

The Municipality of the District of St. Mary's

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Municipal Boundary Review

2022- Request for Proposals

*Proposals must be received no later than **Wednesday, March 9th, 2022 at 12:00 noon.***



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1. INTRODUCTION

The Municipality of the District of St. Mary's (MODSM) seeking proposals from qualified consultants for the preparation of an Electoral Boundary Review Report. In accordance with ss. 369 (1) of the MGA, in the year 1999, and in the years 2006 and every eighth year thereafter, the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.

2. MUNICIPAL PROFILE

Located in the heart of Nova Scotia's Eastern Shore, the Municipality of the District of St. Mary's is a rural municipality consisting of seven electoral districts. Incorporated in 1879 the Municipality has a population of 2,233 (2016) and is bounded by the counties of Antigonish and Pictou, the municipalities of Halifax and Guysborough, and the Atlantic Ocean. St. Mary's remains as the smallest district in the province by population covering about 1,909 square kilometers in area and has the smallest population density of all 50 municipalities in the province at 1.21 persons per km².

3. SCOPE OF WORK

GENERAL

- 3.1 The Consultant must review the current governance structures in the Municipality of St. Mary's and present a minimum of three rated options relating to the number of elected officials and district boundaries for the Municipality.
- 3.2 The Consultant will not be required to conduct an enumeration but will use the NS Election data from the most recent election in St. Mary's.

MEETINGS/CONSULTATIONS

- 3.3 The study must be accompanied by appropriate and effective public consultation. The consultations should give members of the public an opportunity to express their views on the size of their council, upon the location of boundaries for municipal polling districts. Giving the public an opportunity to provide its valuable input is a key part of the decision-making process leading to an application by the municipality.
- 3.4 A minimum of three in-person public consultation sessions shall be hosted within St. Mary's and be geographically located to ensure accessibility of public participation. Each public consultation session shall:
 - a. be advertised at a minimum through the Municipality of the District of St. Mary's Municipal website and Facebook page and the Guysborough Journal and;

- b. shall include a presentation by the consultant outlining the review process, presenting the results of research, the reasons the provided options have been chosen, analysis of the research and seeking public reaction and comment on the information presented.

3.5 Following the public consultations, individual interviews shall be held with each of the municipal elected officials by way of phone or email.

DELIVERABLES

3.6 The consultant must provide a minimum of three (3) options for the number of elected officials and district boundaries which would meet the NSUARB equity requirements (+-10% threshold) and take the following into consideration in accordance with ss. 368 (4) of the MGA:

- Parity among districts
- Clearly identifiable boundaries
- Geographic size
- Existing population
- Distinct ethnic characteristics
- Communities and areas of interest
- Potential Future Growth or depopulation

3.7 The cost for each in-person public consultation session as well as additional suggested forms of public consultation (online surveys etc.) shall be itemized within the proposal.

3.8 The consultant shall prepare mapping of each of the boundary options under consideration and all mapped information will be provided as GIS files compatible with ArcGIS Pro.

3.9 The consultant is to provide a written study to be filed with the Municipality and the NSUARB in accordance with Municipal Government Act Rules made under Section 12 of the Utility and Review Board Act and where applicable; adhere to Section 26(1) through to section 28.

3.10 In the event of a public hearing before the NSUARB, the independent consultant or firm will appear alongside the Municipality to present the findings, conclusions and recommendations put forward in the study. The cost for this service shall be itemized within the proposal.

4. RESOURCES

4.1 Information on the current municipal boundaries is available in **Appendix A- Current Boundary Information.**

4.2 Municipal staff conducted an internal preliminary review of the municipal boundaries in 2019. This information is available in **Appendix B- 2019 Preliminary Review.**

