



P.O. Box 1749  
Halifax, Nova Scotia  
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**Information Item No. 2**  
**Audit & Finance Standing Committee**  
**November 25, 2025**

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

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

**DATE:** November 17, 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 - Contract Amendments

| Project Name                                                                                                                          | Original PO Value                          | Cumulative Amendment(s) Value                  | Cumulative Percentage of Original Value | Discussion (summary)                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Increase to Purchase Order 2070937269                                                                                                 | \$ 140,766.00                              | \$ 42,102.00                                   | 30.0                                    | The extent of the work was unknown at the time of the initial scoping exercise.                                                                                                                                                                           |
| 21-237 (Nova Scotia Power),22-224 (Brycon Construction,23<br>259 (Brycon Construction) Burnside Business Park Phases<br>13-1 and 13-2 | \$627,252.9<br>\$3,147,000<br>\$16,966,889 | \$405,112.12<br>\$564,640.00<br>\$4,307,187.86 | 64.6<br>17.9<br>25.3                    | Assorted cumulative change orders associated with power, lift station and development of 44 net acres of industrial lot inventory. The increase of \$405,112.12 to Nova Scotia Power's contract is exempt from the application of the Procurement Policy. |
| 2024-0652 Rental of One (1) Asphalt Recycler                                                                                          | \$57,000.00                                | \$ 32,490.00                                   | 57.0                                    | Increase in time to continue operations aligning with changes in asphalt plant opening days                                                                                                                                                               |
| PO 2070915731, Alterney Combustible Refuse Storage<br>Design Services                                                                 | \$ 18,487.00                               | \$ 22,122.00                                   | 120.00                                  | To include development of a bid package for the work                                                                                                                                                                                                      |
| 2024-0677, Public Works Needs Facility Assessment                                                                                     | \$ 129,210.35                              | \$ 22,308.48                                   | 17.30                                   | Additional Wrok including "test fit" of the ideal building and yeard space at 3825 Mackintosh Street and                                                                                                                                                  |
| 2024-0242, HR Success Factors Project Phase 2 - Technical<br>Implementaiton Partner                                                   | \$ 288,040.00                              | \$ 135,888.00                                  | 47.18                                   | This is a time and materials contract. Additional time was required for staff education, analisys of current state, and greater complexity of business requirements than originally estimated                                                             |
| 024-016, Peer Review and Layout for IMP Action Plan<br>Update                                                                         | \$ 23,151.49                               | \$ 26,587.39                                   | 115.00                                  | This is a time and materials contract. Additional time was required for staff education, analisys of current state, and greater complexity of business requirements than originally estimated                                                             |
| PO 2070945290, IT Field Support Services                                                                                              | \$ 24,717.00                               | \$ 22,848.00                                   | 92.40                                   | This is a temp staffing engagement. Additional time needed due to delays in full-time staffing                                                                                                                                                            |
| 22-169, Increase to PO 2070887951 - Acadia Centre HVAC<br>Upgrades                                                                    | \$ 981,049.00                              | \$ 205,132.00                                  | 20.90                                   | Changes to scope of work including \$5,000 contingency for unforeseen conditions                                                                                                                                                                          |



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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, Acting Chief Administrative Officer

**APPROVAL DATE:** October 6, 2025

**SUBJECT:** **CAO Contract Amendment – Increase to PO 2070937269**

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### **ORIGIN**

This report originates from a need to increase PO 2070937269 beyond 20% of its original award.

### **RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$31,152 (net HST included) to PO 2070937269 with Johnson Controls Ltd. with funding from CZ230100 HalifACT - Municipal Building Retrofits, as outlined in the Financial Implications section of this report.

### **BACKGROUND**

The original contract amount of \$140,786 (net HST included) was awarded as an alternative procurement, as the Canada Games Centre currently uses Johnson Controls Metasys building automation system control technology. The original scope of work included labour for programming, controller configuration, device verification, and commissioning services. This scope of work was based on the energy efficiency measures outlined in a recommissioning study completed by EastPoint Engineering Ltd. to improve energy efficiency for the facility.

A previous contract amendment in the amount of \$10,950 (net HST included) for the supply of additional controls components has resulted in a total contract amount of \$151,736 (net HST included) and an approved cumulative percentage increase of 7.78%. The proposed contract amendment would increase the total contract amount to \$182,888 (net HST included) which represents a total cumulative percentage increase of 30%.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

### **DISCUSSION**

The proposed contract amendment includes the supply and installation of two additional speed drives required for the supply and return fans on air handling unit 2. The extent of intervention for this equipment was unknown at the time of the original scoping exercise and was defined following the completion of on-

site system testing. Additional work to extend warranty, as well as electrical trade labour costs are also included as part of the current contract amendment.

Staff have recommended an increase to Johnson Controls Limited, PO 2070937269, for changes to the contracted scope of work in the amount of \$31,152 (net HST included).

A summary of the changes are as follows:

Budget Summary:

|                                                          |                  |
|----------------------------------------------------------|------------------|
| Original PO Value (net HST included)                     | \$140,786        |
| Cumulative increases approved to date (net HST included) | \$ 10,950        |
| Current Request for Increase (net HST included)          | <u>\$ 31,152</u> |
| New Contract Value (net HST included)                    | \$182,888        |

**FINANCIAL IMPLICATIONS**

Funding in the amount of \$31,152 (net HST included) is available from Project Account No. CZ230100 HalifACT - Municipal Building Retrofits.

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Budget Summary: | <u>Project Account No. CZ230100 HalifACT - Municipal Building Retrofits</u> |
|                 | Cumulative Uncommitted Budget                                               |
|                 | \$41,574,361                                                                |
|                 | <b>Less: Contract Amendment #02</b>                                         |
|                 | <b><u>\$ 31,152*</u></b>                                                    |
|                 | Balance                                                                     |
|                 | \$41,543,209                                                                |

The balance of funds will be used for additional energy efficiency building retrofits projects throughout HRM.

**RISK CONSIDERATION**

Not completing this additional scope of work would negatively impact energy efficiency and operations for the facility.

**ENVIRONMENTAL IMPLICATIONS**

Not completing this additional scope of work would negatively impact energy efficiency for the facility.

**SOCIAL VALUE**

There were no social value considerations as part of this procurement.

**ALTERNATIVES**

The CAO could choose not to approve the recommendation.

