

**AGENDA:**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. NEW BUSINESS**

3.1 Swearing-In Ceremony for Darren Boates

3.2 RFD 046-2026 Award of Tender for Decommissioning of the Old Reservoir

3.3 RFD 047-2026 Award of Tender for Fire Truck

3.4 Public Hearing Date for Magee Drive Development Agreement

**4. ADJOURNMENT**

**REQUEST FOR DECISION**  
**Award of Tender for Reservoir**  
**Decommissioning**  
**RFD#: 046-2026**



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**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** June 1, 2026  
**Subject:** Award of Tender for Reservoir Decommissioning

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**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- CBCL Bid Summary Letter
- UARB Reservoir Approval Request
- MCGP Amendment 1
- MCGP Amendment 2
- Capital Project Sheet 22-12-A

Legislation

- Nova Scotia *Municipal Government Act*
- Town Policy Code A – General Administration Procurement and Purchasing Policy
- *Public Procurement Policy*

Recommendation

That Council award tender MID 2026-04 for decommissioning of the old reservoir to IQ Environmental Inc. for an estimated amount of \$121,440 plus HST.

Background

The new reservoir construction is nearing completion, and part of the project is to decommission the old reservoir on Gates Mountain Road. Although the decommissioning was included as part of the original *Utility and Review Board* approval, it was missed as part of the scope of the Municipal Capital Growth Program (MCGP) funding. The Town has since received approval from the province to include the decommissioning aspect of this project under the scope of the grant. See attachment Amendment 1. The Town also received approval to extend the project deadline from March 31, 2026 to March 31, 2027. This was due to the fact that decommissioning the reservoir in the winter would be too challenging, and the construction ended up being delayed. See attachment Amendment 2.

**REQUEST FOR DECISION**  
**Award of Tender for Reservoir**  
**Decommissioning**  
**RFD#: 046-2026**



This project is classified as a “high value procurement” in accordance with the Procurement and Purchasing Policy (construction over \$100,000). High value procurement requires a public tender. A tender was issued through the Nova Scotia Procurement website in accordance with the Town’s Procurement Policy. The tender was posted online on April 29, 2026 and the close date was May 19, 2026. Two bids were received, one from Dexter Construction Company Limited and one from IQ Environmental Inc. The bids were evaluated by CBCL on the Town’s behalf, as they are responsible for project management. It was also reviewed by town staff.

CBCL recommends awarding the tender to IQ Environmental Inc., who had the lowest bid price and could complete the work in the shortest amount of time.

**Financial Implications**

The proposal is for \$121,440 plus HST. The attached UARB Reservoir Approval request outlines how the entire project will be funded, including the decommissioning of the old reservoir. The decommissioning cost was estimated to be \$239,900 and this tender award recommendation is well below the budgeted amount. 50% of the cost will come from the MCGP grant and the other 50% will be funded through a combination of the Water Utility Depreciation Reserve, long-term debt and other grants.

**Strategic Plan/Operating Plan Alignment**

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	
	Community	
	Governance	
X	Council Strategic Initiative	

**REQUEST FOR DECISION  
Award of Tender for Reservoir  
Decommissioning  
RFD#: 046-2026**



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Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: June 1, 2026

**Project Name:** WATER RESERVOIR

**Project #** 22-12-A

**Department:** Water      **Unit:** Water      **Asset Class** Water reservoir

**Type of Asset:** New & replacement      **Reason:** Critical level of service      **Expected Useful Life:** 75 years

**Project Description:** Replace existing water reservoir over 2 year construction period at an estimated cost of \$6,026,000 plus HST, and decommission existing reservoir once the new system is operational, at an estimated cost of \$230,000 plus HST. YR1 siteworks, yard-piping, zone building & engineering supervision. YR2 reservoir, pump station & engineering supervision. YR3 decommission old structure

**Need for Project:** Existing reservoir has been leaking treated water for many years and is not repairable. The water level cannot be maintained high enough to support most emergency and peak use requirements. There is a risk of catastrophic failure.

**Project Funding:** \$3,465,052 in grants, plus \$524,262 additional operating revenue since 2018 rate study, all in the Reservoir Reserve, and additional interest and revenue to be added in 2024/25 & 2025/26 and Borrow the balance from MFC over 20 years at estimated 5% per annum.

**Carry-over Project** The Town has spent \$407k since 2011 on engineering and design work for this project, plus \$60k for land. Funding was from Gas Tax, PCAP grant, Depreciation Reserve, Surplus and \$123k of future debt.