5. PROPOSAL REQUIREMENTS

- 5.1 Firm and Consultant(s) Credentials: A firm summary that addresses previous experience with municipal boundary reviews. The names, background and experience of the consultants who will be involved in this project including the identification of project lead.
- 5.2 Action Plan and Methodology: A detailed Action Plan and Methodology for conducting the plan review. This would include a description of the methodologies used, schedule of work and timeline to be performed, including estimated start dates, completion dates, the total effort required for each assigned resource, critical paths/key milestones, including proposed meetings with Municipal staff and all associated costs, etc.
- 5.3 Communications Strategy: A communications strategy for review of the documents including a schedule and number of in-person, email or telephone consults required during the project.
- 5.4 Fees: Provide a detailed schedule of fees and expenses associated with this project. This must include a detailed breakdown of roles, hours allocated to each task by each member of the team, hourly rate by team member and total number of hours for the entire project. The proponent must provide a firm fixed lump sum fee for the project, including expenses and other costs, exclusive of HST.
- 5.5 References: The names and contact information for three recent references to support the submitted proposal. Municipal references are considered to have highest priority.

6. SUBMISSION

The deadline to submit proposals is **Wednesday, March 9th, by 12:00 noon**. Proposals submitted past this closing time will not be accepted.

The proponent is to provide a single digital media copy in pdf format, submitted via email to marissa.jordan@saint-marys.ca , and three (3) hard copies of proposals in a sealed envelope delivered to the following:

ATTN: Chief Administrative Officer

Municipality of the District of St. Mary's

RE: Municipal Boundary Review

8296 Hwy #7

P.O. Box 296

Sherbrooke, NS

Canada, B0J 3C0

Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If an Addendum is issued, the proponents must acknowledge their receipt in the appropriate section of the Addendum Form. Addendums will be posted to all sites on which the RFP's was posted. The Municipality will assume no responsibility for oral instructions or suggestions.

7. FURTHER INFORMATION

Any questions in relation to this Request for Proposal should be directed to: Marissa Jordan, Chief Administrative Officer, Phone: 902-522-2432, Email: marissa.jordan@saint-marys.ca

8. RFP TERMS AND CONDITIONS

Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Municipality for a period of ninety (90) days from date of closing.

Final acceptance of the proposal will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.

9. RIGHTS OF THE MUNICIPALITY – EVALUATING / ACCEPTING /REJECTING PROPOSALS

The Municipality reserves the right to reject any and all proposals based on the best interest of the Municipality. The Municipality reserves the right to select a proposal, in whole or in part, other than the lowest price proposal based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.

The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.

The Municipality reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

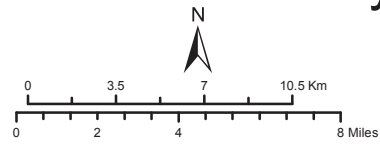
10. PROPOSAL EVALUATION

The proposal will be evaluated against the following criteria:

Overall understanding of the project and expectations	20%
Firm and project team qualifications	25%
Proposed methodology, action plan and timelines	30%
Strength of references provided	10%
Cost and/or value to the Municipality of St. Mary's	15%
Total	100%