**LEGISLATIVE AUTHORITY**

**Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

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

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

| Position                                       | Approval Authority                                                                                                                                                                                                                                       |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

**ATTACHMENTS**

None

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Report Prepared by: Maribeth McCarvill, Project Manager, Facility Design & Construction, 902.943.0732

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, Acting/Chief Administrative Officer

**APPROVAL DATE:** November 5, 2025

**SUBJECT:** **CAO Contract Amendment Report – Burnside Business Park  
Phases 13-1 and 13-2 (Tender 21-237, 22-224 and 23-259)**

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### **ORIGIN**

This report originates from a need to increase the following contracts in Phase 13 of the Burnside Business Park;

PO# 2070877022, Phase 13-1 - Nova Scotia Power Inc.;  
PO# 2070883734, Tender 22-224 Burnside Phase 13-1b Lift Station; and  
PO# 2070919424, Tender 23-259 Burnside Phase 13-2.

### **RECOMMENDATION**

It is recommended that the A/Chief Administrative Officer approves:

1. an increase of \$405,112.12 (no Net HST, 100% recoverable) to PO # 2070877022, Burnside Phase 13-1 with Nova Scotia Power Inc. with funding from Capital Account CQ220002 Burnside and City of Lakes Industrial Park as outlined in the Financial Implications section of this report;
2. an increase of \$6,943.00 (no Net HST, 100% recoverable) to PO #2070883734, Tender 22-224 Burnside Phase 13-1b – Lift Station with Brycon Construction Limited with funding from CQ220002 Burnside and City of Lakes Industrial Park, as outlined in the Financial Implications section of this report; and
3. an increase of \$1,971,836.87 (no Net HST, 100% recoverable) to PO # 2070919424, Tender 23-259 Burnside Phase 13-2 with Brycon Construction Limited with funding from CQ220002 Burnside and City of Lakes Industrial Park, as outlined in the Financial Implications section of this report.

### **BACKGROUND**

Halifax Regional Council awarded a purchase order to Nova Scotia Power Inc. (NSP) on January 14, 2022, for \$627,252.90 (No Net HST, 100% recoverable). The work included supply and installation of underground power under Highway 107 and a combination of overhead and underground power within Phase 13-1.

Tender 22-224 Burnside Phase 13-1b Lift Station was awarded to Brycon Construction Limited by Halifax Regional Council on June 12, 2022, for \$3,147,000 (No Net HST, 100% recoverable). This work involved the construction of a lift station including back up power supply to service all of Phase 13.

**CAO Contract Amendment Report – Burnside Business Park  
Phases 13-1 and 13-2 (Tender 21-237, 22-224 and 23-259)**

**- 2 -**

**September 19, 2025**

Change orders 1-19, as outlined in Table 1 below, have been previously approved as per Administrative Order 2022-012-ADM. A CAO Report was approved on May 5, 2025, for Change orders 20 and 21 which brought the cumulative change orders total above 15%, therefore, requiring approval by the CAO.

**Table 1: 22-224 Burnside Phase 13-1b Lift Station – Change Orders**

| <b>CO#</b>           | <b>Item</b>                     | <b>Cost</b> | <b>Cumulative Cost</b> | <b>% Cumulative Increase</b> |
|----------------------|---------------------------------|-------------|------------------------|------------------------------|
| 1                    | Waterproof Membrane             | \$1,982     | \$1,982                | 0.06%                        |
| 2                    | Additional conduits             | \$4,140     | \$6,122                | 0.19%                        |
| 3                    | Fittings for wetwell            | \$13,915    | \$20,037               | 0.64%                        |
| 4                    | Reduction in Pad Size           | -\$300      | \$19,737               | 0.63%                        |
| 5                    | Comm and controls               | \$114,956   | \$134,693              | 4.28%                        |
| 6                    | Sloped floor                    | \$10,791    | \$145,484              | 4.62%                        |
| 7                    | Lift station entry redesign     | \$43,035    | \$188,519              | 5.99%                        |
| 8                    | Flanged fittings                | \$2,165     | \$190,684              | 6.06%                        |
| 9                    | Additional vented enclosure     | \$16,614    | \$207,298              | 6.59%                        |
| 10                   | Credit for comms and electrical | \$ 523      | \$207,298              | 6.60%                        |
| 11                   | MiniCAS                         | \$4,862     | \$212,683              | 6.76%                        |
| 12                   | Fence and gate                  | \$55,373    | \$268,056              | 8.52%                        |
| 13                   | Door contact – electrical       | \$5,610     | \$273,666              | 8.70%                        |
| 14                   | Programming changes             | \$14,149    | \$287,815              | 9.15%                        |
| 15                   | Relocate disconnect at PRV      | \$26,642    | \$314,457              | 9.99%                        |
| 16                   | CCO 26 items 1-8                | \$41,646    | \$356,103              | 11.32%                       |
| 17                   | Omitted                         |             |                        |                              |
| 18                   | Increased benching              | \$3,531     | \$359,634              | 11.43%                       |
| 19                   | Sump pump                       | \$39,672    | \$399,306              | 12.69%                       |
| 20                   | Explosion proof valve chamber   | \$153,080   | \$552,386              | 17.55%                       |
| 21                   | Programming PLC                 | \$5,311     | \$557,697              | 17.72%                       |
| Original Value of PO |                                 |             | \$3,147,000            |                              |
| Total                |                                 |             | \$3,704,697            |                              |

Tender 23-259 Burnside Business Park – Phase 13-2a was awarded to Brycon Construction Limited by the CAO on March 25, 2024, for \$16,996,889.10 (No Net HST, 100% recoverable) resulting in the development of approximately 44 net acres of industrial lot inventory, street and services including natural gas, power, and communications.



Change orders # 7a and 7b were previously approved for the grubbing and removal of unsuitable materials on Lot 13-1-1 (83 acres) at \$1,045,980 and \$477,298.80, respectively. Once work advanced on site, it was determined that there were substantially more unsuitable materials than originally estimated. This resulted in an additional 120,000 m3 of unsuitable material identified due to a thicker layer of unsuitable materials (increase from 300mm to 780 mm thickness over 83 acres) to remove which represents an additional \$1,935,072.99 to CO# 7b based on unit costs.

