



**Town of Amherst
Committee of the Whole**

Date: **Monday, June 26, 2017**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order	
1.1 Approval of Agenda	
1.2 Approval of Minutes - June 19, 2017	1 - 3
2. In Camera	
2.1 Approval of In Camera Agenda	
2.2 Approval of In Camera Minutes	
2.3 MGA 22(2)(e) Contract Negotiations	
2.4 MGA 22(2)(a) Municipal Property	
3. Council Direction Requests	
3.1 Amherst Water Utility 2017-18 Budget (5903)	
3.1.1 Operating	4 - 8
3.1.2 Capital	9 - 22
3.2 Tender - Reservoir Replacement (5996)	23 - 26
3.3 Bottled Water (5635) (10 min) Councillor Blanch	27 - 29
3.4 RFP Smart Grid Feasibility Study (4023)	30 - 31
3.5 Tender - Capital Paving (6004)	32 - 35
4. Information Items	
4.1 FCM Conference Report (5930) (4 min) Councillor Jones	36 - 37
4.2 Legalization of Cannabis Report (5931) (4 min) Councillor Jones	38 - 40

5. Monthly Reports

5.1	Corporate Services (5932) (4 min) Arbing	41 - 41
5.2	Fire Department (5933) (4 min) Jones	42 - 42
5.3	Police Services (5935) (4 min) Naylor	43 - 44
5.4	Operations (5934) (4 min) MacDonald	45 - 45
5.5	Recreation (5936) (4 min) Schurman	46 - 47

6. Adjournment

**Amherst Town Council
Committee of the Whole
Minutes**

Date: June 19, 2017
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Andrew Fisher, Planner
Ian Naylor, Police Chief
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Rebecca Purdy, Executive Assistant

1. Call to Order

Mayor Kogon called the meeting to order at 4:00 PM.

1.1 Approval of Agenda (5937)

**Moved By Councillor MacKenzie
Seconded By Councillor Byrne
To approve the agenda**

MOTION CARRIED

1.2 Approval of Minutes - May 23, 2017 (5823)

**Moved By Councillor Rhindress
Seconded By Councillor Jones
To approve the minutes of the May 23, 2017 Committee of the Whole meeting**

MOTION CARRIED

2. Presentations

2.1 Bordertown Biker Bash (5820)

Peter Rushton and members of the Bordertown Biker Bash organizing committee made a presentation on the upcoming even, which is scheduled for July 21, 22 and 23, 2017. A copy of their PowerPoint presentation is included in the post-meeting agenda.

2.2 Cumberland County Transportation Society (CCTS) (5203)

Helen Sims (Operations Manager/Dispatcher) and Peter Lewis (Vice Chair) made a PowerPoint presentation on behalf of Cumberland County Transportation Society, showcasing what CCTS is and what they do. A copy of their presentation is included in the post-meeting agenda.

3. In Camera

**Moved By Councillor Blanch
Seconded By Councillor MacKenzie
To go In-Camera**

MOTION CARRIED

4. Council Direction Requests

4.1 Bottled Water (5635)

**Moved By Councillor Blanch
Seconded By Deputy Mayor Christie**

That the Town ceases its practice of buying and providing bottled water for staff, Council and guests within Town Hall and at all Town sponsored functions

MOTION WITHDRAWN

**Moved By Councillor Blanch
Seconded By Deputy Mayor Christie**

That staff be directed to develop a policy with regard to bottled water that would address the use of Town provided bottled water within Town Hall and explore the best environmentally positive way in providing liquid refreshments to citizens at events

**MOTION CARRIED 6-1
Against: Councillor Jones**

4.2 Bylaw Respecting Commercial Development Improvements (5102)

**Moved By Councillor Rhindress
Seconded By Councillor Jones**

That the Commercial Development Support Bylaw be referred to the June 26 2017 regular meeting for Council's consideration of making the amendments as recommended and approving seconding reading, as well

as second reading of the enabling amendment to the Municipal Planning Strategy

**MOTION CARRIED 6-1
Against: Councillor Blanch**

5. Information Items

5.1 Dog Waste Containers (5517)

Information and discussion Item as requested by Council - no specific direction given.

5.2 Building Permit Analysis (5647)

Information item as requested by Council; Deputy CAO will share comparative information on development within the Town and the area outside the Town when he gets it from the County.

5.3 Update on Active Transportation Workshop (5929)

Information item; no specific direction given.

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That the remaining agenda items be deferred to a meeting scheduled for Monday, June 26 at 4 PM

MOTION CARRIED

8. Adjournment

Moved By Councillor Jones

Seconded By Councillor MacKenzie

To adjourn at 6:20 PM

Gregory D. Herrett, CPA, CA
Chief Administrative Officer

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

DATE: June 26, 2017

SUBJECT: Amherst Water Utility Operating Budget, 2017-18

ORIGIN:
2017-18 Budget Preparations

LEGISLATIVE AUTHORITY:
Subsection 65(al) of the *Municipal Government Act* confers upon Council the authority to spend money on water systems.

RECOMMENDATION:
That the Amherst Water Utility Operating Budget for the 2017-18 fiscal year in the amount of \$2,029,748 be referred to the June 26, 2017 Regular Meeting for Council's approval

BACKGROUND:
Staff have been assessing the operating needs of the Amherst Water Utility and have developed the attached budget. The Water Utility is regulated by the Nova Scotia Utility and Review Board (NSUARB).

DISCUSSION:
The Utility recently applied to the NSUARB for a rate review. After a public hearing, an order was issued by the NSUARB on June 9, 2017 outlining the new rates, rules and regulations for the next three fiscal years. For the fiscal year 2017-18, we see an increase in metered sales, flat rate sales, and the fire protection charges to cover increased costs in wages and benefits, administrative costs and building and facility costs.

FINANCIAL IMPLICATIONS:
The approved budget gives direction and guidance to staff on all financial issues throughout the fiscal year.

COMMUNITY ENGAGEMENT:
There was an opportunity for public engagement during the NSUARB rate hearing process.