11. APPENDIX A- CURRENT BOUNDARY INFORMATION

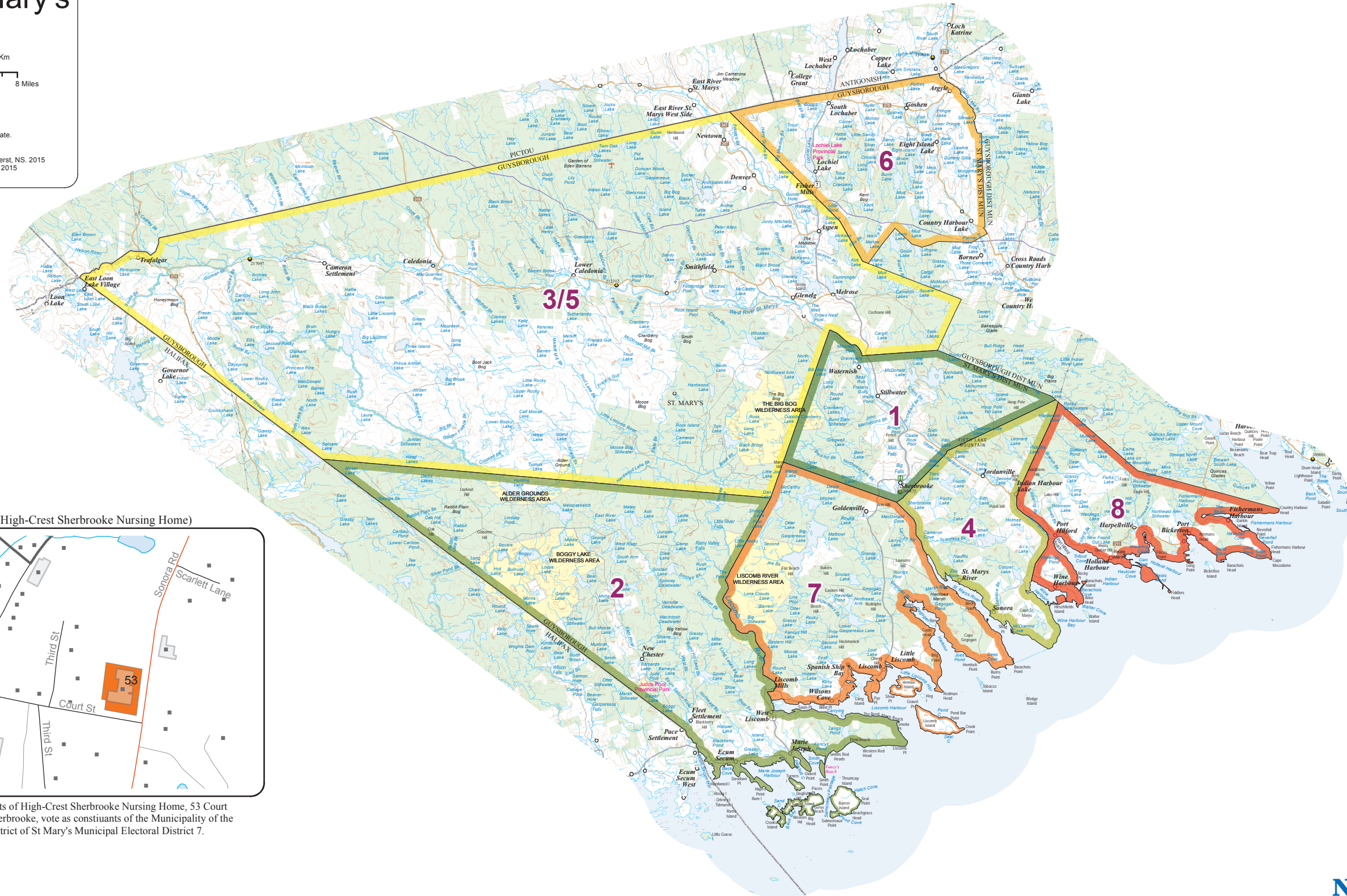
2015 Municipal Electoral Districts
Municipality of the District of St Mary's



1:300,000
 Contour interval 25m
 Projection: Zone 20 UTM NAD83

The position of the boundaries are approximate.
 Errors and omissions may exist.

Produced by the Nova Scotia Geomatics Centre, Amherst, NS. 2015
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 CMC-523-02



Sherbrooke (High-Crest Sherbrooke Nursing Home)



* Residents of High-Crest Sherbrooke Nursing Home, 53 Court Street, Sherbrooke, vote as constituents of the Municipality of the District of St Mary's Municipal Electoral District 7.

Municipality of the District of St. Mary's

District Boundary Description

District 1 – Sherbrooke – 296 voters

From 10209 Highway #7, Stillwater to Sherbrooke including Main St. Sherbrooke. From Main St., Sherbrooke to 7759 on Highway #7, Arm Brook inclusive. Beginning at 4262 Sonora Rd to 4110 Sonora Rd, Sherbrooke inclusive. All of Old Road Hill, Sherbrooke until it meets Highway #211 and then back to the intersection of the Highway #7 in Stillwater. Includes Waternish Road up to civic #1537 inclusive.

District 2 – Ecum Secum/Marie Joseph - 245 voters

Beginning at 2284 Highway #7 (Liscombe Lodge) to HRM Boundary Line, Ecum Secum . Includes Moser River from 61 Fleet Loop to 30 Cove Loop. Including from 362 to 2328 New Chester Road, New Chester and from 178 to 242 Fleet Settlement Road, Fleet Settlement inclusive.