As part of evaluating the changes to the original estimates, the unit rates for Change Orders #7a and 7b were negotiated down by 10% which resulted in a savings of \$365,083.00. Further to recommendation #3 of this report and the additional cost for unsuitable materials of \$1,935,072.99, the recommended approval would result in CO#7b having a final cost of \$2,313,298.80. Change Order #8, for NSPI anchor pads, was issued for \$13,991 (No net HST – 100% Recoverable). There is approximately \$1,971,836.87 of work remaining on the 83-acre lot.

The difference between the cumulative cost for change orders and the net increase to the contract is due to a change in final measured quantities from the original contract such as grubbing, Mass Excavation & Embankment – unclassified and Mass Excavation – unsuitable materials after grubbing. This accounts for \$547,641.06.

The most cost-effective way to remove this material was with off-highway dump trucks as the off-site disposal site was accessible to these trucks which carry 3 times the load of a highway dump truck. The risk to Phase 13 project costs was that the adjacent off-site disposal would not be available in the future and would also need to be accessed via Burnside Drive and Lamont Power Avenue. The best option is that the additional ~15,000 truck loads would be hauled on these adjacent streets versus the potential alternative that they would need to be hauled to a further disposal site which would increase cost and damage to HRM streets.

Approval of recommendation #3 of this report maintains the costs savings of using off-highway dump trucks and reduces potential additional costs and wear and tear to HRM streets by disposal using highway dump trucks.

**Table 2: 23-259 Burnside Business Park – Phase 13-2a Lot Inventory – Change Orders**

| CO#                  | Item                                            | Cost           | Cumulative Cost | % Cumulative Increase |
|----------------------|-------------------------------------------------|----------------|-----------------|-----------------------|
| 1                    | CB Lead Configuration                           | \$2,267.00     | \$2,267.00      | 0.01                  |
| 2                    | Additional Watermain Bend                       | \$3,777.00     | \$6,044.00      | 0.04                  |
| 3                    | Add MH-STMH-8A                                  | \$6,644.00     | \$12,688.00     | 0.07                  |
| 4                    | Hydrant extension FH-7                          | \$4,419.00     | \$17,107.00     | 0.10                  |
| 5                    | Phase 13-3 tree clearing                        | \$23,889.00    | \$40,996.00     | 0.24                  |
| 5b                   | Phase 13-3 Tree Clearing                        | \$303,281.00   | \$344,277.00    | 2.03                  |
| 6                    | 450 mm dia PVC DR 35 Pipe                       | \$42,000.00    | \$386,277.00    | 2.27                  |
| 7a                   | Lot 13-1-1 Grubbing                             | \$1,045,980.00 | \$1,432,257.00  | 8.43                  |
| *7b                  | Unsuitable Materials                            | \$2,313,298.80 | \$3,745,555.80  | 22.04                 |
| 8                    | Additional prep for 4 NSP pole anchor locations | 13,991.00      | \$3,759,546.00  | 22.12                 |
| Original Value of PO |                                                 |                | \$16,996,889.10 |                       |
| Total                |                                                 |                | \$20,756,435.90 |                       |

**NOTE\*: The total cost of CO#7B in Table 2 includes the increased amount approved as per recommendation #3 of this report.**

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

## DISCUSSION

Staff have recommended an increase to the original quote provided by Nova Scotia Power Inc. (NSPI), PO 2070877022 for final installation costs of electrical infrastructure in the amount of \$405,112.12 (no HST included – 100% recoverable). The original cost estimate provided by NSPI includes a clause that NSPI reserves the right to adjust from the estimate based on actual final costs. A portion of the project cost is recoverable based on the number of connections made to the NSPI electrical grid. The procurement of this service is an exemption from the Procurement Policy.

A summary of the changes is as follows:

|                                                          |                             |
|----------------------------------------------------------|-----------------------------|
| PO Award (net HST included)                              | \$ 627,252.90               |
| Cumulative increases approved to date (net HST included) | \$ 0.00                     |
| <b>Request for Increase (net HST included)</b>           | <b><u>\$ 405,112.12</u></b> |
| New Contract Value (net HST included)                    | \$ 1,032,365.02             |

The total amount of changes (approved and pending) is \$405,112.12 (Not HST included - 100% recoverable), which represents a cumulative increase of 64.6%.

Staff have recommended an increase to Brycon Construction Limited, PO 2070883734, for changes to the contracted scope of work requested by Halifax Water to programming of valve chamber in order to provide a safe work environment until the lift station is operational in the amount of \$6,943.00 (no HST included – 100% recoverable).

A summary of the changes is as follows:

|                                                          |                           |
|----------------------------------------------------------|---------------------------|
| PO Award (net HST included)                              | \$ 3,147,000.00           |
| Cumulative increases approved to date (net HST included) | \$ 557,697.00             |
| <b>Request for Increase (net HST included)</b>           | <b><u>\$ 6,943.00</u></b> |
| New Contract Value (net HST included)                    | \$ 3,711,640.00           |

Changes (approved and pending) total \$564,640 (Not HST included - 100% recoverable), which represents a cumulative increase of 17.9%.

Staff have recommended an increase to Brycon Construction Limited, PO 2070919424, for changes to the contracted scope of work in the amount of \$1,971,836.87 (no HST included – 100% recoverable).

A summary of the changes is as follows:

|                                                          |                               |
|----------------------------------------------------------|-------------------------------|
| PO Award (net HST included)                              | \$ 16,996,889.10              |
| Cumulative increases approved to date (net HST included) | \$ 2,335,350.99               |
| <b>Request for Increase (net HST included)</b>           | <b><u>\$ 1,971,836.87</u></b> |
| New Contract Value (net HST included)                    | \$ 21,304,076.96              |

Changes (approved and pending) total \$4,307,187.86 (No HST included - 100% recoverable), which represents a cumulative increase of 25.3%.

## FINANCIAL IMPLICATIONS

HRM's industrial land development is a self-funded model whereby the Business Parks Reserve Q616 fully funds the construction of new industrial lot inventory. As the municipal lot inventory is sold, it in turn funds the next phase of development.

The budget availability has been confirmed by Finance. Future projects will include additional geotechnical investigation in areas that may have significant variation in unsuitable materials, such as wetlands and low areas.

|                 |                                          |                        |
|-----------------|------------------------------------------|------------------------|
| Budget Summary: | <u>Project Account No. CQ220002</u>      |                        |
|                 | Cumulative Uncommitted Budget            | \$17,860,992.32        |
|                 | <b>Less: Nova Scotia Power</b>           | \$ 405,112.12          |
|                 | <b>Less: Brycon Construction Limited</b> | \$ 6,943.00            |
|                 | <b>Less: Brycon Construction Limited</b> | <u>\$ 1,971,836.87</u> |
|                 | Balance                                  | \$15,477,100.33        |

The balance of funds will be used for development of other phases in Burnside and City of Lakes.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendations of this report.