ENVIRONMENTAL IMPLICATIONS:
No environmental applications

ALTERNATIVES:
1. Approve the Water Utility budget as presented;



2. Approve the Water Utility budget with amendments;
3. Refer the Water Utility budget back to staff for further review.

ATTACHMENTS:

SAP reports of revenue and expenditures

Report prepared by: Vince Arbing, CPA, CA – Director of Finance

Report and Financial approved by:

COST CENTER:AREA COST ELEMENTS - CURRENT YEAR/NEXT YEAR BUDGET COMPARISON

Cost element group MUN2 MUN2
Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
Periods Reported: 1 to 12
Comparison Years: 2016/2017 and 2017/2018
Plan Version: 0 Plan/Act - Version
Plan Version Compare: 1 Approved
Date of Report: 06/13/2017

Cost elements/Cost centers			2016/2017 Actual	2016/2017 Budget	2017/2018 Budget	Change From 2016 Budget to 2017	% Change Fr 2016 Budget to 2017
***	4070	SEWER METERED CHRG	18.00	0	0	0.00	0.0
***	4350	SALE OF SERVICES	17,821.35-	2,890.00-	2,890.00-	0.00	0.0
***	4660	INTEREST ON MISC A/R	485.43-	0	0	0.00	0.0
***	4680	MISC.REVENUE	245.00-	700.00-	700.00-	0.00	0.0
***	5000	INCOME FR.OT.NON UT	1,300.00-	1,000.00-	1,000.00-	0.00	0.0
***	5020	METERED SALES	1,065,576.39-	1,053,841.00-	1,111,459.00-	57,618.00-	5.5
***	5030	FLAT RATE SALES	145,728.77-	145,550.00-	152,820.00-	7,270.00-	5.0
***	5035	BULK WATER SALES	11,200.00-	3,370.00-	3,370.00-	0.00	0.0
***	5040	HYDRANT/FIRE PROT.	694,800.00-	694,800.00-	725,009.00-	30,209.00-	4.3
***	5045	Private Hydrants	11,800.00-	11,500.00-	11,500.00-	0.00	0.0
***	5050	SPRINKLER SERVICE	15,550.00-	15,000.00-	15,000.00-	0.00	0.0
***	5060	INTEREST O/S WATER	9,696.73-	6,000.00-	6,000.00-	0.00	0.0
****		Gross revenues	1,974,185.67-	1,934,651.00-	2,029,748.00-	95,097.00-	4.9
***		Wages & Benefits	575,189.05	575,373.00	623,273.00	47,900.00	8.3
***		Administrative Costs	61,985.86	62,967.00	89,317.00	26,350.00	41.8
***		Building & Facility Costs	191,388.32	194,184.00	203,332.00	9,148.00	4.7
***		Vehicle & Equipment Costs	73,732.47	68,391.00	75,791.00	7,400.00	10.8
***		Materials & Supplies	202,559.00	221,000.00	223,000.00	2,000.00	0.9
***		Other municipal costs	197,673.81	242,915.00	229,149.00	13,766.00-	5.7-
***		Fiscal Services	558,471.56	569,821.00	585,886.00	16,065.00	2.8
****		Expenditures	1,861,000.07	1,934,651.00	2,029,748.00	95,097.00	4.9
*****		Total	113,185.60-	0.00	0.00	0.00	0.0

COST CENTER:AREA COST ELEMENTS - CURRENT YEAR/NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
Periods Reported: 1 to 12
Comparison Years: 2016/2017 and 2017/2018
Plan Version: 0 Plan/Act - Version
Plan Version Compare: 1 Approved
Date of Report: 06/13/2017

Cost elements/Cost centers	2016/2017 Actual	2016/2017 Budget	2017/2018 Budget	Change From 2016 Budget to 2017	% Change Fr 2016 Budget to 2017
** 6000 WAGES/SALARIES	459,185.66	458,800.00	498,000.00	39,200.00	8.5
** 6009 Y/E WAGES & BEN ACCR	1,146.01	2,343.00	2,343.00	0.00	0.0
** 6010 CPP	17,571.39	18,880.00	20,420.00	1,540.00	8.2
** 6012 Employment Insurance	8,337.54	9,940.00	9,160.00	780.00-	7.8-
** 6014 Blue Cross	13,827.87	12,810.00	17,570.00	4,760.00	37.2
** 6015 Pension - Req Pymts	38,390.08	36,240.00	39,670.00	3,430.00	9.5
** 6016 Group Insurance	14,731.06	13,140.00	13,830.00	690.00	5.3
** 6017 Workers' Compensation	6,999.44	8,220.00	7,280.00	940.00-	11.4-
** 6018 Pension-Special Pymt	15,000.00	15,000.00	15,000.00	0.00	0.0
*** Wages & Benefits	575,189.05	575,373.00	623,273.00	47,900.00	8.3
** 8015 Liability Claims	1,855.77	10,000.00	10,000.00	0.00	0.0
** 6020 PROFESSIONAL DEVELOP	4,285.04	2,000.00	6,000.00	4,000.00	200.0
** 6030 TRAVEL	4,422.90	3,000.00	5,000.00	2,000.00	66.7
** 6032 Conferences & Conv	1,181.25	1,500.00	1,500.00	0.00	0.0
** 6040 PROF MEM/DUES & FEES	1,260.89	1,200.00	1,500.00	300.00	25.0
** 6050 OFFICE SUPPLIES	1,789.36	1,800.00	2,500.00	700.00	38.9
** 6080 ADVERTISING	1,766.41	2,500.00	3,000.00	500.00	20.0
** 6090 POSTAGE	211.57	200.00	200.00	0.00	0.0
** 6100 COURIER	140.71	300.00	300.00	0.00	0.0
** 6110 TELEPHONE	28,826.35	25,500.00	30,000.00	4,500.00	17.6
** 6114 Cellular	4,612.58	3,000.00	5,000.00	2,000.00	66.7
** 6130 COMPUTER HARDWARE	856.13	1,600.00	2,000.00	400.00	25.0
** 6140 COMPUTER SOFTWARE	2,212.01	0.00	2,500.00	2,500.00	0.0
** 6142 Software Licensing	3,584.84	4,000.00	14,000.00	10,000.00	250.0
** 6150 MEETING EXPENSES	1,813.05	3,000.00	2,500.00	500.00-	16.7-
** 6152 Catering	0	200.00	150.00	50.00-	25.0-
** 6160 LIABILITY INSURANCE	3,167.00	3,167.00	3,167.00	0.00	0.0
*** Administrative Costs	61,985.86	62,967.00	89,317.00	26,350.00	41.8
** 7000 HEAT - FURNACE OIL	3,949.94	4,000.00	5,500.00	1,500.00	37.5
** 7010 ELECTRICAL	116,327.67	119,800.00	120,400.00	600.00	0.5
** 7050 BLDG/FACILITY INS	6,536.00	6,732.00	6,732.00	0.00	0.0
** 7070 BLDG/FACILITY RENTAL	25,461.96	25,462.00	28,000.00	2,538.00	10.0
** 7080 PLANT MAINTENANCE	8,081.49	4,200.00	10,700.00	6,500.00	154.8
** 7120 PROPERTY TAXES	31,031.26	33,990.00	32,000.00	1,990.00-	5.9-
*** Building & Facility Costs	191,388.32	194,184.00	203,332.00	9,148.00	4.7
** 7510 VEH/EQUIP REPAIRS	13,575.47	13,100.00	14,500.00	1,400.00	10.7
** 7520 VEH/EQUIP INSURANCE	4,191.00	4,191.00	4,191.00	0.00	0.0
** 7540 VEH/EQUIP RENTAL	6,687.66	5,000.00	7,000.00	2,000.00	40.0
** 7550 VEH/EQUIP FUEL - GAS	7,249.56	10,000.00	10,000.00	0.00	0.0
** 7551 VEH/EQUIP FUEL-DIESE	8,315.46	9,000.00	10,100.00	1,100.00	12.2
** 7570 VEH/EQUIP TOOLS	5,293.22	2,600.00	4,500.00	1,900.00	73.1
** 8120 LEASES-VEHICLE/EQUIP	19,290.00	19,500.00	19,500.00	0.00	0.0
** 8000 OPERATIONAL EQUIPMENT	9,130.10	5,000.00	6,000.00	1,000.00	20.0
*** Vehicle & Equipment Costs	73,732.47	68,391.00	75,791.00	7,400.00	10.8
** 8010 MATERIALS / SUPPLIES	99,646.11	102,000.00	102,000.00	0.00	0.0
** 8004 GRAVEL	16,574.60	35,000.00	25,000.00	10,000.00-	28.6-
** 8005 ASPHALT	63,258.91	76,000.00	76,000.00	0.00	0.0
** 8008 PIPE & ACCESSORIES	23,079.38	8,000.00	20,000.00	12,000.00	150.0