**Additional Operating Expense** Net Water Revenue in 2023/24 is only forecast at \$200,000. The Utility cannot fund the debt service and depreciation expense, without a significant increase in Water Rates, unless the UARB authorizes using the Depreciation Reserve to pay the debt service.

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	26,951	90,028	93,226	93,226	93,226	396,658	396,658
Loan principal	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Impact</b>	-	-	-	26,951	335,550	338,748	338,748	338,748	1,378,745	1,378,745
<b>Capital Budget:</b>	<b>3/31/2023</b>	<b>2023/24</b>	<b>3/30/2024</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>Total</b>	<b>Project Total</b>
Capital cost	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,967
Funding:										
Operating	60,000	-	60,000	-	-	-	-	-	-	60,000
Grants	144,710	-	144,710	-	-	-	-	-	-	144,710
Drawdown Reserves	139,796	-	139,796	1,553,200	2,399,185	239,858	-	-	4,192,243	4,332,039
Borrow from Reserves	121,295	2,308	123,603	-	(123,603)	-	-	-	(123,603)	-
Long-term debt	-	-	-	-	2,455,218	-	-	-	2,455,218	2,455,218
Other	-	-	-	-	-	-	-	-	-	-
<b>Total funding</b>	<b>465,801</b>	<b>2,308</b>	<b>468,109</b>	<b>1,553,200</b>	<b>4,730,800</b>	<b>239,858</b>	<b>-</b>	<b>-</b>	<b>6,523,858</b>	<b>6,991,966</b>



2026-05-19

Adam Verran  
Director of Public Works  
Town of Middleton  
P.O. Box 340  
Middleton, NS B0S 1P0

Dear Mr. Verran:

**RE: Bid Result Summary for Contract No. 201014.01 – Decommissioning Old Reservoir**

On May 19, 2026 the bids for the above noted project were received. A bid evaluation was conducted which consisted of examining mathematical results of each bid and confirming evidence of the presence of various required submission documents such as bid security requirements, acknowledgement of addenda, and proposed contract time as set forth in the tender documents.

A summary of the bids is included below:

Bidder	Bid Price (Excluding HST)	Weeks to Complete	Bid Security	Acknowledgement of Addendum
Dexter Construction Company Limited	\$257,900.00	19	Y	Y
IQ Environmental Inc.	\$121,440.00	2	Y	Y

The budgetary cost estimate for the Work was \$199,200.00 (excluding HST). Based on the bid review CBCL Limited sees no reason Contract No. 201014.01 – Decommissioning Old Reservoir could not be awarded to IQ Environmental Inc. in the amount of \$121,440.00 ( plus HST).

Yours very truly,

CBCL Limited

Paul Young, P.Eng.  
Municipal Engineer  
Direct: 902-421-7241  
E-Mail: pyoung@cbcl.ca

MUNICIPAL CAPITAL GROWTH PROGRAM  
MCGP 2023-24 TERMS AND CONDITIONS – AMENDED  
PROJECT 05-23-0187 – TOWN OF MIDDLETON  
MIDDLETON RESERVOIR REPLACEMENT  
AMENDMENT #1

THIS AMENDING AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**BETWEEN:** HIS MAJESTY THE KING IN RIGHT OF NOVA SCOTIA, as represented by the Minister of Municipal Affairs (the "Province")

**AND:** TOWN OF MIDDLETON, in the Province of Nova Scotia (the "Recipient"),  
individually referred to as a "Party" and collectively referred to as the "Parties".

**WHEREAS** by agreement dated March 10, 2024, (the "Terms and Conditions") the Province and the Recipient agreed to the terms and conditions pursuant to which the Province would make a contribution to the Recipient for the Project;

**AND WHEREAS** the Parties have agreed to amend the Agreement;

**NOW THEREFORE**, in accordance with the mutual covenants and agreements herein, the Parties hereby agree as follows:

1. Capitalized terms used in this Amending Agreement shall have the meaning attributed to them in the Agreement, unless otherwise provided in this Amending Agreement.

2. The Agreement is amended by:

(a) Revising 'Project Scope' on Schedule A – Statement of Work:

**from:**

'This project involves the replacement of a reservoir which is used to service homes and several important businesses, including the hospital, in the town.'

**to:**

'This project involves the replacement of a reservoir which is used to service homes and several important businesses, including the hospital, in the town and decommissioning of the old reservoir.'