District 3/5 – Aspen & Caledonia – 289 voters

From 10253 Highway #7, Stillwater to 12815 Highway #7 (Maritime Northeast Pipeline), Fishers Mills inclusive. From Waternish Road, civic #1849 to Lead Mine Road civic #327 inclusive. From 9 Highway #347, Aspen to 2484 Highway 347, East River including Cornect Road, East Side Highway 347 from 52 to civic #751. From 1106 to 270 College Grant Road. Highway 348 from 7570 Melrose to 4450 Caledonia and 4262 Lower Caledonia to Trafalgar including civic # 1203 to 101 Lake Crest Drive inclusive.

District 4 – Indian Harbor Lake, Sonora – 249 voters

From 790 Highway 211, Stillwater to 1889 Highway 211 Indian Harbour Lake inclusive and 151 to 905 West Side Indian Harbour lake. From 4037 Sonora Road, Sherbrooke to 1554 Sonora Rd, Sonora inclusive.

District 6 – Goshen and Area - 288 voters

From 14424 Highway 7, South Lochaber to Civic 12907 Highway #7, (Maritime Northeast Pipeline). From civic #25 to civic #148, West Lochaber and 1633 to 1865 College Grant Road inclusive. Lochiel Lake and West Lochiel Lake Rd inclusive. From 597 Borneo Road to Country Harbour Lake, and 18540 Highway 316 to 21650 Highway 316, Country Harbour. Cheese Factory road to #173 and Copper Lake Road to 119 inclusive.

District 7 – Liscomb Area – 248 voters

West of Arm Brook, from civic 7600 Highway# 7 to Liscomb River, civic 2993 Highway #7, all areas inclusive. Plus all residents in High Crest Nursing Home, Sherbrooke

District 8 – Port Bickerton, Port Hilford, Fisherman's Harbor – 237 voters

East bound from civic 1940 Highway 211, Port Hilford to Port Bickerton and Municipal Boundary, all areas inclusive. Plus from 83 Sonora Rd, Wine Harbour to where it meets Port Hilford on Highway 211.