***	Materials & Supplies	202,559.00	221,000.00	223,000.00	2,000.00	0.9
**	8090 UNIFORMS/CLOTHING	3,418.20	3,500.00	3,500.00	0.00	0.0
**	8100 PROFESSIONAL SERVICES	62,537.16	94,765.00	91,849.00	2,916.00-	3.1-
**	8110 CONTRACTS/AGREEMENTS	124,478.59	132,800.00	120,900.00	11,900.00-	9.0-
**	8111 CONTR/AGREE -WELDING	1,084.09	6,000.00	6,000.00	0.00	0.0
**	8130 LICENSES/PERMITS	2,876.64	3,850.00	3,400.00	450.00-	11.7-
**	8135 REGULATORY FEES	3,279.13	2,000.00	3,500.00	1,500.00	75.0
***	Other municipal costs	197,673.81	242,915.00	229,149.00	13,766.00-	5.7-
*	9230 RATE OF RETURN	125,000.00	125,000.00	125,000.00	0.00	0.0
**	Rate of Return	125,000.00	125,000.00	125,000.00	0.00	0.0
*	9020 INT ON DEBENTURES	21,179.54	26,158.00	24,864.00	1,294.00-	4.9-
*	9050 PRINC ON DEBENTURES	54,416.00	54,416.00	67,263.00	12,847.00	23.6
**	Debt Service Costs	75,595.54	80,574.00	92,127.00	11,553.00	14.3
*	9010 INT SHRT TERM BORROW	1,393.00	2,000.00	4,000.00	2,000.00	100.0
**	Bank charges & Short term b	1,393.00	2,000.00	4,000.00	2,000.00	100.0
*	9210 ALL OTHER UNCOLL REC	18,200.00	18,200.00	18,200.00	0.00	0.0
**	Valuation allow/appeals	18,200.00	18,200.00	18,200.00	0.00	0.0
*	9420 APPROP CAPITAL FUND	40,000.00	40,000.00	40,000.00	0.00	0.0
**	Transfers to Own Funds	40,000.00	40,000.00	40,000.00	0.00	0.0
*	9100 DEPRECIATION	298,283.02	304,047.00	306,559.00	2,512.00	0.8
**	Depreciation	298,283.02	304,047.00	306,559.00	2,512.00	0.8
***	Fiscal Services	558,471.56	569,821.00	585,886.00	16,065.00	2.8
****	Total	1,861,000.07	1,934,651.00	2,029,748.00	95,097.00	4.9



COMMITTEE OF THE WHOLE

CDR# 2018021

Date: 26 June 2017

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

DATE: June 26, 2017

SUBJECT: Amherst Water Utility Capital Budget, 2017-18

ORIGIN:
2017-18 Budget Preparations

LEGISLATIVE AUTHORITY:
Subsection 65 (al) of the *Municipal Government Act* confers upon Council the authority to spend money on water systems; Section 66 permits Council to borrow for a capital purpose.

RECOMMENDATION:
That the Amherst Water Utility Capital Budget for the 2017-18 fiscal year in the amount of \$8,733,000, and approval in principle of the subsequent nine years' Capital Budgets be referred to the June 26, 2017 meeting of Council for consideration.

BACKGROUND:
Each year the Amherst Water Utility presents its capital budget to Council for approval. This year's proposed capital budget of \$8,733,000 includes \$7,760,000 for a new water reservoir at upper Willow Street.

DISCUSSION:
Fiscal capacity for services and long range budgeting is a strategic priority of Council. The capital budget, as presented, fits within the Utility's financial resources.

FINANCIAL IMPLICATIONS:
Funding for the Utility's 2017-18 capital budget of \$8,733,000 is proposed to be:

- Water Capital Depreciation Fund \$ 1,500,000
- Water Operating – Capital From Revenue 40,000
- Federal Government Grant – CWWF 4,247,000
- Province of Nova Scotia Grant – CWWF 2,123,000
- Long Term Debt 823,000

As in past years, projections for the subsequent nine years are included for Council's consideration:

2018 – 2019	\$ 318,750
2019 – 2020	483,750



2020 – 2021	368,750
2021 – 2022	200,000
2022 – 2023	296,000
2023 – 2024	265,000
2024 – 2025	200,000
2025 – 2026	123,000
2026 – 2027	375,000

To be clear, while the recommendation includes projected capital budgets for the nine subsequent fiscal years, this is for planning purposes only, and does not commit funding beyond the 2017-18 fiscal year.