### **ENVIRONMENTAL IMPLICATIONS**

The proposed removal of root mat and unsuitable materials may pose environmental risk including habitat disruption, increased stormwater runoff, and potential impacts to local biodiversity. In order to mitigate these impacts, HRM has conducted a wetland assessment and compensation, which reviews rare species and fauna. This has been approved by Nova Scotia Environment and Climate Change.

### **SOCIAL VALUE**

Social value was evaluated in the initial tender for Burnside Phase 13-2 Tender 23-259 and would be enforced through this contract amendment. The expected outcomes include a more inclusive, diverse workforce and industry, as well as reductions in energy use, carbon emissions and the environmental impact of the work.

### **ALTERNATIVES**

The A/CAO could choose to not approve these contract amendments. This is not recommended as it will delay the development of industrial land ready for development and increases the cost to complete the work at a later date.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

**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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

**ATTACHMENTS**

N/A

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Report Prepared by: John Fawcett, P.Eng., Project Delivery, TPW at 902.943.2603  
Michael Wile, Manager, Acquisitions, Disposals and Industrial Lands, Corporate Real Estate, Corporate and Customer Services at 902.476.9162

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, A/Chief Administrative Officer

**APPROVAL DATE:** October 10, 2025

**SUBJECT:** **CAO CONTRACT AMENDMENT REPORT: CAO AWARD - 2024-0652 RFQ**  
**Rental of One (1) Asphalt Recycler**

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### **ORIGIN**

This report originates from a need to increase PO 2070934576 (Rental for a portable recycling machine).

### **RECOMMENDATION**

It is recommended that the Acting Chief Administrative Officer approve Contract Amendment #1, an increase of \$32,490 to Purchase Order 2070934576, rental of portable asphalt recycling machine with SNT Solutions Inc with funding from Public Works operating budget R743/6704 as outlined in the Financial Implications section of this report. The original award value was \$57,000, the increase of \$32,490 represents a cumulative increase of 57%.

### **BACKGROUND**

To support the asphalt operations Infrastructure and Maintenance Operations (IMO) rented a portable asphalt recycling machine, this machine allows staff to recycling asphalt and continue with asphalt work orders while the asphalt plant is not in operations. This unit is reliable, efficient, and allows our team to maintain service levels.

Public Works have another smaller unit in our asset pool that is a decade old. Unfortunately, fleet is not budgeted to replace that unit currently. That unit has experienced consistent burner issues and 'out of service' periods that have halted our hot asphalt operations on numerous occasions.

The rental unit will allow for continuum of work and immediate servicing in the event of any mechanical issues. The rental unit also comes with Safe Working Procedures which are certified by the vendor, including training, which will meet our Joint Occupational Health & Safety (JOHS) obligations.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

### **DISCUSSION**

The contract amendment is required as the unit was rented for longer than the original rental period due to the need to continue running the unit in conjunction with the asphalt plant opening to facilitate weekend work. Services were completed and invoiced prior to approval.

### **FINANCIAL IMPLICATIONS**

The Purchase Order increase of \$32,490 including net HST, can be accommodated within the overall Public Works operating budget for 25/26.

### **RISK CONSIDERATION**

There are no risks associated with this report.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **SOCIAL VALUE**

The original solicitation employed a weighted evaluation methodology, assigning 90% of the total score to cost and 10% to social value considerations. Social value was assessed through a scored Social Value Questionnaire, designed to evaluate the proponent's commitment to delivering community benefits aligned with HRM's strategic priorities.

### **ALTERNATIVES**

N/A

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

#### **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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

**ATTACHMENTS**

N/A

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Report Prepared by:      Iain Hay - Senior Supervisor Depot Operations Public Works – IMO 902 210 0424

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P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, Acting/Chief Administrative Officer

**APPROVAL DATE:** October 27, 2025

**SUBJECT:** **CAO Contract Amendment - PO 2070915731 Alderney Combustible Refuse Storage Design Services**

---

### **ORIGIN**

This report originates from a need to increase contract PO 2070915731 beyond 20% of its original award.

### **RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$22,122 (net HST included) to PO 2070915731 with RJ Bartlett Engineering Limited with funding from CB190007 PFE - Alderney Gate Recapitalization as outlined in the Financial Implications section of this report.

### **BACKGROUND**

The existing combustible refuse storage area at the Alderney complex, located on the lower parking level, has been deemed insufficient by an HRFE fire prevention officer and requires improvements to ensure it is code compliant. The original scope of work awarded to RJ Bartlett Engineering Limited under PO 2070915731 for \$18,487 (net HST included) was to provide fire protection engineering services for the remediation and resolution to the fire separation of combustible refuse storage at Alderney Gate. This contract included four (4) phases; Data Collection, Options for Remediation, Alternatives to Compliance (if required), and Review and Confirmation. The first two (2) phases were completed with an associated invoiced value of \$7,582 (net HST included). As such, there is a remaining balance of \$10,905 (net HST included).

There have been no previous contract amendments. The proposed contract amendment would increase the total contract amount to \$40,609 (net HST included) which represents a cumulative percentage increase of 120%.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

### **DISCUSSION**

The original scope of work included evaluation of existing conditions and assessment for remediation options, including alternative compliance – it did not include development of a bid package. The client, Property, Fleet & Environment, also requested increasing the garbage storage capacity. RJ Bartlett Engineering Limited was selected for this work due to their familiarity with the project, leading to anticipated

cost and time savings, minimizing the overall delay in responding to the required fire safety improvements. The proposed contract amendment includes consulting and design services to develop a performance-based bid package for the new refuse storage area such that it will be code compliant and increase refuse storage capacity to mitigate overflow. This will include specification of the new spaces and impacts to any adjacent services (e.g. elevator mechanical rooms).

Staff have recommended an increase to RJ Bartlett, PO 2070915731, for changes to contracted scope of work in the amount of \$22,122.