12. APPENDIX B- 2019 PRELIMINARY BOUNDARY REVIEW

Boundary Review

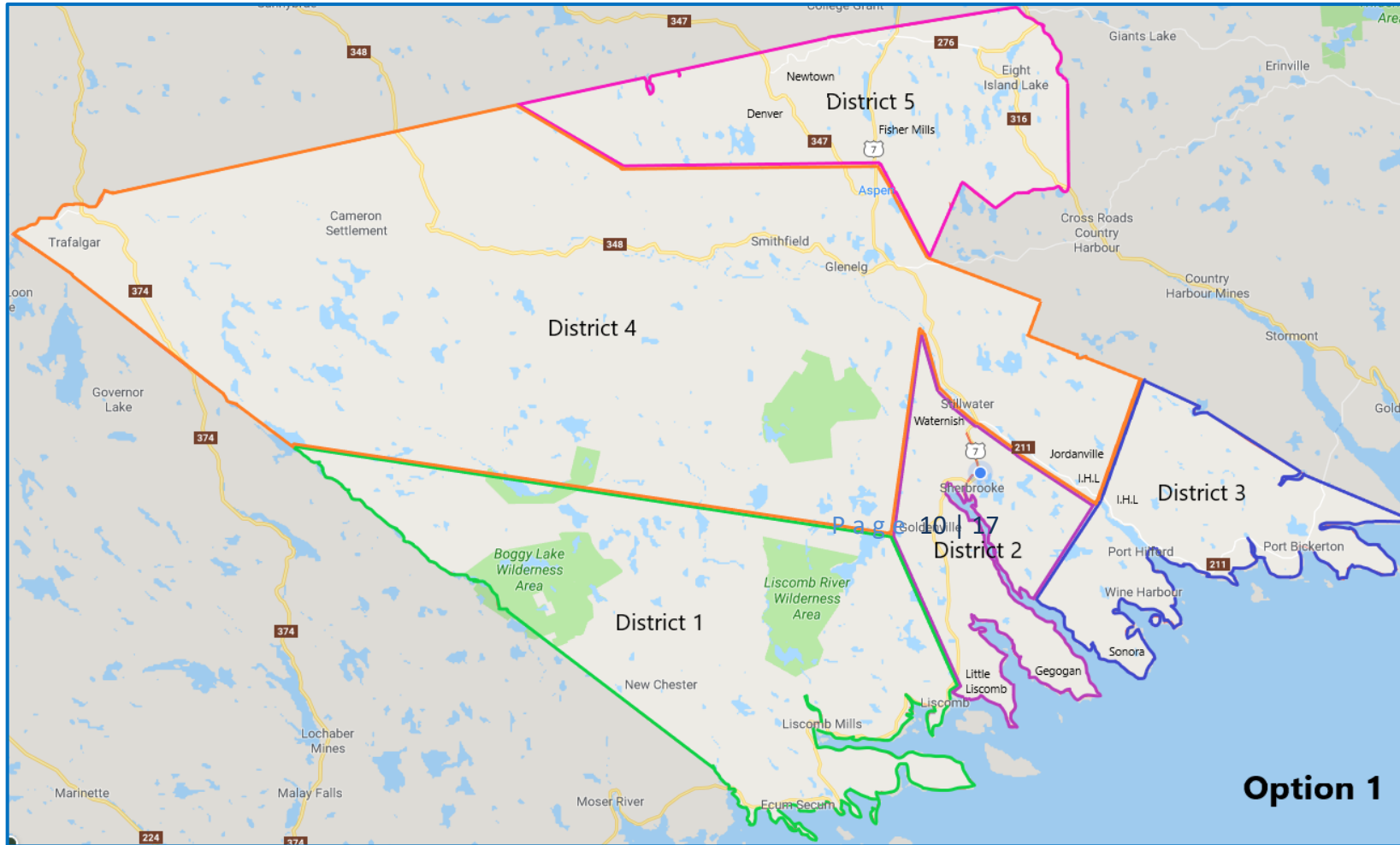
Options Discussion

October 2, 2019



Background Information

- ▶ Section 368(4) MGA states that the Board (UARB) must consider numbers of electors, relative parity of voting power, population density, community of interest and geographic size for each polling district proposed.
- ▶ Recommend a two-step process:
 - ▶ Determine # councillors and districts for effective and efficient representation
 - ▶ Distribute the polling district boundaries to satisfy objectives of s368(4)
- ▶ +/- 10% preferred level of parity but Board may permit variances up to +/- 25% where justified due to sparsely populated large geographic areas and where communities would be split arbitrarily to achieve the lower parity level
- ▶ Section 12(8) MGA allows the change from a Warden to a Mayor system of governance, at any time up to nine months before a municipal election and once that decision is made by the municipality it cannot be reversed after February 15 of the year in which the first Mayor is to be elected