COMMUNITY ENGAGEMENT:

ENVIRONMENTAL IMPLICATIONS:

No environmental applications

ALTERNATIVES:

1. Approve the Water Utility capital budget as presented;
2. Approve the Water Utility capital budget with amendments;
3. Refer the Water Utility capital budget back to staff for further review.

ATTACHMENTS:

Spreadsheet of Water Utility Capital items for 2017-18 fiscal year and accompanying RFD's;

Report prepared by: Vince Arbing, CPA, CA – Director of Finance

Report and Financial approved by:

**Town of Amherst
Water Utility
Ten Year Capital Budget**

Capital Projects	Estimated Gross Cost with non-recoverable HST included	Sources of Financing				
		Water Capital (Depreciation)	Water Operating	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water
Water Capital Budget - Year 1 - 2017/18						
East Victoria Street – Rupert to Marshview street reconstruction - water main replacement (<i>carry over</i>)	733,000			367,000	183,000	183,000
Water Reservoir Replacement (including land) (<i>carry over</i>)	7,760,000	1,500,000		3,880,000	1,940,000	440,000
Production Well Blow Off for 4 Wells (<i>carry over</i>)	50,000					50,000
Alma Street - water main replacement (materials only Town crew labour)	50,000					50,000
Highfield Street - water main replacement (materials only Town crew Labour)	50,000					50,000
Freeman Street - water main replacement	30,000					30,000
Hole Hog	10,000		10,000			
Trench Box	25,000		5,000			20,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	8,733,000	1,500,000	40,000	4,247,000	2,123,000	823,000
Water Capital Budget - Year 2 - 2018/19						
Spring Street – Croft to Church - water main replacement	100,000					100,000
Beacon Street ~ Croft to Church - water main replacement	150,000		15,000			135,000
New service truck	43,750					43,750
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	318,750	-	40,000	-	-	278,750
Water Capital Budget - Year 3 - 2019/20						
Albion Street ~ Croft to Queen - water main replacement	265,000					265,000
New Backhoe - replace 2014 Water Backhoe	150,000					150,000
New Truck - Replace 2007 Pickup	43,750		15,000			28,750
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	483,750	-	40,000	-	-	443,750
Water Capital Budget - Year 4 - 2020/21						
East Pleasant Street ~ Church to six way stop - water main replacement	300,000					300,000
New Truck - replace 2011 1 Ton Service Truck	43,750		15,000			28,750
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	368,750	-	40,000	-	-	328,750
Water Capital Budget - Year 5 - 2021/22						
Dale Street - water main replacement	100,000					100,000
New 60 Amp Generator	75,000		15,000			60,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	200,000	-	40,000	-	-	160,000

**Town of Amherst
Water Utility
Ten Year Capital Budget**

Capital Projects	Estimated Gross Cost with non-recoverable HST included	Sources of Financing				
		Water Capital (Depreciation)	Water Operating	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water
Water Capital Budget - Year 6 - 2022/23						
Queen Street – Church to Albion - water main replacement	271,000		15,000			256,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	296,000	-	40,000	-	-	256,000
Water Capital Budget - Year 7 - 2023/24						
North Adelaide Street - water main replacement	240,000		15,000			225,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	265,000	-	40,000	-	-	225,000
Water Capital Budget - Year 8 - 2024/25						
York Street – Park to Highfield - water main replacement	130,000					130,000
New Service Truck	45,000		15,000			30,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	200,000	-	40,000	-	-	160,000
Water Capital Budget - Year 9 - 2025/26						
Clifford Street – Havelock to Melrose - water main replacement	98,000		15,000			83,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	123,000	-	40,000	-	-	83,000
Water Capital Budget - Year 10 - 2026/27						
Russell Street - water main replacement	350,000		15,000			335,000
Fire Hydrant Replacement	12,500		12,500			
Water Meter Replacement	12,500		12,500			
WATER TOTAL	375,000	-	40,000	-	-	335,000



REQUEST FOR DECISION

RFD# Water 001

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 19, 2017

SUBJECT: East Victoria Street Reconstruction Carry Over

ORIGIN: Clean Water and Waste Water Fund Application

LEGISLATIVE AUTHORITY: Town of Amherst Procurement Policy #3700-01

RECOMMENDATION: That the \$1,467,000 from the 2016/17 General capital budget and the \$733,000 from the Water capital budget for the East Victoria Street Reconstruction Clean Water and Wastewater Fund (CWWF) project be carried over in the 2017/18 General and Water Capital Budgets respectively.

BACKGROUND: Council applied to the CWWF to reconstruct East Victoria Street including all water, sewer, storm sewer, and curb. This project will result in the replacement of 100 year old underground infrastructure, remove storm water from our sanitary sewer system, and increase firefighting water flows to the Downtown area.

DISCUSSION: The design and project management of this project has been awarded to CBCL Limited and the construction tender has been issued. The reconstruction will take place in the 2017/18 construction season.

FINANCIAL IMPLICATIONS: The total budget for this project is \$2,200,000 (75% funded by CWWF) which includes \$120,000 for engineering services.

COMMUNITY ENGAGEMENT: A comprehensive public engagement strategy will be developed as part of these engineering services.

ENVIRONMENTAL IMPLICATIONS: Removal of the storm water for the sanitary sewer system will reduce energy used for pumping and improve efficiency at the WWTF.

ALTERNATIVES:

If the Town is to benefit from the CWWF funding the complete this project, the funding must be carried over in the 2017/18 capital budget.

ATTACHMENTS:

None

Report prepared by: Ben Pitman P.Eng. Town Engineer

Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 002

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 19, 2017

SUBJECT: **Water Reservoir Replacement CWWF Project Carry Over**

ORIGIN: Clean Water and Waste Water Fund Application

LEGISLATIVE AUTHORITY: Town of Amherst Procurement Policy #3700-01

RECOMMENDATION: That the \$7,760,000 from the 2016/17 Water capital budget for the Water Reservoir Replacement Clean Water and Wastewater Fund (CWWF) project be carried over in the 2017/18 Water Capital Budget.