A summary of the changes is as follows:

|                                                 |                         |
|-------------------------------------------------|-------------------------|
| Initial PO Award (Net HST included):            | \$ 18,487               |
| <b>Request for Increase (Net HST included):</b> | <b><u>\$ 22,122</u></b> |
| New Contract Value (Net HST included):          | \$ 40,609               |

### **FINANCIAL IMPLICATIONS**

Funding in the amount of \$22,122 (net HST included) is available from Project Account No. CB190007 PFE - Alderney Gate Recapitalization.

Budget Summary: Project Account No. CB190007 PFE - Alderney Gate Recapitalization

|                                     |                         |
|-------------------------------------|-------------------------|
| Cumulative Uncommitted Budget       | \$169,827               |
| <b>Less: Contract Amendment #01</b> | <b><u>\$ 22,122</u></b> |
| Balance                             | \$147,705               |

The balance of funds will be used for various state of good repair projects at HRM owned facilities.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendation in this report.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **SOCIAL VALUE**

Consideration was given to social value during the standing offer selection process for this roster.

### **ALTERNATIVES**

The CAO may choose to not approve the recommendation.

## **LEGISLATIVE AUTHORITY**

### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

### **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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

## **ATTACHMENTS**

None



P.O. Box 1749  
Halifax, Nova Scotia  
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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, A/Chief Administrative Officer

**APPROVAL DATE:** October 27, 2025

**SUBJECT:** **Contract Amendment – HRM-2024-0677 Public Works Facility Needs Assessment**

---

### **ORIGIN**

This report originates from a need to increase contract HRM-2024-0677 Public Works Facility Needs Assessment (PO 2070937681).

### **RECOMMENDATION**

It is recommended that the A/Chief Administrative Officer approve an increase of \$22,308.48 (net HST included) to HRM-2024-0677 Public Works Facility Needs Assessment (PO 2070937681) with Stirling Rothesay Consulting Incorporated with funding from CB220023 – Mackintosh Campus Phase 2, as outlined in the Financial Implications section of this report.

### **BACKGROUND**

In December 2024 Public Works requested bids for a consultant to complete a Facility Needs Assessment to determine how to optimally locate operational facilities to ensure the Business Unit is positioned to meet its current and future service requirements. Stirling Rothesay Consulting Incorporated ("**Stirling Rothesay**") were the successful bidders at a total cost of \$129,210.35, including net HST.

This is the first amendment of this contract.

### **DISCUSSION**

The Facilities Needs Assessment identified the existing Traffic Operations depot at 3825 Mackintosh Street ("**the Site**") as needing imminent replacement and as the ideal site for future expansion of Public Works and Parks operational facilities to service peninsular Halifax and surrounding areas. However, due to the Site's irregular configuration and significant demands on it, it's anticipated the Site cannot accommodate all groups and uses which have an interest in it.

To supplement the conclusions of the original scope of the Facility Needs Assessment, Stirling Rothesay provided a proposal to complete test fit drawings for the Site. This additional work consists of two phases:

- 1) Test fit of the ideal building and required yard space to accommodate all identified uses for the Site. It is anticipated that this test fit will fail due to the high volume of users who have an interest in the site and its irregular configuration and other constraints.
- 2) Assuming the initial test fit fails, conducting follow-up discussions with internal stakeholders to determine which uses should be prioritized for the Site, and completing a second test fit to assess the Site's ability to accommodate those uses.

Prior to Public Works undertaking their Facility Needs Assessment, Facility Design & Construction (FDC) had been working on master planning of 3825 Mackintosh as a follow up project to the new Public Works building at 3800 Mackintosh. That work was put on hold, expecting the results of the PW Facility Needs Assessment to impact decision-making. The next reasonable step for the FDC-led project would be to perform a similar test-fit exercise. Therefore, FDC have agreed to fund the cost of these test fits, as they would otherwise have been tendered separately.

The summary of changes can be found below (all amounts include net HST):

|                        |              |
|------------------------|--------------|
| Original award amount: | \$129,210.35 |
| Contract Amendment #1: | \$ 22,308.48 |
| Updated total cost:    | \$151,518.83 |

This change represents a cumulative increase of 17.3%

### **FINANCIAL IMPLICATIONS**

|                 |                                                                 |                             |
|-----------------|-----------------------------------------------------------------|-----------------------------|
| Budget Summary: | <u>Project Account No. CB220023</u> – Mackintosh Campus Phase 2 |                             |
|                 | Cumulative Uncommitted Budget                                   | \$150,000.00                |
|                 | <b>Less: Contract Amendment #1</b>                              | <b><u>\$ 22,308.48*</u></b> |
|                 | Balance                                                         | \$127,691.52                |

CB220023 – Mackintosh Campus Phase 2, which includes this scope and additional work, was estimated in the Approved 2025/26 Capital Budget at \$150,000.

### **RISK CONSIDERATION**

There are no risks associated with the recommendations in this report.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **SOCIAL VALUE**

Social value was considered as part of the evaluation of the initial award of RFP-2024-0677. No further social value considerations were made as part of this contract amendment.

### **ALTERNATIVES**

The CAO could choose not to approve the contract amendment. In this case, Stirling Rothesay would complete their existing scope of work for the Facility Needs Assessment and Facility Design & Construction would separately procure test fits for 3825 Mackintosh Street as part of their work to advance master planning of the site.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

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- (c) the expenditure is legally required to be paid.

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

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

| Position                                       | Approval Authority                                                                                                                                                                                                                                       |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

**ATTACHMENTS**

None.

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Report Prepared by: Colin Walsh, Coordinator, Executive Director's Office, Public Works  
Sheena Moore, Project Manager, Facility Design & Construction, Property Fleet & Environment

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Halifax, Nova Scotia  
B3J 3A5 Canada

## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, Chief Administrative Officer

**APPROVAL DATE:** October 27, 2025

**SUBJECT:** Contract Amendment to PO# 2070944839, RFP# 2024-0242 HR  
SuccessFactors Project Phase 2 – Technical Implementation Partner

---

### **ORIGIN**

This report originates from a need to increase Purchase Order #2070944839.

### **RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of **\$135,888.00** including Net HST to PO#2070944839 / RFP# 2024-0242 to IBM Canada Limited with funding from CI200002 – HR SuccessFactors Project Phase 2, as outlined in the Financial Implications section of this report.

