



# Town Council Meeting

March 19, 2024

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### Call to Order

#### 1. Approval of Agenda

#### 2. Approval of Minutes

- a. Town Council Meeting, February 27, 2024
- b. Town Council In Camera February 27, 2024

#### 3. Comments from the Mayor

#### 4. Public Input / Question Period

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for 1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair
- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

#### 5. Motions/Recommendations from Special Committee of the Whole, March 19, 2024:



- a. RFD 015-2024: Welcome Centre Optional Upgrades - Metal Roof/Shower

## **6. New Business**

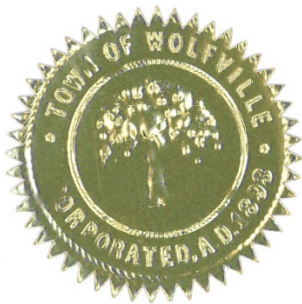
- Provincial Program Supporting Commercial Wine Bottlers Discussion

## **7. Regular Meeting Adjourned**



**PROCLAMATION**  
**PURPLE DAY FOR EPILEPSY**  
**MARCH 26, 2024**

- WHEREAS** **Purple Day** is a global effort dedicated to promoting epilepsy awareness in countries around the world.
- WHEREAS** epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and
- WHEREAS** one in ten persons will have at least one seizure during his or her lifetime, and
- WHEREAS** The public is often unable to recognize the common seizure types, or how to respond with appropriate first aid; and
- WHEREAS** **Purple Day** will be celebrated March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.
- NOW THEREFORE** Be it resolved that I, Mayor Wendy Donovan, of the Town of Wolfville, do hereby proclaim **March 26, 2024 “Purple Day”** in the Town of Wolfville, in an effort to raise epilepsy awareness in Canada.



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**Wendy Donovan**  
**Mayor**

## REQUEST FOR DECISION 015-2024

Title: Welcome Centre Optional Upgrades - Shower and Metal Roof

Date: Updated for March 19, 2024 (First presented February 27, 2024)

Department: Engineering & Public Works



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## SUMMARY

### Welcome Centre Optional Upgrades - Shower and Metal Roof

This report outlines options and recommendations for additional scope items for the Welcome Centre project. The proposed additional scope items include a barrier-free shower in the new building (at Council's request), and upgrading the proposed roofing materials to a standing seam metal roof, consistent with other Town-owned structures. The addition of a barrier-free shower addition involves internal layout and mechanical changes, but is not expected to affect the completion date. The metal roof upgrade supports a 50-year life cycle and aligns with Council's sustainability goals. The financial implications are an increase to the approved project budget of \$9,200 for the shower, and \$33,000 for the metal roof.

The general contractor obtained two additional quotes for the standing seam metal roof upgrade (details in section 10 of this updated report). The originally presented upgrade price remains the most cost-effective.

#### **MOTION #49-02-24 (CARRIED FEBRUARY 27, 2024):**

**THAT COUNCIL APPROVE AN INCREASE TO THE WELCOME CENTRE PROJECT BUDGET OF \$9,200 FOR THE CONSTRUCTION OF A BARRIER-FREE PUBLIC SHOWER IN THE NEW BUILDING.**

#### **MOTION #051-02-24 (CARRIED FEBRUARY 27, 2024):**

**THAT COUNCIL TABLE MOTION #50-02-24 TO COW MARCH 5, 2024**

#### **DRAFT MOTION (ON THE FLOOR THIS MEETING):**

**THAT COUNCIL APPROVE AN INCREASE TO THE WELCOME CENTRE PROJECT BUDGET OF \$33,000 FOR THE UPGRADE OF THE ROOFING MATERIALS FROM STANDARD ASPHALT SHINGLES TO STANDING SEAM METAL ROOF FOR THE NEW BUILDING.**

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 65 and 65A.

### 3) STAFF RECOMMENDATIONS

- Proceed with approving the increase to the budget to allow for the construction of a barrier-free shower in the new Welcome Centre building.
- Proceed with approving the increase to the budget to allow for the upgrade of the roofing materials from standard asphalt shingles to standing seam metal roof.