BACKGROUND: Council applied to the CWWF for the replacement of the water reservoir, including associated pressure reducing valves and modifications to the pumps at the wellfield. This project will ensure adequate water storage for the foreseeable future, increase the water pressure in low pressure areas, and improve fire flows throughout the Town.

DISCUSSION: The design and project management of this project has been awarded to CBCL Limited and the construction tender will be issued in early April. The construction of the reservoir and associated pressure reducing valves will take place in the 2017/18 construction season.

FINANCIAL IMPLICATIONS: The total budget for this project is \$7,760,000 (75% funded by CWWF) which includes \$350,000 for engineering services.

COMMUNITY ENGAGEMENT: A comprehensive public engagement strategy will be developed as part of these engineering services.

ENVIRONMENTAL IMPLICATIONS: Replacement of the 40 year old tank will ensure that this tank will not fail and impact the local environment.

ALTERNATIVES:

If the Town is to benefit from the CWWF funding the complete this project, the funding must be carried over in the 2017/18 capital budget.

ATTACHMENTS:

None

Report prepared by: Ben Pitman P.Eng. Town Engineer
Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 003

Date: 19 June 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: **North Tyndal Wellfield Production Well Improvements – Carry Over**

ORIGIN: 2015/16 Water Capital Budget Item.

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for; (a) water systems; Procurement Policy.

RECOMMENDATION: That the \$50,000 of the original \$100,000 from the 2016/17 Water Capital Budget for the installation of four production well blow-offs be carried over into the 2017/18 Water Capital Budget

BACKGROUND: The Town has received a number of complaints over the years regarding turbidity in the water. CBCL has completed a design for a blow-off system that will reduce the amount of turbidity that is pumped into the Town water system during the initial start-up of a well pump. CBCL have estimated that the cost of these blow-offs to be approximately \$25,000 each to install.

DISCUSSION: \$100,000 was included in the 2016/17 Water Capital Budget for the installation of the four required blow-offs. This project was procured twice however no bids were received. Staff have now begun carrying out the work ourselves, and hiring specialized contractors when required. By doing the work ourselves, staff estimate that the cost of the project will be reduced to \$50,000.

FINANCIAL IMPLICATIONS: \$50,000 be carried over into the 2017/18 Water Capital Budget.

COMMUNITY ENGAGEMENT: No community engagement has been contemplated at this time.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications of reducing turbidity in the water.

ALTERNATIVES: As this work has already been started by it is not prudent to not continue on with the work at this time, however the project can be cancelled should Council wish to do so.

ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 005

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: **Alma Street Reconstruction**

ORIGIN: 2017/18 Capital Budget / Water Capital Budget Item

LEGISLATIVE AUTHORITY: Procurement Policy.

RECOMMENDATION: That \$50,000 be allocated in the 2017/18 Water capital budget and \$30,000 be allocated in the general capital budget for a total of \$80,000 to replace the water, sanitary sewer, storm sewer lines and reconstruction of the driving surface on Alma Street.

BACKGROUND: The water main was constructed in 1906, the sewer main was constructed in 1940 and the storm sewer is a deteriorated corrugated steel line all of which are in need of replacement. The driving surface of this street has a rating of 3 which would require a complete reconstruction. The total cost of this project is \$80,000.

DISCUSSION: The 2015 Asset Management Assessment recommends this project be carried out in year two (2017/18) at a cost of \$164,000 plus tax and contingency. Management are recommending that this work be carried out by Town crews with only the materials and new asphalt being capitalized.

FINANCIAL IMPLICATIONS: \$50,000 to be included in the 2017/18 water capital budget; and \$30,000 be included in the 2017/18 General Capital Budget for this project.

COMMUNITY ENGAGEMENT: Should Council approve this project staff will be preparing a communications plan for impacted residents.

ENVIRONMENTAL IMPLICATIONS: Replacing the aging water and sewer lines would eliminate any potential water and sewer leakage in the area.

ALTERNATIVES:

- (a) Do not approve the project.
- (b) Approve the milling and repaving of the street but not the replacement of the underground infrastructure.

ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 006

Date: 19 June 2017

TO: Mayor Kogon and Members of Amherst Town Council
SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer
DATE: June 19, 2017
SUBJECT: **Highfield Street Reconstruction**

ORIGIN: 2017/18 Capital Budget / Water Capital Budget Item

LEGISLATIVE AUTHORITY: Procurement Policy.

RECOMMENDATION: That \$50,000 be allocated in the 2017/18 Water capital budget and \$30,000 be allocated in the general capital budget for a total of \$80,000 to replace the water, sanitary sewer, storm sewer lines and reconstruction of the driving surface on Highfield Street.

BACKGROUND: The water main was constructed in 1906, the sewer main was constructed in 1910 and the storm sewer is a deteriorated corrugated steel line all of which are in need of replacement. The driving surface of this street has a rating of 3 which would require a complete reconstruction. The total cost of this project is \$80,000.

DISCUSSION: The 2015 Asset Management Assessment recommends this project be carried out in year two (2017/18) at a cost of \$166,000 plus tax and contingency. Management are recommending that this work be carried out by Town crews with only the materials and new asphalt being capitalized.

FINANCIAL IMPLICATIONS: \$50,000 to be included in the 2017/18 water capital budget; and \$30,000 be included in the 2017/18 General Capital Budget for this project.

COMMUNITY ENGAGEMENT: Should Council approve this project staff will be preparing a communications plan for impacted residents.

ENVIRONMENTAL IMPLICATIONS: Replacing the aging water and sewer lines would eliminate any potential water and sewer leakage in the area.

ALTERNATIVES:

- (a) Do not approve the project.
- (b) Approve the milling and repaving of the street but not the replacement of the underground infrastructure.

ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 997

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: Freeman Street Watermain Replacement

ORIGIN: 2017/18 Capital Budget / Water Capital Budget Item

LEGISLATIVE AUTHORITY: Procurement Policy.

RECOMMENDATION: That \$30,000 be allocated in the 2017/18 Water capital budget to replace the water main and reconstruction of the driving surface on Freeman Street.

BACKGROUND: The water main in this street is a 4 inch copper line. This is a substandard line in both diameter and material. The line should be replaced with a 6 inch PVC line. The street has a rating of 2 which indicates reconstruction is required.

DISCUSSION: The 2015 Asset Management Assessment recommends this project be carried out in year one (2016/17) at a cost of \$44,000 plus tax and contingency. Management are recommending that this work be carried out by Town crews with only the materials and new asphalt being capitalized.