### **BACKGROUND**

In April 2025, HRM partnered with IBM Canada Ltd. to support the technical implementation of functionality within SAP SuccessFactors for Learning Management, Recruiting, Onboarding, and HR Intake. This initiative is being delivered in two phases: a time and materials based Planning and Design phase followed by a fixed-price Implementation stage.

This initiative marks a major transformation for HRM, introducing new digital tools, evolving business processes and employee engagement. The project strategy emphasizes alignment with HRM's business requirements, industry best practices and promoting long-term success.

### **DISCUSSION**

The planned scope of work for the Requirements and Design phase included:

- Discovery activities for IBM to familiarize themselves with HRM's existing SuccessFactors implementation
- Education of HRM staff regarding the capabilities of the SuccessFactors platform
- Capturing of business requirements from HRM staff that will guide the design of the system
- Design for the configuration of SuccessFactors modules to meet HRM's needs
- Development of an implementation plan
- Development of a fixed-price budget for the Implementation phase

Funding in the amount of \$288,040 was originally allocated for the time and materials costs of the first phase. Additional time is required from IBM due to the following increases in scope:

- Additional time needed for educating HRM staff on the capabilities of SuccessFactors
- Analysis, by IBM, of the existing configuration of HRM's SuccessFactors system to identify changes that may be needed to support HRM's business processes
- Higher volume and greater complexity of business requirements than originally anticipated.

An additional \$135,888 is required to complete the amended scope of work. Given the significant completion of the Planning and Design phase (approximately 65%) it is not anticipated that additional funds beyond this increase will be required to complete this phase.

### **FINANCIAL IMPLICATIONS**

The initial award to IBM for Planning and Design was \$288,040. The cumulative increase for this change order is \$135,888.

The total change order cumulative increase including the current request is **45.42%**. In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

|                                                 |                  |
|-------------------------------------------------|------------------|
| Planning and Design Phase Original Budget:      | \$288,040        |
| Budget Increase to Complete Planning and Design | <u>\$135,880</u> |
| Planning and Design Phase Total Cost:           | \$423,920        |

#### **Budget Summary: Project Account No. CI200002**

|                                     |                          |
|-------------------------------------|--------------------------|
| Cumulative Uncommitted Budget       | \$6,592,298              |
| <b>Less: Contract Amendment #01</b> | <b><u>\$ 135,888</u></b> |
| Remaining Balance                   | \$6,456,410              |

The cost and timeline for the build and deployment of the final solution will be determined following the Planning and Design phase. Pending successful completion of this phase, along with adequate funding and formal Executive approval, HRM has the option to continue IBM's engagement and proceed with the full Build and Deployment or discontinue.

### **RISK CONSIDERATION**

There are no major risks associated with the change order recommendations. There are risks associated with not approving this change order as noted in the "Alternatives" section of the report.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.



## **SOCIAL VALUE**

Social Value was evaluated as part of the RFP Criteria. This included proponent's track record and commitment to supporting the social, environmental, and economic well-being of Nova Scotia and the world and identify, if any the social value that will be delivered through the Project.

This includes but is not limited to diversity of ownership, actions to protect the environment and climate, actions to support workforce and workforce development (i.e. Engineers in Training, Internships, providing seminars and training, supporting employees in career and personal development including but not limited to contributing to higher education costs), actions to encourage diverse economic development (subcontracting to diverse enterprises, female-owned, African Canadian owned, Indigenous-owned business, social enterprise, small local business) and corporate social responsibility (volunteering, supporting local charities, progressive employment practices such as enhanced health benefits, daycare, paid employee and family assistance programs, extended paid sick and maternity leave, non-legislated paid vacation, etc.).

## **ALTERNATIVES**

The CAO could choose to not approve the recommendation. This is not recommended as the project will not be able to proceed.

## **LEGISLATIVE AUTHORITY**

### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

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the expenditure is legally required to be paid. **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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

**ATTACHMENTS**

None.

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Report Prepared by: George Hayman, Manager ERP Delivery Management & Operations, Information  
Technology 902.223.0580

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P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, A/Chief Administrative Officer

**APPROVAL DATE:** September 22, 2025

**SUBJECT:** **CAO Contract Amendment – Increase to Contract 24-016 Peer Review + Layout for Integrated Mobility Plan (IMP) Action Update (PO #2070939874)**

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### **ORIGIN**

This report originates from a need to increase contract 24-016 Peer Review + Layout for Integrated Mobility Plan (IMP) Action Update (PO #2070939874) beyond \$20,000 or 20% of the original award value.

### **RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$13,553.34 (includes net HST) to contract 24-016 Peer Review + Layout for Integrated Mobility Plan (IMP) Action Update (PO #2070939874) with Fathom Studio Inc. with funding from operating cost centre R956-6303 (IMP Studies – Consulting) as outlined in the Financial Implications section of this report.

### **BACKGROUND**

#### **Project Rationale**

The Integrated Mobility Plan (IMP) was adopted by Regional Council in December 2017 and included 137 actions to guide implementation. The Plan has been instrumental in guiding HRM's approach to transportation planning since adoption, driving investment in the sustainable infrastructure and programming required to meet the Municipality's mobility goals. While the main body of the IMP document remains relevant, the associated action plan requires an update as it is out of date and in many cases lacks the focus, consistency, and prioritization required to support effective implementation.

Over the past year, HRM staff have undertaken an internal engagement process to:

- Review all 137 IMP actions to determine implementation status and classification
- Determine relevancy of remaining actions and which to prioritize in the next ~5 years
- Eliminate redundancy and improve measurability of actions
- Create a separate 'updated daily practice' list for ongoing / high level actions that have permeated internal processes

While the bulk of action review, engagement, and content development has been developed internally by HRM staff, consultant support has been engaged for peer review and document preparation / layout for the final IMP Action Update Report.

### Consulting Contract

In February 2025, HRM retained Fathom Studio Inc (Fathom) to assist in the peer review and document layout of the Integrated Mobility Plan (IMP) Action Update Report. The original award amount was for \$23,151.49 (incl. net HST) from operating cost centre R956-6303 (IMP Studies – Consulting). The original scope was to provide external peer review of proposed revisions to the action list (including a total of up to 45 actions) as well as production of the final report document in Adobe InDesign (up to 20 pages) to align with the 2017 IMP branding. The contract emphasized high quality graphics and visuals, as well as ensuring that the report text is clear, concise, and accessible to readers.