3. The Parties acknowledge that the Agreement as amended by this Amending Agreement continues in full force and effect.

4. This Amending Agreement may be executed in several counterparts, by transmission of PDF or facsimile signatures with original copies delivered by each Party to the other, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF the Parties hereto have executed this Amending Agreement as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

In the presence of:



Date: \_\_\_\_\_

HIS MAJESTY THE KING IN RIGHT OF NOVA SCOTIA

as represented by the Minister of Municipal Affairs

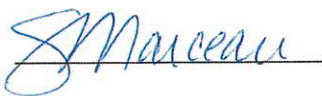
**Ahmad Yaiesh**  
Digitally signed by Ahmad Yaiesh  
Date: 2025.10.15 15:14:23 -03'00'

Ahmed Yaiesh, Manager, Municipal Infrastructure

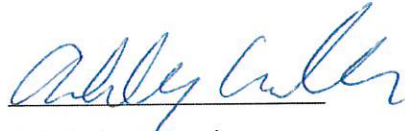
Date: \_\_\_\_\_

TOWN OF MIDDLETON

In the presence of:



Date: October 24, 2025

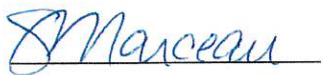


Authorized Representative

Date: October 24, 2025

TOWN OF MIDDLETON

In the presence of:



Date: October 24, 2025



Authorized Representative

Date: October 24, 2025

SCHEDULE A - STATEMENT OF WORK - *REVISED*

Proponent: Town of Middleton

Project Name: Middleton Reservoir Replacement

Project Number: 05-23-0187

Project Scope:

*[Please refer to submitted application for more project detail]*

This project involves the replacement of a reservoir which is used to service homes and several important businesses, including the hospital, in the town and decommissioning of the old reservoir.

Project Approval Date: March 6, 2024

Project End Date: March 31, 2026

Final Reporting Due: May 31, 2026

MUNICIPAL CAPITAL GROWTH PROGRAM  
MCGP 2023-24 TERMS AND CONDITIONS – AMENDED  
PROJECT 05-23-0187 – TOWN OF MIDDLETON  
MIDDLETON RESERVOIR REPLACEMENT  
AMENDMENT #2

THIS AMENDING AGREEMENT made as of the 31<sup>st</sup> day of March, 2026.

**BETWEEN:** HIS MAJESTY THE KING IN RIGHT OF NOVA SCOTIA, as represented by the Minister of Municipal Affairs (the "Province")

**AND:** TOWN OF MIDDLETON, in the Province of Nova Scotia (the "Recipient"),  
individually referred to as a "Party" and collectively referred to as the "Parties".

**WHEREAS** by agreement dated March 10, 2024, (the "Terms and Conditions") the Province and the Recipient agreed to the terms and conditions pursuant to which the Province would make a contribution to the Recipient for the Project; as further amended by the parties pursuant to amendment #1 dated October 24, 2025, (collectively, the "Terms and Conditions");

**AND WHEREAS** the Parties have agreed to amend the Agreement;

**NOW THEREFORE**, in accordance with the mutual covenants and agreements herein, the Parties hereby agree as follows:

1. Capitalized terms used in this Amending Agreement shall have the meaning attributed to them in the Agreement, unless otherwise provided in this Amending Agreement.
2. The Agreement is amended by:
  - (a) Revising 'Project End Date and Final Reporting Date' on Schedule A – Statement of Work:
    - Replacing March 31, 2026, as the Project End Date shown on Schedule A – Statement of Work, with March 31, 2027.
    - Replacing May 31, 2026, as the Final Reporting Date shown on Schedule A – Statement of Work, with May 31, 2027.
3. The Parties acknowledge that the Agreement as amended by this Amending Agreement continues in full force and effect.
4. This Amending Agreement may be executed in several counterparts, by transmission of PDF or facsimile signatures with original copies delivered by each Party to the other, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF the Parties hereto have executed this Amending Agreement as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

HIS MAJESTY THE KING IN RIGHT OF NOVA SCOTIA

In the presence of:

as represented by the Minister of Municipal Affairs



Ahmed Yaiesh

Digitally signed by Ahmed Yaiesh  
Date: 2026.03.27 15:53:20 -03'00'

Ahmed Yaiesh, Manager, Municipal Infrastructure

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF MIDDLETON

In the presence of:





Authorized Representative GAIL SMITH, mayor

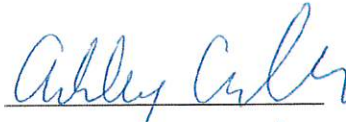
Date: March 31, 2026

Date: March 31, 2026

TOWN OF MIDDLETON

In the presence of:





Authorized Representative ASHLEY CROCKER, CAO

Date: March 31, 2026

Date: March 31, 2026

**SCHEDULE A - STATEMENT OF WORK - REVISED**

**Proponent:** Town of Middleton

**Project Name:** Middleton Reservoir Replacement

**Project Number:** 05-23-0187

**Project Scope:**

*[Please refer to submitted application for more project detail]*

This project involves the replacement of a reservoir which is used to service homes and several important businesses, including the hospital, in the town and decommissioning of the old reservoir.