FINANCIAL IMPLICATIONS: \$30,000 to be included in the 2017/18 water capital budget for this project.

COMMUNITY ENGAGEMENT: Should Council approve this project staff will be preparing a communications plan for impacted residents.

ENVIRONMENTAL IMPLICATIONS: Replacing the aging water line would eliminate any potential water leakage in the area.

ALTERNATIVES:

(a) Do not approve the project.

ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 008

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: Hole Hog Purchase

ORIGIN: 2017/18 Capital Budget Item

LEGISLATIVE AUTHORITY: Procurement Policy.

RECOMMENDATION: That \$10,000 be allocated in the 2017/18 capital budget for the purchase of a new hole-hog ground piercing tool for the Town.

BACKGROUND: Hole hogs are a pneumatic driven tool used to punch through the ground to avoid trenching. The Town presently owns a larger diameter ground piercing tool also known as a "hole hog" which is used with the Town's large air compressor trailer to bore under streets, curbs and sidewalks to install medium diameter water laterals and small drains. The process runs between two excavated pits. This type of process is a form of "Trenchless Technology".

DISCUSSION: This unit is very cumbersome and also very dated and has been rebuilt numerous times, and has become unreliable. The intention is to acquire a smaller diameter unit that one man would be able to carry and install typical water laterals that supply most homes. During water lateral replacements the use of this unit will help to avoid a large amount of sidewalk and curb damage.

FINANCIAL IMPLICATIONS: \$10,000 to be included in the 2017/18 capital budget.

COMMUNITY ENGAGEMENT: No community engagement is anticipated for this purchase.

ENVIRONMENTAL IMPLICATIONS: The implications are that some asphalt, curb, sidewalk and lawn damages may be avoided as the work areas may be decreased in size with the use of this tool.

ALTERNATIVES:

1. Do not purchase this tool.

ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 009

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: Trench Box Purchase

ORIGIN: 2016/17 Capital Budget Item; Recommended for installation in year two of the capital asset management plan.

LEGISLATIVE AUTHORITY: Procurement Policy.

RECOMMENDATION: That \$25,000 be allocated in the Water Capital Budget for the purchase of a new trench box.

BACKGROUND: Trench boxes are wall type structures that are lowered into excavations to allow workers to work in secure areas, avoiding earthen banks from falling onto the workers. Town crews are involved in trenching and excavations on a regular basis where areas are tight for work space and due to an increasing awareness in safety, the regulated sloping of trenches is causing crews to disturb asphalt, sidewalk and curbs where it may be possible to avoid with the use of a trench box. Provincial trenching safety regulations require the use of trench boxes on occasions where limited space or poor ground conditions occur.

DISCUSSION: The trench box will be shared by crews from all departments (Water, Sewer, Parks and Transportation) for a variety of work sites. The box will allow for vertical trench sides rather than a 3:1 ratio sloping as required in the regulations.

FINANCIAL IMPLICATIONS: \$25,000 to be included in the 2017/18 Water capital budget.

COMMUNITY ENGAGEMENT: No community engagement has been contemplated at this time.

ENVIRONMENTAL IMPLICATIONS: It would be anticipated that less asphalt, curb and sidewalks would be disturbed with the use of the trench box in the excavations.

ALTERNATIVES: Do not approve the purchase at this time.

ATTACHMENTS:
None

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 010

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: Hydrant Replacement

ORIGIN: 2017/18 Water Capital Budget Item

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for: (a) water systems; Procurement Policy.

RECOMMENDATION: That \$12,500 be allocated in the 2017/18 water capital budget to continue the program of replacing old fire hydrants.

BACKGROUND: During the course of a year a number of hydrants become damaged or are beyond repair and need to be replaced with a new hydrant that meets the current standard. The cost of a single hydrant is approximately \$1,500 each.

DISCUSSION: The Water Utility will continue to replace or upgrade our hydrants as necessary to ensure safe and reliable emergency equipment. Hydrants will be inspected by staff and appropriate hydrants will be replaced.

FINANCIAL IMPLICATIONS: \$12,500 to be included in the 2017/18 water capital budget.

COMMUNITY ENGAGEMENT: No community engagement has been contemplated at this time.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications of replacing fire hydrants.

ALTERNATIVES: Do not approve the replacement of any hydrants at this time.

ATTACHMENTS:

None

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





REQUEST FOR DECISION

RFD# Water 011

Date: June 19, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: June 19, 2017

SUBJECT: **Water Meter Replacement**

ORIGIN: 2017/18 Water Capital Budget Item

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for: (a) water systems; Procurement Policy.

RECOMMENDATION: That \$12,500 be allocated in the 2017/18 water capital budget to continue the program of replacing old water meters.

BACKGROUND: During the course of a year a number of meters become worn out or are beyond repair and need to be replaced with a new meter that meets the current standard. The cost of a single meter is approximately \$150 each for the larger meters the price can be over \$2000 for a single meter.

DISCUSSION: The Water Utility will continue to replace or upgrade our meters as necessary to ensure consistent reliable data. Meters are replaced as necessary when meter readings become problematic.

FINANCIAL IMPLICATIONS: \$12,500 to be included in the 2017/18 water capital budget.

COMMUNITY ENGAGEMENT: No community engagement has been contemplated at this time.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications of replacing water meters.

ALTERNATIVES: Do not approve the replacement of any meters at this time.

ATTACHMENTS:

None

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





COMMITTEE OF THE WHOLE

CDR# 2018022

Date: June 26, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 26, 2017

SUBJECT: Award of Reservoir Tender T-17-02

ORIGIN:

Clean Water and Waste Water Fund Application

LEGISLATIVE AUTHORITY:

Procurement Policy 3700-01

RECOMMENDATION:

That the tender for the construction of the new water reservoir storage tanks and associated pressure reducing infrastructure, T-17-02, be referred to the June 26, 2017 regular meeting for Council's consideration of awarding it to Maritech Construction at their low bid amount of \$5,121,825.50 plus HST

BACKGROUND:

Council applied to the CWWF for the replacement of the water reservoir, including associated pressure reducing valves and modifications to the pumps at the wellfield. This project will ensure adequate water storage for the foreseeable future, increase the water pressure in low pressure areas, and improve fire flows throughout the Town.