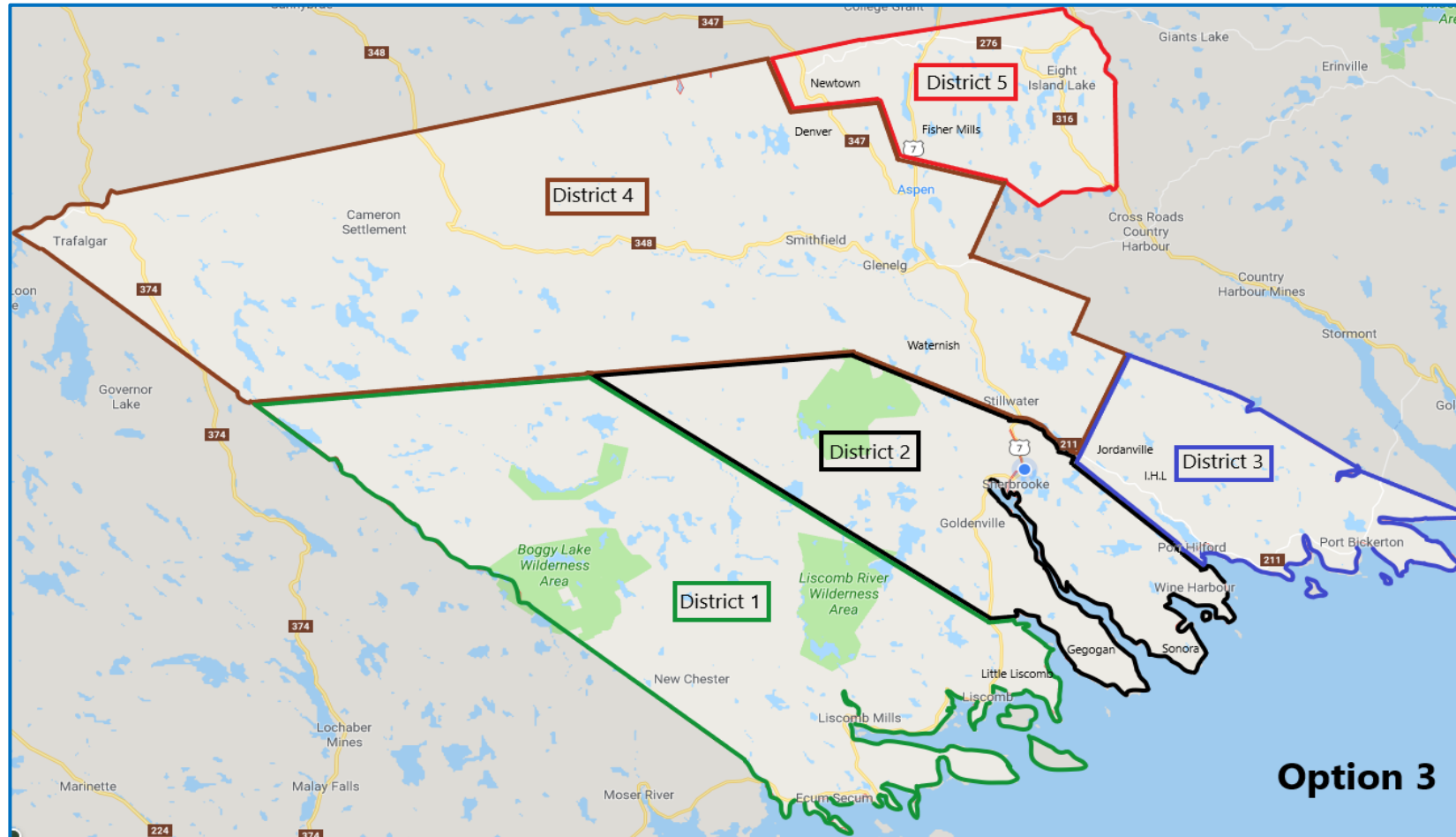
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Option 1

Polling District	Number of Electors	% of Total Electors	Variation from the Average (354) Number of Voters	
			#	%
District 1	372	21%	+18	+5.1%
District 2	337	19%	-17	-4.8%
District 3	388	22%	+34	+9.6%
District 4	333	19%	-21	-5.9%
District 5	340	19%	-14	-4.0%