**Project Approval Date:** March 6, 2024

**Project End Date:** March 31, 2027

**Final Reporting Due:** May 31, 2027



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August 1, 2024  
(originally submitted July 4, 2024)

**Nova Scotia Utility and Review Board**

1601 Lower Water Street, Suite 300  
PO Box 1692, Unit "M"  
Halifax, NS B3J 3P6  
Via email: [board@novascotia.ca](mailto:board@novascotia.ca)

**RE: MIDDLETON WATER UTILITY RESERVOIR APPROVAL REQUEST**

Good afternoon:

Please accept the following application for capital expenditure approval for the Middleton Water Utility to construct a reservoir replacement project with a cost estimate of \$5.7m.

**Background:**

The Middleton Water Utility provides water to approximately 1,900 residents within the Town, together with several customers in the Municipality of the County of Annapolis. Water is drawn from 3 wells, treated and pumped to an inground reservoir. Cracks in the reservoir structure are causing approximately 10,000 liters of chlorinated water to leak into the ground **per hour**. Currently, the reservoir levels are kept at 25% capacity, to minimize leakage. This has several negative impacts on the Town, as follows:

- 1) **Hinders growth and long-term sustainability.** Growth is needed to increase the housing stock to help to address the current housing and homelessness crisis. A developer has requested the Town amend its MPS/LUB to enable a new subdivision on 100 acres of land in Town. This would result in over 450 additional units, and the current reservoir cannot support this growth. The County of Annapolis has also approached the Town about extending water services into the County, which is not possible without a new reservoir.
- 2) **Reduced water for Public Fire Protection.** Water available from the hydrants for fire protection (drawing from the reservoir) lasts approximately 2.5 hours. The reservoir must be monitored during fire emergencies to ensure it does not drop below the boil- water order level.
- 3) **Increased cost to the Town.** Due to operating at 25% capacity, the pumps in the wellhouse and the Booster Station are running constantly, increasing wear and tear on the pumps and increasing power usage. Due to leakage, the Town must put more chlorine into the system.

- 4) **Reduces the Town’s ability to provide safe drinking water.** If the water level in the reservoir gets too low, the reduced pressure within the water system could lead to increased risk of cross connection contamination, backflow incidents, and water main breaks.
  
- 5) **Risk of catastrophic failure.** There are concerns that the reservoir subgrade may be unstable due to the sustained leakage. Situated on an upper slope of North Mountain, a failure would potentially cause catastrophic flooding to the Town and surrounding area. If the reservoir fails completely, the Town of Middleton would have to declare a State of Emergency:
  - The Town would need to truck water to residents and/or install temporary water storage
  - Negative impact on public services (water rationing, pool, splash pad)
  - Fire hydrants could not be used, increasing the risk of loss of life and/or property damage
  - Any watermain breaks would result in no water to the Town until the break is fixed
  - Hospitals, schools, businesses, long-term care facilities will all be severely impacted. Soldiers Memorial Hospital, a full-service hospital serving a population of 40,000, may have to explore closure, as their heat is water-based.
  - Boil Water Order likely in effect until new reservoir is constructed.

The construction of a new reservoir will take approximately two years to complete. If the reservoir fails, the above impacts will continue until a new reservoir is constructed, resulting in a prolonged State of Emergency.

In their 2018 Decision in the Utility’s Water Rate Application (M08647), “[36] *The Board notes the importance of the proposed reservoir project, given the risks associated with the current level of severe reservoir cracking and the volume of non-revenue water resulting from leakage. This issue was discussed during the last rate application in 2015 and should be dealt with as soon as possible....*”

The UARB encouraged “... *the Utility to prioritize its efforts to enable receipt of outside funding.*” Unfortunately, the initial grant application was not approved. The COVID pandemic precipitated delays in the approval process for subsequent applications under this program, and applicants were not informed of the success or failure of their applications until 2023. The Utility’s subsequent ICIP grant application was also not approved.

Given the substantial inflationary increases that occurred during and after the COVID pandemic, the Utility obtained updated cost estimates from CBCL. The new estimate is \$5.7m, which is substantially more than the \$2.44m cost estimate in 2018.