The new water storage solution will consist of two water storage tanks that are approximately 15 meters higher than the existing reservoir. The additional elevation will create water pressure increases in an area surrounding the reservoir at the top of the hill on Church and Willow Streets. In order to avoid pressure problems with lower areas of Town, pressure reducing valves changes and high pressure by-pass pipes will be installed in some areas as part of the project.

The design and project management of this project has previously been awarded to CBCL Limited

DISCUSSION:

The Town received four bids on this project:

Maritech Construction Inc.	\$5,121,825.50
Dexter Construction	\$5,140,700.00
Modern Construction	\$5,560,125.00
Atlantic Road Construction and Paving	\$5,963,000.00



CBCL, our consultants on this project, have provided a recommendation to accept the bid from Maritech Construction.

FINANCIAL IMPLICATIONS

This project is 75% funded (Federal 50%, Provincial 25%) to a total of \$7,760,000. The tender above is significantly under budget. Our consultants are currently developing a second phase of this project which will further improve fire flows throughout the Town and in particular the Downtown area. The recently approved water rate study includes the costs of this project.

COMMUNITY ENGAGEMENT:

A media release will be issued pending Council's decision. A public information session will be held prior to commencement of the construction project.

ENVIRONMENTAL IMPLICATIONS:

There should be no local environmental impact from this project; however, as there are earthworks and pipe and concrete chamber installations all necessary steps will be taken to protect the environment from top soil erosion and stream impact.

ALTERNATIVES:

At this point the only alternative is to cancel the project.

ATTACHMENTS:

Letter from CBCL Engineer Robert Morrison, P. Eng.

Report prepared by: Ben Pitman, P.Eng. Town Engineer

Report and Financial approved by:



CBCL LIMITED

Consulting Engineers

June 5, 2017

Ben Pitman
Town Engineer
Town of Amherst
98 Victoria St. E.,
Amherst, NS, B4H 1X6

Dear Mr. Pitman:

RE: Contract No. T-17-02 – Water Reservoir Replacement

On May 31, 2017 the tenders for the above noted contract were closed. The undersigned was not in attendance at the tender opening. Following the opening, CBCL received scanned copies of the four (4) submitted tenders for the purposes of completing our review. Please find the attached bid comparison table with information submitted by the tenderers. A summary of the bids is included below:

<u>Contractor</u>	<u>Contract Price (excluding HST)</u>
Maritech Construction Inc.	\$ 5,121,825.50
Dexter Construction Company Ltd.	\$ 5,140,700.00
Modern Construction (1983) Limited	\$ 5,560,125.00
Atlantic Road Construction & Paving Ltd	\$ 5,963,000.00

CBCL Limited reviewed the unit prices for each tender submission as part of our bid comparison preparation.

Maritech Construction appears to have submitted the lowest compliant tender and have agreed to complete the work within 24 weeks of notification of award. We have reviewed their tender submission as well as the other tenders submitted. Based on the tender results, CBCL Limited sees no reason why Contract No. T-17-02 should not be awarded to Maritech Construction for a Tender Price of \$5,121,825.50.

Minor mathematical errors were found in the tender submission from Maritech Construction; the corrected tender prices are reflected above. It is evident that the price discrepancy was in the unit price extensions, and HST calculation, and did not affect the placement of bidders relative to Contract price.

Yours very truly,

CBCL Limited

Robert Morrison, P.Eng.
Municipal Engineer
Direct: 902-421-7241
E-Mail: rmorrison@cbcl.ca

1489 Hollis Street

PO Box 606

Halifax, Nova Scotia

Canada B3J 2R7

Telephone: 902 421 7241

Fax: 902 423 3938

E-mail: info@cbcl.ca

www.cbcl.ca

**Solving
today's
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with
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in mind**



Project No: 161043.00

161043.00 TENDER RESULTS.DOCX/MR
ED: 6/5/2017 2:17:00 PM/PD: 6/5/2017 2:17:00 PM

BID COMPARISON

Project: 161043.00
Town of Amherst - Water Reservoir Replacement

June 5, 2017

Description	Unit of Measurement	Estimated Quantity	Avg.	Bidder 1 Maritech	Bidder 2 Dexter	Bidder 3 Modern	Bidder 4 ARCP
A. Reservoir							
1 Water Reservoir	L.S.	1	\$ 2,724,425.50	\$ 2,769,702.00	\$ 3,043,000.00	\$ 2,700,000.00	\$ 2,385,000.00
2 Reservoir Site Works	L.S.	1	\$ 1,075,203.00	\$ 888,012.00	\$ 760,000.00	\$ 1,150,000.00	\$ 1,502,800.00
3 Decommissioning and Removals	L.S.	1	\$ 137,378.00	\$ 84,512.00	\$ 105,000.00	\$ 160,000.00	\$ 200,000.00
B Pressure Reducing Valve (PRV) Chambers							
4 Pressure Reducing Valve Chambers							
.1 Willow St. (West) PRV	L.S.	1	\$ 228,176.75	\$ 201,707.00	\$ 195,000.00	\$ 250,000.00	\$ 266,000.00
.2 Church St. PRV	L.S.	1	\$ 218,402.25	\$ 172,609.00	\$ 175,000.00	\$ 250,000.00	\$ 276,000.00
.3 Robert Angus Dr. PRV	L.S.	1	\$ 239,669.00	\$ 194,676.00	\$ 210,000.00	\$ 275,000.00	\$ 279,000.00
.4 MacDonald Rd. PRV	L.S.	1	\$ 193,675.00	\$ 154,700.00	\$ 165,000.00	\$ 200,000.00	\$ 255,000.00
C Pleasant St. and Church St							
5 Watermain	m	260	\$ 1,003.14	\$ 962.56	\$ 875.00	\$ 975.00	\$ 1,200.00
6 Storm Sewer	m	190	\$ 652.53	\$ 960.11	\$ 400.00	\$ 450.00	\$ 800.00
7 Catch Basin Manholes	Ea	5	\$ 3,925.00	\$ 3,400.00	\$ 1,900.00	\$ 4,400.00	\$ 6,000.00
D Watermain Extension - Central and Fairview Ave							
8 Watermain Extension - Central and Fairview Ave							
.1 150mm Dia. Watermain	m	141	\$ 486.50	\$ 581.00	\$ 340.00	\$ 425.00	\$ 600.00
.2 200mm Dia. Watermain	m	228	\$ 480.00	\$ 450.00	\$ 370.00	\$ 400.00	\$ 700.00
9 Hydrant	Ea	1	\$ 8,450.00	\$ 3,400.00	\$ 7,400.00	\$ 13,000.00	\$ 10,000.00
E Residential Pressure Reducing Valves							
10 Residential Pressure Reducing Valves (Provisional Item)	Ea	50	\$ 771.50	\$ 366.00	\$ 700.00	\$ 1,000.00	\$ 1,020.00
Bid Break Down by Major Sub-Headings:							
Part A				\$ 3,742,226.00	\$ 3,908,000.00	\$ 4,010,000.00	\$ 4,087,800.00
Part B				\$ 723,692.00	\$ 745,000.00	\$ 975,000.00	\$ 1,076,000.00
Part C				\$ 449,686.50	\$ 313,000.00	\$ 361,000.00	\$ 494,000.00
Part D				\$ 187,921.00	\$ 139,700.00	\$ 164,125.00	\$ 254,200.00
Part E				\$ 18,300.00	\$ 35,000.00	\$ 50,000.00	\$ 51,000.00
Total Bid Amounts							
Estimated Contract Price				\$ 5,121,825.50	\$ 5,140,700.00	\$ 5,560,125.00	\$ 5,963,000.00
HST (15%)				\$ 768,273.83	\$ 771,105.00	\$ 834,018.75	\$ 894,450.00
Total				\$ 5,890,099.33	\$ 5,911,805.00	\$ 6,394,143.75	\$ 6,857,450.00
Additional Information							
Reservoir Type AWWA _____:				D103	D103	not provided	D103
Weeks to Complete				24	31	33	36
Bid Deposit				✓	✓	✓	✓
Agreement to Bond				✓	✓	✓	✓
Addenda Received (Y/N)				Y	Y	Y	Y