### 4) REFERENCES AND ATTACHMENTS

1. IR 025-2023 Welcome Centre Funding Breakdown and Project Scope
2. RFD 002-2024 Welcome Centre Design-Build Contract Award
3. Council Minutes, January 23, 2024
4. *Others in the above referenced documents.*

### 5) DISCUSSION

This RFD presents two optional additions to the project's originally contemplated scope – The construction of a barrier-free shower in one of the planned public washrooms, and an upgrade of the roofing materials from standard asphalt shingles to a standing seam metal roof, consistent with other Town-owned structures.

#### Barrier-Free Shower

At the request of Council on January 23, 2024, staff have requested that the design-builder include a barrier-free shower in the floorplan and design for the new Welcome Centre building, to be approved by contract change order. To adequately manage costs and schedule, the exterior footprint of the building will not be altered, though changes to internal configuration were considered and approved to fulfill this requirement. The design-builder presented staff with a revised floor plan and detailed divisional cost breakdown for adding the new shower to the scope. This change is not expected to have an impact on the anticipated completion date of the project.

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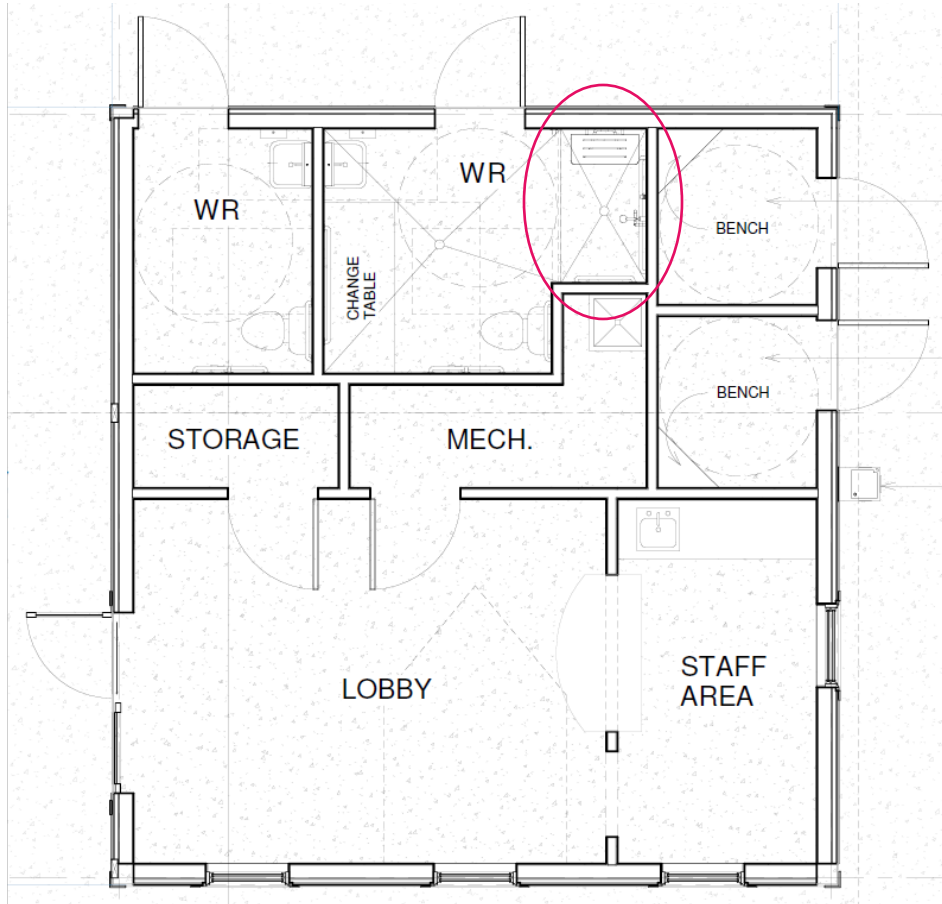


Figure 1: Revised Floorplan with Shower

### Metal Roof Upgrade

The Request for Proposals for the design and construction of the new Welcome Centre instructed proponents to present a design concept that met two key project constraints: a substantial completion date at the end of July 2024, and the approved budget at the time of tender. The design also had to meet the Town's basic requirements for the intended use of the space for the project to be feasible. Additionally, the design was to be compliant with as many of the Town's Design Guidelines as reasonably possible, and the finished product would have to be consistent with other Town structures to the greatest extent feasible. As such, the design-builder carried costs for a standard asphalt shingle roof, which was the most economical option, allowing for a proposal that met the key budgetary constraint.