The Utility submitted grant applications under two other funding programs. One application was not successful, but the other was. The Utility has obtained a \$3,142,137 grant for up to 50% of the cost of the project, and the funds have been received and are in the Reservoir Replacement



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Reserve bank account. The grant agreement provides that grant funds in excess of 50% of eligible costs must be refunded.

The Utility issued tenders for the construction phase of the project and the tenders have closed.

### Project Description:

Land has been purchased and geotechnical work completed. Engineering design work was completed in advance of the tender being issued. The project is expected to require two years to complete. The first phase will be to construct the underground infrastructure and Zone building. The second phase will be to construct the above-ground Reservoir tank and Pump Station.

### Project Cost by Major Category:

The below table assumes the contractor is responsible for the cost of materials and labor.

<b>Category</b>	<b>Cost</b>	<b>Previous Spending</b>	<b>Project Total</b>
Construction costs	3,951,800		3,951,800
Construction contingency	395,180		395,180
Engineering costs	375,160		375,160
Engineering contingency	37,516		37,516
Engineering and design		356,507	356,507
Land purchase		62,300	62,300
Decommissioning existing	239,900		239,900
Subtotal	4,999,556	418,807	5,418,363
Non-rebateable HST	214,300	18,000	232,400
	<b>5,213,856</b>	<b>436,807</b>	<b>5,650,763</b>

### Project Funding:

Previous Spending of \$357k plus HST was funded from a combination of PCAP grant, CCBF (Gas Tax) grant, Depreciation reserve, and \$123k of future debt. The \$62.3k land purchase was funded from the sale and exchange of another parcel of land owned by the Town.

As previously noted, the Town has received a grant of \$3,142,137 for up to 50% of eligible costs. The MCGP grant application was based on an earlier cost estimate. Under the current cost estimate \$525k of this grant would need to be refunded, leaving a balance of \$2.6m. The Town has also received a \$322,915 grant from the Sustainable Services Growth Fund (SSGF), which Council voted to use towards the Reservoir and which funds have been placed in the Reservoir Reserve.

In the 2018 UARB Rate Decision, the UARB ordered a rate increase in connection with the additional costs that would be incurred by the Utility, based on the estimated project cost at that time. Since the project did not go ahead, the Utility transferred the excess water revenue into the Reservoir Reserve fund. Until the project is completed, the Utility plans to continue to place the additional annual revenue of \$89,948 into the Reservoir Reserve.



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In total, the grants, together with the additional income since 2018, plus estimated bank interest, will fund \$ \$3.7m of the total cost yet to be incurred of \$5.2m. The remaining \$1.5m, plus \$123k of previously unfunded expenditures will be funded with long-term debt. Initially, the Utility will obtain bridge financing, and upon project completion, the Utility will obtain a debenture through Municipal Finance.

<b>FUNDING SOURCE</b>	<b>\$</b>
Grant Funding (MOGP) (reduced to 50% of eligible project costs)	\$ 2,617,146
Grant Funding (SSGF)	322,915
Additional revenue collected for project from 2018 Rate increase	
2018/19 to 2022/23	344,366
2023/24	89,948
Interest earned to 3/31/24	346
Reservoir Reserve balance at 3/31/24	3,374,721
Additional revenue from water rates 2024/25	89,948
Forecast interest earned at 3%	101,242
Less funding Year 1 construction costs (Site works, Yard pipe, Zone bldg)	(1,086,000)
Forecast Reserve balance at 3/31/25	2,479,911
Additional revenue from water rates 2025/26	89,948
Forecast interest earned at 3%	74,397
Less funding portion of Year 2 construction costs	(2,644,256)
Forecast Reserve balance at 3/31/26	-
<b><u>Funding Totals</u></b>	
Total funded from Reservoir Reserve	24/25 1,086,000
	25/26 2,644,256
	3,730,256
Total funded from bridge financing replaced by Long-term debt	26/27 1,494,450
	5,224,706

Other useful information:

How and why the funding plan is appropriate:

The Utility has worked diligently to obtain funding for this project to minimize the impact on the water ratepayers. As a result, the combination of grant funding, and the additional revenue



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collected since the 2018 rate increase, will provide roughly 70% of the cost of the project. The balance will be sourced from long-term debt.

