and detailed understanding of the project’s stormwater modelling and design requirements. Issuing an RFP would not align with the principle of fairness, as it would require other firms to invest time and resources to prepare proposals despite having a substantially lower likelihood of success.

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

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: Tim B
Tim Bouter, Project Engineer

Report Reviewed by: T. Richard
Todd Richard, Director of Public Works

Report Approved by: Mark Phillips
Mark Phillips, Chief Administrative Officer