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**Information Item No. 1**  
**Audit & Finance Standing Committee**  
**September 17, 2025**

**TO:** Chair and Members of Audit & Finance Standing Committee

**FROM:** Brad Anguish, Acting Chief Administrative Officer

**DATE:** September 1, 2025

**SUBJECT:** **CAO Contract Amendment Reporting**

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**INFORMATION REPORT**

**ORIGIN**

This report originates from the ratification of a new Procurement policy 2022-012-ADM in November 2022. The Policy states the CAO may approve and sign contract amendments that exceed the thresholds detailed below, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

**EXECUTIVE SUMMARY**

As required by the Section 37(2) Procurement Policy 2022-012-ADM the CAO is to inform Audit & Finance of any approved contract amendments that exceed a 20% increase to the originally approved contract amount or \$20,000, whichever is greater.

- This is for information only and no action is required
- There is no risk involved as the award report(s) referenced have already been completed

**BACKGROUND**

The purpose of this report is to provide a listing of all CAO approved contract amendment reports.

2022-012-ADM allows for the CAO to approve and sign amendments that exceed the threshold of a 20% increase to the originally approved contract amount or \$20,000, whichever is greater, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

## **DISCUSSION**

All CAO contract amendment reports recorded in Attachment 1 are available for viewing from the Procurement Department. This excludes reports that are marked Private & Confidential.

## **FINANCIAL IMPLICATIONS**

The financial implications, including budget details and account details are outlined in the Financial Implications section of the individual reports as outlined in Attachment 1, and on file in the Procurement Department.

## **COMMUNITY ENGAGEMENT**

No community engagement was required.

## **LEGISLATIVE AUTHORITY**

### **Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

## **ATTACHMENTS**

Attachment 1 – List of approved CAO Contract Amendments.

### Attachment 1 - Approved CAO Contract Amendments

Project Name	Original PO Value	Cumulative Amendment(s) Value	Cumulative Percentage of Original Value	Discussion (summary)
RFP 23-159 PO 2070901586 – Design Services for Scotiabank Centre	\$230,000	\$ 142,725.00	62	This contract increase will accommodate the additional scope items which are client requested to mitigate risks.
21-166, Increase to PO 2070861908 Design Consulting Services - Beechville Lakeside Timberlea Recreation Centre	\$ 830,727.00	\$ 191,829.00	23.1	Previous changes in scope of work included additional civil work for the splashpad, a redesign of the reception desk, the addition of a playground area, a street pylon sign and a request for an additional Class B estimate to ensure accuracy of the original estimate. This project has been delayed past the original 16 months due to supply issues and unforeseen site conditions during excavation of the site. Organic material removal and replacement and rock breaking resulted in additional delays in construction. Some areas of the building also had to be redesigned due to delays in materials. As a result, the consultant has incurred additional contract administration costs as well as additional electrical, mechanical and civil fees.
21-414 RFQ Waverly Rd Roadside Barriers	\$ 58,660.88	\$ 19,286.82	32.9	A consultant was hired in the Spring of 2020 to complete a design for a replacement guiderail. This design involves widening the shoulder of the road to accommodate a proper guiderail design, and to accommodate this widened shoulder the bank fill slope will be modified by a combination of re-sloping and retaining wall installation. This re-sloping and retaining wall installation has led to some proposed infilling of adjacent Lake William, which has triggered the requirement of approvals from Nova Scotia Environment and Climate Change (NSECC) and subsequently Department of Fisheries and Oceans (DFO). Due to this environmental approval process timeline and the need for design changes and re-submission of environmental application information, construction of this project has not been commenced and likely will not be commenced until the 2026/27 construction season. Therefore, the barriers are required to be in place for up to another 12 months from the time that the current rental agreement expires, in July 2025. The construction of the guiderail replacement project is anticipated to start in the Spring or Summer 2026, at which time the barriers can be removed by a contractor who will be responsible for safety at the worksite until the permanent guiderail is installed.
2024-0304, Carroll's Corner Community Centre Renovation	\$ 513,718.00	\$ 102,695.00	19.99	These changes arose due to unforeseen site conditions, client requested modifications and design omissions.
23-159, Scotiabank Centre Digital Advertising and Public Address System	\$ 230,300.00	\$ 142,725.00	62	This contract increase will accommodate the additional scope items which are client requested to mitigate the risk of contractor conflicts.
2023-2114, Contract Administration – Alderney Gate 2nd Floor Renovation.	\$ 48,517.00	\$ 10,438.00	21.51	The cost of construction has come in under budget, allowing for the reinstatement of select design elements previously removed from project scope. Corporate Accommodations recommends including these low-cost enhancements to improve acoustics, visual interest and overall staff comfort. These elements align with the original design intent, HRM Corporate Accommodation design standards, and represent a cost-effective opportunity to enhance the workplace environment within the existing budget.
2024-0698, Scotiabank Centre Structural Steel for New Public Address System	\$ 99,999.00	\$ 21,773.00	21.8	During the steel installation, it was determined that several existing sound blankets in the arena bowl needed to be removed to accommodate the new structural steel and public address (PA) speaker installation. To complete the removals without delaying the overall PA system project, a change directive was issued to include a rental zoom boom and the necessary labour