**Cash flow statement:**

Fiscal Year	Construction cost	Refund MCGP Grant excess	Interest income	Water rate revenue	Reserve Balance	Bridge Financing	Municipal Finance Corp LTD
previous spending 3/31/2024					3,899,712	123,000	
2024/25	(1,553,000)		116,991	89,948	2,553,651		
2025/26	(3,420,956)	(525,000)	76,610	89,948	-	1,225,747	
2026/27	(239,900)					239,900	
2026/27						(1,588,647)	1,588,647
	(5,213,856)	(525,000)	193,601	179,896	6,453,363	-	1,588,647

**Impacts of the Project on the revenues and expenditures of the water utility plus an estimate of the impact on the water rates:**

The new reservoir will not generate any new revenue. However, it will permit the Town to reliably support new housing developments, which will generate additional revenue for the water utility. Assuming a 20-year debenture at 5% interest, the debt service on the long-term debt from Municipal Finance Corp will be approximately \$160k per year.

At the same time, the annual depreciation on the new reservoir must also be funded. The estimated annual depreciation expense is \$148k. Further, operating costs are estimated to increase by \$19k per year.

The total of the debt service plus depreciation, plus operating costs will be approximately \$327k per year. However, the \$90k currently built into the water rates will offset part of these costs, leaving \$237k per year to be covered by ratepayers. Total water revenue is currently budgeted at \$890k, with water expenditures currently budgeted to exceed the revenue. To fund both the debt service and the depreciation, water rates would need to be increased by 27%. Alternatively, the UARB could authorize the annual depreciation funding to be used to partially offset the debt service until the long-term debt has been repaid. This would leave roughly \$90k of debt service to be covered by a rate increase of approximately 10%. The revenue from new housing developments will help reduce the necessary rate increase somewhat.



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Email: [acrocker@town.middleton.ns.ca](mailto:acrocker@town.middleton.ns.ca)  
[www.discovermiddleton.ca](http://www.discovermiddleton.ca)

## Planned timing to file an application for adjustments to the rates for water and water related services:

A water rate study was begun several months ago however, it was deferred due to several staff vacancies, including the Director of Finance position, which remains unfilled to date. Once we have completed our annual audit, we plan to resume the rate study and submit in October 2024. The timetable may need to be adjusted, depending on when we are able to replace the Finance Director position.

### Appendices:

Middleton Reservoir Project Description

**REQUEST FOR DECISION**  
**Award of Tender for Fire Pumper/Tanker**  
**RFD#: 047-2026**



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**To:** Town Council  
**From:** Mike Toole, Fire Chief and Ashley Crocker, CAO  
**Date:** June 1, 2026  
**Subject:** Award of Tender for Fire Pumper/Tanker

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**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

**References/Attachments**

- Evaluation of responses to tender for Fire Pumper/Tanker
- Bid Summary from Rocky Mountain Phoenix
- Letter to CAO from Fire Department dated May 28, 2026
- Capital Project Sheet 24-17 (updated)
- Capital Project Sheet 24-17 (original)

**Legislation**

- Nova Scotia *Municipal Government Act*
- Town Policy Code A – General Administration Procurement and Purchasing Policy
- *Public Procurement Policy*

**Recommendation**

That Council approve an increase in the budget for project 24-17 Fire Pumper/Tanker to \$888,138, which includes the Town’s portion of HST.

That Council award tender MID 2026-04 for a Fire Pumper/Tanker to Rocky Mountain Phoenix for an estimated amount of \$855,151 plus HST.

**Background**

The current 1991 Spartan Pumper has reached 35 years of service and is approaching the end of its operational lifespan as a frontline emergency response apparatus. Although the unit underwent a refurbishment in 2008 to extend its service life, the apparatus no longer meets current National Fire Protection Association (NFPA) standards for pumper apparatus due to its age and overall condition.

The Middleton Fire Department remains committed to maintaining its fleet and fire apparatus at the

**REQUEST FOR DECISION**  
**Award of Tender for Fire Pumper/Tanker**  
**RFD#: 047-2026**



highest level of operational readiness to ensure dependable emergency response capabilities and firefighter safety. Despite ongoing preventative maintenance and repairs, the age and condition of this apparatus have resulted in increasing mechanical and electrical failures that are becoming progressively more difficult and costly to address. The ongoing electrical issues associated with the unit now present significant operational and safety concerns for personnel required to utilize the apparatus during emergency response activities.

In addition, the availability of replacement parts for the apparatus has become increasingly limited, contributing to increased maintenance downtime and reduced reliability. Continued operation of the unit presents a potential risk to firefighter safety and may impact the department's ability to provide effective and reliable emergency services to the residents and businesses within the community.

Project 24-17 was approved as part of the 2026-2027 capital budget process, and is being undertaken as a joint funding initiative between the Town of Middleton and the County of Annapolis through the Fire Service Capital Program.