### Progress to Date

A timeline of the work that has been completed to date on the Fathom contract, including major milestones and project deliverables, is summarized below:

|               |                                                                                                                                                      |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 2025  | <i>RFQ 24-016 IMP Action Update Review + Layout</i> advertised to pre-qualified list                                                                 |
| February 2025 | Project award and initiation with Fathom                                                                                                             |
| April 2025    | Peer review comments received from Fathom                                                                                                            |
| June 2025     | Draft IMP Update Actions and report content provided to Fathom                                                                                       |
| July 2025     | Rough layout received by HRM project team, comments incorporated by Fathom<br>Circulation of Draft IMP Action Update Report to internal stakeholders |
| August 2025   | Submission of compiled HRM comments on Draft IMP Action Update Report                                                                                |

Fathom was working on incorporating HRM comments towards compiling the final report when the project was paused to align with two recent developments at the provincial level (see Discussion section).

### Change Order #1

In July 2025, a change order was signed to account for increased scope towards completing a final IMP Action Update Report in the range of 55 pages (increased from 20 pages in original project scope). To account for these increased hours and effort, Fathom's contract was increased by \$13,034.05 (incl. net HST). This represents an increase of 56% from the original award amount. As the value was under \$15,000, approval was provided at the Executive Director (or delegate) level.

### Change Order #2

Due to changing provincial circumstances (see Discussion section) a second change order is required in order to finalize the IMP Action Update Report. The cumulative contract amendments of these two change orders exceeds \$20,000 or 20% of the original award value. The change order is described in greater detail as part of Attachment 1.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

## **DISCUSSION**

There were two key events that occurred during the final stages of the IMP Action Update Report that have led to additional scope requirements:

- Release of Link Nova Scotia Regional Transportation Plan: On August 6<sup>th</sup> the Province released the Link Nova Scotia Regional Transportation Plan (RTP). The RTP outlines a strategic plan for mobility and goods movement at a regional level and includes 39 actions aimed at achieving several strategic goals.

The RTP has implications for how the Municipality plans its transportation network and related mobility initiatives that are included in the IMP Action Update. Accordingly, a review of the proposed IMP action list is required to consider how it aligns with the RTP.

- Provincial Rejection of HRM's Regional Plan: On August 11<sup>th</sup>, the Province rejected the Regional Plan. The IMP Action Update has a strong connection to the Regional Plan including updated mode share targets and the planning targets that envision a population of one million people. Some of the land use related actions of the IMP were assumed to be codified into statutory policy through this Regional Plan process.

Based on these events, further review is required to consider how changes to the planning process could impact the impact the proposed the IMP Action Plan report.

#### Additional Revisions Required from Fathom

The additional review work will require additional level of effort by Fathom to accommodate report edits and potentially make revisions to the action list and graphics. Fathom has submitted a description of the required tasks, hours, and costing breakdown as part of the Change Order Proposal in Attachment 1.

If approved, the anticipated completion timeline for the IMP Action Update Report with the necessary edits and alignments would be approximately two weeks with final deliverables submitted in mid-late September.

#### Proposed Cost of Contract Increase

Staff are recommending a 115% increase to contract 24-016 (PO #2070939874) with Fathom Studio Inc. to account for this increased scope of work. A summary of the changes relative to the original contract are as follows:

| <b>Table 1: Context of Existing + Proposed Contract Values</b> | <b>Value (\$)</b>  |
|----------------------------------------------------------------|--------------------|
| PO Award (net HST included)                                    | \$23,151.49        |
| Approved Change Order #1, July 2025 (net HST included)         | \$13,034.05        |
| Percentage Increase from CO #1                                 | 56%                |
| Total Contact Value After CO #1 (net HST included)             | \$36,185.54        |
| Request for Contract Increase for CO #2 (net HST included)     | \$13,553.34        |
| Percentage Increase from CO #2                                 | 37%                |
| <b>New Contract Value (net HST included)</b>                   | <b>\$49,643.65</b> |
| Cumulative Contract Increase for CO #1 + CO #2 (net HST incl.) | \$26,587.39        |
| Cumulative Percentage Increase from CO #1 + CO #2 (%)          | 115%               |

### **FINANCIAL IMPLICATIONS**

Funding to cover the increased cost associated with the second change order for PO 2070939874 in the amount of \$13,553.34 (includes net HST) is available in the 25/26 budget of operating cost centre R956-6303 (IMP Studies – Consulting).

### **RISK CONSIDERATION**

There is a risk that additional delays and required changes to the report will be required as a result of further legislative action by the province. This is considered a moderate risk and will be managed through the application of sound project management principles by an internal Project Manager.

### **ENVIRONMENTAL IMPLICATIONS**

The project supports investment in sustainable modes of transportation and is consistent with the Integrated Mobility Plan's objectives to reduce dependency on private vehicles and increase the number of trips made by active transportation and transit. The project will help reduce greenhouse gas emissions and help meet our HalifACT commitment of decarbonizing the transportation network.

## **SOCIAL VALUE**

There is social value to completing the project as it would improve access to affordable alternative transportation options beyond personal car ownership and make these modes more competitive in terms of convenience and travel time.

## **ALTERNATIVES**

The CAO could choose not to approve the change order. This is not recommended by staff as the additional scope of work is needed to consider alignment with the new Regional Transportation Plan. Additional content and revisions are required in order to present a fulsome understanding of the relationship between these important documents.

## **LEGISLATIVE AUTHORITY**

### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

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- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
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### **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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

## **ATTACHMENT**

Attachment 1: Fathom Scope Change Proposal for IMP Action Update (Change Order #2)

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Report Prepared by: Siobhan Witherbee, Project Manager: Transportation Planning, Office of Strategic Infrastructure & Transportation Planning, 902.293.9748

Mike Connors, Manager, Transportation Planning, Office of Strategic Infrastructure & Transportation Planning, 902.817.0795

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Cathie O'Toole, Chief Administrative Officer

**APPROVAL DATE:** September 3, 2025

**SUBJECT:** **CAO Contract Amendment - Tender 22-169, Increase to PO 2070887951 - Acadia Centre HVAC Upgrades**

---

### **ORIGIN**

This report originates from a need to increase contract PO 2070887951.

### **RECOMMENDATION**

It is recommended that the Chief Administrative Officer (CAO) approve an increase of \$12,145 (net HST included) to Tender 22-169, PO 2070887951 with Bird Mechanical Ltd. with funding from CZ230100 HalifACT – Municipal Building Retrofits, as outlined in the Financial Implications section of this report.

