



Minutes of the Procurement Meeting

Place: Council Chambers
Date: Wednesday, August 11, 2021
Committee Chair: Councillor Paul Jones
Members Present: Mayor Gregory Henley and Councillor Carla Black
Regrets: Nil

A quorum was present throughout the meeting.

Staff in attendance: Town Clerk, Linda Cloney (recording secretary)

1. Call to Order

Councillor Jones called the meeting to order at 4:00 pm.

2. Approval of Agenda

It was moved and seconded that the agenda of the Procurement Meeting for August 11, 2021, be approved, as presented.

Motion Carried

3. Video Conferencing – COVID-19 Restart Funding

At the time of pricing for video conferencing, Council was considering a waiting area for people before they come into the meeting. This is not necessary any longer. It has been recommended for staff to approach Mr. Mannette to revise this quote and present at the next Procurement Meeting.

4. Kubota Purchase

The Procurement Committee settled on an agreement of a Kubota earlier, but it turns out to be too large for what Public Works needs it to be.

Our Public Works Supervisor reached out to get more pricing for a smaller sized Kubota and did receive one quote from Fort Equipment in the amount of \$46,356.33. He is waiting for another quote to come in to present to the Committee for a decision.

No decision was made till this other quote comes in.

5. COVID-19 Coordinator – pilot project

It was presented to the Committee to consider a COVID-19 Coordinator / Recreation Director. Currently we have funding in the COVID-19 Restart funding to fund an employment position and potentially the Province will fund 50% of wages on a staff person to provide Recreation Services.

The COVID-19 would be able to assist with the Workplace Screening Program and promoting that to the local businesses, post on our Social Media and website, create COVID-19 policies for the workplace, COVID-19 protocols are being followed with staff and town events.

Staff will investigate this further by contacting the Province regarding this idea and report back to the Committee.

6. NS HR Policy Pro

Where COVID-19 is a way of life currently, this NS HR Policy Pro is a yearly subscription that can assist staff with HR policies around COVID-19. The cost of this is \$995.00 / year. No decision was made on this, will investigate this further.

7. Compliance with Department of Environment

Public Works need expertise to complete procedure reports required to the Department of Environment. Staff will scope out the detailed work required and get a quote from Dillon Consulting and reach out to our neighbouring municipalities to see if they can help. Staff will be reporting back to the Committee.

Other items of discussion:

Phone Services – Staff asked the committee to consider reviewing the phone services. There are three different companies dealing with all the phone services for the Town. It would be more efficient if it was all one company. The committee recommended that staff to get a phone services audit done. Staff will review the current providers contract for the term and report back.

8. Adjournment

At 4:35 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried

Paul Jones, Chair

Linda Cloney, Recording Secretary

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