A tender was issued through the Nova Scotia Procurement website in accordance with the Town's Procurement Policy. The Town of Middleton received four responses, which were then evaluated and scored in accordance with the evaluation criteria in the tender: compliance (30%), delivery (25%), cost (25%), warranty and support (10%) and experience (10%). The bids were evaluated by the Fire Chief and two Deputy Fire Chiefs and reviewed by the CAO.

The fire chiefs recommend awarding the tender to Rocky Mountain Phoenix, who had the highest score overall. One of the proponents submitted a bid for a two-door model when the requirements were for a four-door. The other two bids were lower in cost than the recommended bid, but one of them could not be delivered until 14 months after the order date, and the other bid did not specify the delivery date (but the bid was from the same company, just a different model truck).

The tender document said that preference would be given to a 60-day delivery, due to the fact that the truck is needed immediately due to operational concerns. Rocky Mountain Phoenix has their truck in stock, and can be delivered within 60 days.

**Financial Implications**

The total project budget in accordance with capital project 24-17 approved by Council in the 2026-2027 budget process was \$850,000. The recommendation to award this tender will put the project over-budget, so Council first needs to approve an increase to the project budget. This will also require an increase of almost \$40,000 in the use of funds from the Gas Tax Reserve. The reserve fund has capacity to fund the overage.

**REQUEST FOR DECISION**  
**Award of Tender for Fire Pumper/Tanker**  
**RFD#: 047-2026**



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	
X	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: June 1, 2026



**Project Name:** FIRE PUMPER/TANKER

**Project #** 24-17

**Department:** Fire                      **Unit:** Town                      **Asset Class** Vehicles

**Type of Asset:** Replacement                      **Reason:** End of life asset replacement                      **Expected Useful Life:** 10 years

**Project Description:** Replace 35 year-old pumper/tanker. Lead time 18 to 24 months

**Need for Project:** Pumper has required numerous repairs. The electrical system is experiencing issues, and the vehicle is not reliable

**Project Funding:** Capital grant - County of Annapolis \$525k and \$325k CCBF (formerly Gas Tax)

**Carry-over Project** Project was budgeted for 2025/26. The Fire Department is developing the tender specifications.

**Additional Operating Expense** n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	85,000	85,000	85,000	85,000	85,000	425,000	425,000
Loan principal	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Impact</b>	-	-	-	85,000	85,000	85,000	85,000	85,000	425,000	425,000
Capital Budget:	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	Project Total
Capital cost	-	-	-	850,000	-	-	-	-	850,000	850,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	525,000	-	-	-	-	525,000	525,000
Drawdown Reserves	-	-	-	325,000	-	-	-	-	325,000	325,000
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Total funding</b>	-	-	-	850,000	-	-	-	-	850,000	850,000



Updated - with amount tying to tender award recommendation

**Project Name:** FIRE PUMPER/TANKER

**Project #** 24-17

**Department:** Fire                      **Unit:** Town                      **Asset Class** Vehicles

**Type of Asset:** Replacement                      **Reason:** End of life asset replacement                      **Expected Useful Life:** 10 years

**Project Description:** Replace 35 year-old pumper/tanker. Lead time 18 to 24 months

**Need for Project:** Pumper has required numerous repairs. The electrical system is experiencing issues, and the vehicle is not reliable

**Project Funding:** Capital grant - County of Annapolis \$525k and \$363k CCBF (formerly Gas Tax)

**Carry-over Project** Project was budgeted for 2025/26. The Fire Department is developing the tender specifications.

**Additional Operating Expense** n/a

	Total up to 3/31/2025	Budgeted for 2025/26	Total up to 3/31/2026	New Spending					Total	Project Total
				2026/27	2027/28	2028/29	2029/30	2030/31		
<b>Annual Operating Impact:</b>										
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	88,814	88,814	88,814	88,814	88,814	444,069	444,069
Loan principal	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Impact</b>	-	-	-	88,814	88,814	88,814	88,814	88,814	444,069	444,069
<b>Capital Budget:</b>										
Capital cost	-	-	-	888,138	-	-	-	-	888,138	888,138
<b>Funding:</b>										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	525,000	-	-	-	-	525,000	525,000
Drawdown Reserves	-	-	-	363,138	-	-	-	-	363,138	363,138
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Total funding</b>	-	-	-	888,138	-	-	-	-	888,138	888,138



# Middleton Fire Department

PO Box 1366  
49 Church St.  
Middleton, NS  
B0S 1P0

[www.middletonfiredepartment.ca](http://www.middletonfiredepartment.ca)  
[mfdchiefs@bellaliant.com](mailto:mfdchiefs@bellaliant.com)

Thursday, May 28, 2026

Attention:  
CAO Crocker  
Town of Middleton

Dear CAO Crocker,

Re: Tender 2026-04 – New Pumper/Tanker for Middleton Fire Department

On behalf of the three Fire Chiefs of the Middleton Fire Department, we are writing to provide our formal recommendation regarding Tender 2026-04 for the supply of a new pumper/tanker apparatus.