Contract Amendment - Increase to PO 2070940579	\$ 50,996.00	\$ 22,768.00	45	The scope of work for the increase includes:Architectural Electrical, and Structural design, efforts for additional meetings, site visits, tendering support and construction administration and \$3000 contingency allowance.
2024-0109 Hornes Rd Bridge Replacement-	\$ 1,792,970.43	\$ 288,697.89	16.5	During construction 2024, it was determined that changes were required to the scope of work resulting from onsite conditions determined during construction and some final quantities were higher than the estimated amounts by HRM when the tender was issued. The majority of the work was completed in the 2024 construction season, however we were waiting on the details of utility relocations to confirm final quantities in the spring of 2025. A large percentage of the total overage was included in change order #3 Rock Breaking (approximately 9% and \$162,795.85 Net HST included). While excavating for bridge footings, the contractor encountered bedrock at a much shallower depth than what was indicated in the borehole data. Significant amount of rock needed to be removed in order to obtain the design elevation for bottom of footings including bedding material. Rock breaking was the choice for removal as opposed to drilling & blasting, or redesign of the bridge due to timelines associated with environmental permitting.
2024-0554 Evergreen House - Window Replacement	\$ 153,045.00	\$ 108,000.00	71	During construction, it was discovered that a second window along the South façade is allowing water ingress into the wall assembly. It is recommended that this second window be replaced as part of this contract to mitigate any further water damage to the facility. As the renovation project is currently underway, and it would be best to complete this additional scope while the contractor is mobilized at the museum to minimize future disruption and facility closure. This contract amendment would include the replacement of the second window on the South façade, along with the required cladding replacement and interior finish repair and an additional \$25,000 contingency
PO 2070922613 – Soils, Concrete and Asphalt testing at 10 Science Park Drive	\$ 47,590.00	\$ 77,786.00	163.5	Construction on this project started later than anticipated, pushing the underground work into winter conditions. As such, the contractor (Lindsay Construction) split the work into much smaller phases to manage the heating requirements to avoid frost invading the footing trenches. This phasing extended the overall duration of construction by only a couple of weeks, but it extended the duration of the earthworks contract by approximately 2 months. It also required many more site visits than were anticipated by Stantec when they provided their initial fee, since the work was broken down into smaller work packages. The amendment also includes a contingency allowance.
CAO Contract Amendment - Increase PO 2070943518 Civic Rink Repairs	\$ 49,955.00	\$ 40,000.00	80.2	A purchase order increase is required to pay for the extra work encountered during this project. The extra costs are for additional insulation and sand required to reinstate the rink.
Contract Amendment – RFP# 22-1229 Recreation Software	\$ 107,414.58	\$ 113,516.10	106	The goal of this Change Order is to extend the Barrington Senior Business Analyst resource to continue the transition to the Xplor Recreation software required for Parks and Recreation, working with the IT Business Analytics Developer to validate Legend and Xplor reports using Power BI with the primary focus to create reports within the Xplor application, where functionality exists