Municipality of the District of St. Mary's

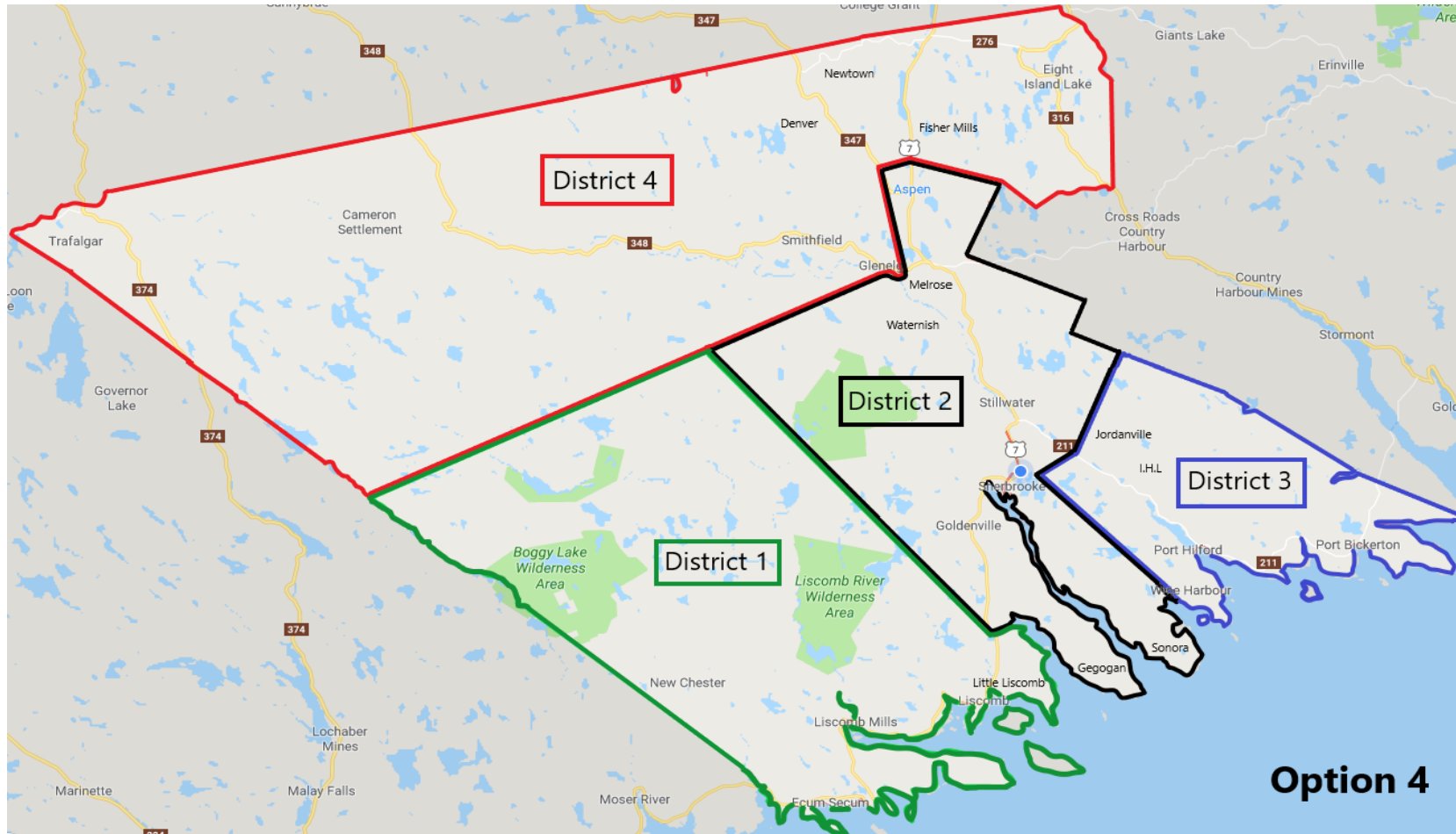
Option 3



Polling District	Number of Electors	% of Total Electors	Variation from the Average (354) Number of Voters	
			#	%
District 1	412	23%	+58	+16.4%
District 2	356	20%	+2	+0.6%
District 3	380	22%	+26	+7.3%
District 4	300	17%	-54	-15.3%
District 5	322	18%	-32	-9.0%

Municipality of the District of St. Mary's

Option 4



Option 4

Polling District	Number of Electors	% of Total Electors	Variation from the Average (443) Number of Voters	
			#	%
District 1	412	23%	-31	-7.0%
District 2	427	24%	-16	-3.6%
District 3	471	27%	+28	+6.3%
District 4	460	26%	+17	+3.8%

Options Comparison:

- ▶ Options 1 and 2 meet the +/- 10% target for voter parity but require splitting several communities in order to achieve that objective (i.e.: Liscomb/ Little Liscomb, Indian Harbour Lake, Jordanville, Sherbrooke, Stillwater/ Waterish)
- ▶ Option 3 keeps communities of interest together but requires a variation of +16.4% for district 1 (Ecum Secum/ Liscomb) and -15.3% for district 4 (Caledonia/ Aspen). This variance is below the +/- 25% that the Board identifies as the upper limit in their guidelines
- ▶ Option 4 is to divide the municipality into 4 districts with an average of 443 electors per district and an elected Mayor. All electors would be able to vote for a Councillor in their district as well as a Mayor to be elected at large for the municipality