We have carefully reviewed all four submitted tender proposals in detail. Each submission was evaluated and scored in accordance with the established criteria, including compliance with specifications, operational capability, value for investment, and delivery timelines.

Following this comprehensive assessment, we are pleased to advise that our collective recommendation is to proceed with the bid submitted by Rocky Mountain Phoenix.

This proposal is fully compliant with all operational and technical requirements outlined in the tender document. In addition, it offers a significant advantage in terms of delivery timeline, with confirmation that the apparatus can be delivered within the preferred 60-day window. This expedited delivery will greatly support our operational readiness and fleet replacement planning.

We believe this option provides the best overall combination of compliance, performance, and timely delivery for the Middleton Fire Department.

Please feel free to contact us should you require any further detail or clarification regarding our evaluation process or recommendation.

Respectfully submitted,

Michael Toole  
Chief - Middleton Fire Department

902-825-8277  
[mfdchiefs@bellaliant.com](mailto:mfdchiefs@bellaliant.com)

### 18. SUBMISSION REQUIREMENTS

**\*This page must be completed and returned as part of your submission\***

Category:	Amount (CAD)
Subtotal (Before HST)	\$ <u>\$855,151.00</u>
Harmonized Sales Tax (14%)	\$ <u>\$119,721.08</u>
Grand Total (incl. HST)	\$ <u>\$974,872.08</u>

Total in words section:

GRAND TOTAL (in words):


Nine hundred seventy-four thousand eight hundred seventy-two and eight cents. Canadian Dollars  
(Include applicable HST)

### 19. CERTIFICATION AND SIGNATURE

We certify that:

- "All pricing is accurate and complete"
- "Harmonized Sales Tax (HST) has been applied as indicated"
- "The total amounts shown in numeric and written for is consistent"
- "No additional costs will be charged beyond those identified"

Signature Block:

- Authorized Representative: Chris Swain
- Title: General Manager of Sales and Service - Atlantic
- Company: Rocky Mountain Phoenix
- Signature: 
- Date: May 11, 2026

## 20. EVALUATION CRITERIA

Criteria	Weight	
Compliance	30%	30
Delivery	25%	25
Price	25%	25
Warranty & Support	10%	10
Experience	10%	10

100%

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## 21. TERMS AND CONDITIONS

The Town of Middleton reserves the right to accept or reject any proposal.

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## APPENDIX A – COMPLIANCE CHECKLIST

#	Requirement	Comply	Comments	Ref
1	New / Demo apparatus	<b>YES</b>		
2	Submission Deadline	<b>YES</b>		
3	Submission Requirements	<b>YES</b>		
4	General Requirements	<b>YES</b>		
5	Chassis Requirements	<b>YES</b>		
6	Pump and Plumbing	<b>YES</b>		
7	Water Tank	<b>YES</b>		
8	Dump System	<b>YES</b>		
9	Lighting and Electrical	<b>YES</b>		
10	Hose Storage	<b>YES</b>		
11	Compartments	<b>YES</b>		
12	Equipment Storage	<b>YES</b>		

13	Portable Water Supply	<b>YES</b>		
14	Branding and Finish	<b>YES</b>		
15	Documentation and Training	<b>YES</b>		
16	Warranty	<b>YES</b>		
17	Delivery	<b>YES</b>		

	<b>Compliance</b>	<b>Delivery</b>	<b>Cost</b>	<b>Warranty &amp; Support</b>	<b>Experience</b>	<b>Overall Score</b>	<b>Before HST Price</b>	<b>Town Cost Price</b>
Proponent 1 - Rocky Mountain Phoenix (4-door Freightliner)	30.0	25.0	25.0	10.0	10.0	100.0	\$ 855,151	\$ 888,138
Proponent 2 - Metalfab (2025) Ltd. (4-door Freightliner)	25.0	0.0	25.0	10.0	10.0	70.0	\$ 763,400	\$ 792,847
Proponent 3 - Metalfab (2025) Ltd. (4-door International)	15.0	0.0	25.0	10.0	10.0	60.0	\$ 792,000	\$ 822,551
Proponent 4 - Metalfab (2025) Ltd. (2-door Commercial Cab International)	0.0	0.0	25.0	10.0	10.0	45.0	\$ 638,500	\$ 663,129