Upon review, staff requested pricing for upgrading the standard asphalt shingle roof to a standing seam metal roof, similar to those found on other Town structures (such as the Dykeland Street Operations Building and other smaller structures throughout town). Anticipating a 50-year structure life cycle, this option would allow the building to be constructed with a "permanent" roof.

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### 6) FINANCIAL IMPLICATIONS

The addition of a **barrier-free shower** to the project's scope requires the approved budget to be increased by approximately **\$9,200**, to be funded by capital reserves.

The upgrade to a **standing seam metal roof** requires the approved budget to be increased by approximately **\$33,000** (to be funded by capital reserves), which includes a credit for the asphalt roof shingles that would not be purchased if this option was to be approved.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The upgrades and changes to the scope align with Strategic Directions (SD) from the 2021-2025 Strategic Plan, and Priority Initiatives (PI) as follows:

- **Social Equity** – The addition of a public shower provides a fair and just distribution of resources, opportunities, and privileges within our community, ensuring everyone has access to the same rights and opportunities, regardless of their background or circumstances.
- **Community Wellness** – A public shower is a supportive measure that will improve and sustain the overall health and well-being of the community as a whole, which is in alignment with the intent of Strategic Plan.
- **Climate Action and Environmental Protection** - By choosing a metal roof, the Town can demonstrate a commitment to environmental stewardship, energy efficiency, and a proactive approach to climate action, aligning with Council's broader sustainability goals and priority initiatives. Metal roofing is known for its sustainability and positive environmental impacts in the following areas:
  - **Longevity:** Metal roofing has a longer lifespan compared to traditional roofing materials, reducing the frequency of replacements, and associated environmental impacts. In this case, a metal roof is expected to last the entire anticipated useful life of the structure.
  - **Energy Efficiency:** Metal roofing reflects sunlight better than traditional roofing, reducing heat absorption and cooling costs. This results in lower overall life cycle energy consumption, and a smaller life cycle carbon footprint.
  - **Recyclability:** Metal roofs are highly recyclable at the end of their useful life. The recycled material can be used in the production of new roofing or other metal products, promoting a circular resource economy.
  - **Reduced Waste:** The durability of metal roofs results in less waste generation compared to shorter-lived roofing materials, contributing to a more sustainable life cycle waste management approach. Economical asphalt roofing materials have a typical useful life of 12 to 15 years in our climate, and would likely require two replacements over this building's anticipated useful life.

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### 8) COMMUNICATION REQUIREMENTS

Specific public communication requirements are not applicable at this time, though if a publicly available barrier-free shower is approved and constructed, a communication program and usage policy/procedures should be developed by appropriate staff.

### 9) ALTERNATIVES

**Barrier-free shower** – should Council decide not to proceed with this option at this time, that space in the washroom will be left unused. If a shower should be considered in the future, renovations would be required to provide the fixtures and finishes for a shower at a higher future cost. This option may also be reduced to approximately 30% of the proposed additional cost to provide only the rough-in plumbing at this time, thereby simplifying a future renovation scope to add the shower at a later date.

**Metal roof** – should Council decide not to proceed with the metal roof option at this time, a traditional asphalt single roof will be installed, as proposed in the initial design and construction proposal. A metal roof could be installed at a later date without major renovations when the asphalt shingle roof reaches the end of its useful life.

### 10) AMENDMENTS

For reading at the March 19, 2024 Special COW Meeting –

Per discussion when originally presented at the February 27, 2024 Council Meeting, the general contractor has obtained two additional subcontractor quotes for the contemplated standing seam metal roof upgrade option (summary below). **The originally presented upgrade price remains the most cost-effective.**

Subcontractor	Quote (Excl. HST)	Shingle Credit	O/H & P	Subtotal	Net HST	Total	Exclusions
TOP Construction	36,740	(8,000)	2,874	31,614	1,355	<b>32,969</b>	No
Markland Associates	47,500	(8,000)	3,950	43,450	1,862	45,312	Yes
Flynn Canada	49,709	(8,000)	4,171	45,880	1,966	47,846	No

Prepared by: Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

Date Revised: March 13, 2024