### **BACKGROUND**

In 2020 HRM Council approved the HalifACT Climate Plan, requiring all HRM Corporate Buildings to be Net-Zero by 2030. To meet this target, all corporate buildings must undergo deep energy retrofits and all oil-heated buildings must undergo fuel conversions. The Acadia Centre deep energy retrofit was prioritized because it was oil-heated and the existing oil boilers and rooftop units had reached their end-of-life. Acadia Centre has already undergone an LED lighting retrofit and has had a rooftop solar photovoltaic (PV) installation. When the HVAC upgrade is complete, energy usage of the facility will be reduced by over 70% compared to the 2016 baseline year.

Tender 22-169 Acadia Centre HVAC Upgrades was awarded in 2022. The scope of work covers replacement of existing boiler and some roof top HVAC units and their integration to the building automation system. There have been five previous contract amendments made to PO 2070887951 for \$192,987 (net HST included).

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.



## **DISCUSSION**

To meet the power shutdown schedule with Nova Scotia Power, staff issued a change directive to Bird Mechanical Ltd. to proceed with the purchase of the shunt trip devices which is required to isolate the solar generation system from the generator during power outages. The solar system was not included in the original scope of work for the project. A second shutdown could have been scheduled for later this year; however, that would have disrupted program scheduling another weekend at the centre. The cost of the shunt trip was \$7,145 (net HST included).

Staff has recommended an increase to Bird Mechanical Ltd.'s PO 2070887951 for changes to the contracted scope of work in the amount of \$12,145 (net HST included). This includes a \$5,000 contingency allowance for potential future unforeseen site conditions for the balance of work to be completed. The release of these contingency funds will be by approval of the PM, only if necessary.

A summary of the changes are as follows:

|                                                |                  |
|------------------------------------------------|------------------|
| PO Award (net HST included)                    | \$ 981,049       |
| CO increases approved to date                  | \$ 192,987       |
| <b>Request for increase (net HST included)</b> | <b>\$ 12,145</b> |
| New Contract Value (net HST included)          | \$1,186,181      |

The total amount of changes (approved and pending) is \$205,132 (net HST included), which represents a cumulative increase of 20.9% to the original contract value of \$981,049 (net HST included).

This contract amendment is a result of existing conditions discovered while completing the original scope of work.

## **FINANCIAL IMPLICATIONS**

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Budget Summary: | <u>Project Account No. CZ230100 HalifACT – Municipal Building Retrofits</u> |
|                 | Cumulative Uncommitted Budget \$43,191,779                                  |
|                 | <b>Less: Contract Amendment #06</b> <b>\$ 12,145*</b>                       |
|                 | Balance \$43,179,634                                                        |

\* This project was estimated in the Approved 2022/2023 Project Budget at \$1,100,000.

The balance of funds will be used for implementing further energy efficiency projects as approved by Council.

## **RISK CONSIDERATION**

There are no significant risks associated with the recommendation in this report. The risks considered are low. To reach this conclusion, consideration was given to financial, legal, compliance, and service delivery risks.

## **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

## **SOCIAL VALUE**

Bids for the original tender were evaluated using a scored process including evaluation of Social Value (10%) and Cost (90%). The recommended bidder is the highest scoring bidder.

The Social Value considerations include workforce development, diverse supply chains and climate change initiatives. Expected outcomes include a more inclusive, diverse workforce and industry, as well as reductions in energy use, carbon emissions and the environmental impact of the work.

## **ALTERNATIVES**

The CAO may choose not to approve the current contract amendment; however, rejecting contract amendments from issued change directives could pose contractual risks.

## **ATTACHMENTS**

None

## **LEGISLATIVE AUTHORITY**

### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

### **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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |

|         |            |
|---------|------------|
| Council | Any amount |
|---------|------------|

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by:      Darren Young, Manager, Facility Growth, Facility Design & Construction, Property, Fleet & Environment, 902.476.9295

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P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Brad Anguish, Acting Chief Administrative Officer

**APPROVAL DATE:** October 17, 2025

**SUBJECT:** Contract Amendment to Purchase Order No. 2070945290,  
IT Field Support Services

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### **ORIGIN**

This report originates from a need to increase Purchase Order 2070945290.

### **RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$22,848 net HST included to PO #2070945290 Supertemp with funding from IT cost centre A743, as outlined in the financial implications of this report.

### **BACKGROUND**

Field Support plays a critical role in maintaining essential services for Police, Fire, 911 and Transit, as well as supporting all other business units. In addition to daily operations, the team plays a key role in system upgrade projects and expertly manages the lifecycle of all corporate IT assets. This includes more than 4,000 computers, 300 printers, landline and mobile telephones, cabling, and many enterprise and desktop applications for approximately 3,500 users.

### **DISCUSSION**

The temporary resource has been assisting with maintaining service levels as we recruit for a permanent hire in this division. Our recruitment process has been in flight for an extended period. It is anticipated that last step of completing the security clearance will be completed by the end of October 2025. Once the clearance is completed the position will be filled immediately.

### **FINANCIAL IMPLICATIONS**

There is currently a vacant position within the Field Support division that is funding this temporary resource as a result of vacancy savings.

The total amount of this change represents \$22,848 (including net HST), which represents a cumulative increase of 92.4% to the original contract value of \$24,717 including net HST. This contract amendment is a result of the extended timelines for the permanent recruitment for this position which as anticipated to be completed by November.

A summary of the changes are as follows:

|                             |                        |
|-----------------------------|------------------------|
| PO Award                    | \$24,717               |
| <b>Request for increase</b> | <b><u>\$22,848</u></b> |
| New Contract Value          | \$47,565               |

### **RISK CONSIDERATION**

Not approving this change order to increase the purchase order extending the resource will lead to delays in supporting critical services throughout the organization.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **SOCIAL VALUE**

Social Value considerations/criteria were not included in the original requirements.

### **ALTERNATIVES**

Not applicable.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

**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>                                                                                                                                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCAO or Executive Director (or their delegate) | (a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.                                                                                                                                                    |
| 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. |
| Council                                        | Any amount                                                                                                                                                                                                                                               |

**ATTACHMENTS**

None.

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Report Prepared by: Tammy Currie, Manager Client Services, IT, 902.490.0670

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