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: June 26, 2017
Subject: Policy on Bottled Water

At the June 19, 2017 meeting of Committee of the Whole, Council directed staff to develop a policy with regard to bottled water that would address the use of Town provided bottled water within Town Hall and explore the best environmentally positive way in providing liquid refreshments to citizens at events.

A policy draft is attached , for discussion, which is based on a similar policy in place at the Provincial Government level.

Staff are seeking Council's input on the attached draft.

DEPARTMENT: Council and All Departments

TITLE: Purchase and Use of Bottled Water Policy

Minutes reference date:
Effective date:

Policy Statement:

The Town of Amherst, through the Amherst Water Utility, provides municipal drinking water in the area. It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money.

To this end, the Town of Amherst will no longer purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.

Definitions:

Bottled Water

Water that can be purchased in individual sized bottles (plastic and glass)

Potable Water

Water that is safe for human consumption and domestic use

Tap Water

Water that is provided by a municipal water treatment or distribution facility and registered public drinking water supply

Policy Objectives:

The objectives of this policy are to achieve the following:

- Eliminate the Town purchasing of bottled water where potable water is available;
- Minimize Town staff and client use of bottled water;
- Increase the use of potable tap water for Town staff and clients

Application

This policy applies to all Town employees.

It is recognized that individuals who are immune-compromised or have other sensitivities related to water quality may need to buy bottled water.

This policy is exempt in the case of an emergency as defined by the Emergency Management Act.

Policy Directives

- Meetings and events hosted by the Town of Amherst (on or off site) shall have tap water available to clients and employees when potable water is available. Bottled water will not be provided;
- The use of Town supplied bottled water will be limited to work places that do not have access to potable water or are under a water advisory.

Policy Guidelines

- Encourage staff to use potable water in refillable containers rather than purchasing bottled water when at work (e.g., buildings, meetings and training sessions);
- Encourage staff to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

Accountability

Management and staff responsible for purchasing are accountable for executing this policy. Employees are responsible for following the policy.

Monitoring

Each department will be responsible for monitoring the policy's implementation, performance and effectiveness



REQUEST FOR DECISION

DRAFT RFD# 2018023

Date: 26 June 2017

TO: Mayor Cogon and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Senior Planner & Business Development Officer (acting)

DATE: June 26, 2017

SUBJECT: RFP Award: Smart-Grid / Smart-Community Project Feasibility Study

ORIGIN:

Strategic Priorities Budget for 2017/18 (Operating Reserves).

LEGISLATIVE AUTHORITY:

Municipal Government Act (MGA), section 65," *the council may expend money required by the municipality for: (m) promotion and attraction of institutions, industries and businesses, the stabilization and expansion of employment opportunities and the economic development of the municipality;*)

RECOMMENDATION:

That Council accept the proposal submitted by SNC-Lavalin for RFP-17-03 for consulting services to conduct a Smart-Grid/Smart-Community Pilot Project Feasibility Study in the amount of \$39,330 plus HST.

BACKGROUND:

The Feasibility Study will define the scope of work, economics, emissions impact, and job creation opportunities that could be realized under a pilot project. If deemed feasible, the pilot could position Amherst as an incubator for studying the deployment of smart-grid technology by bringing together expertise from local industry, the electrical utility, and researchers from colleges and universities, all while saving the Town on energy costs and reducing GHG emissions.

The Town received two proposals in response to the RFP, and where evaluated based on: Cost of Project (20%), Proponent Profile (20%), Project Methodology (50%), and Social Considerations (10%). The evaluation of each proposal garnered the following scores:

SNS-Lavalin	67%	Recommended Proposal
ARC Business Solutions Inc.	33%	

FINANCIAL IMPLICATIONS:

The total project budget is \$50,000. The ACOA Innovative Communities Fund is providing \$25,000 of the budget, and \$12,500 from the Nova Scotia Department of Energy. The Town is contributing \$12,500 through the Strategic Priorities Budget for 2017/18 (Operating Reserve).

COMMUNITY ENGAGEMENT:

Not yet applicable.



ENVIRONMENTAL IMPLICATIONS:

The positive environmental implications are potentially significant.

ALTERNATIVES:

Status Quo.

ATTACHMENTS:

Report prepared by: Andrew Fisher, Senior Planner & Business development Officer (acting)

Report and Financial approved by:



REQUEST FOR DECISION

DRAFT RFD# 2018024

Date: 26 June 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO, Operations

DATE: June 26, 2017

SUBJECT: Tender T-17-09 – Capital Paving

ORIGIN:

2017-18 Capital Budget

LEGISLATIVE AUTHORITY:

31700-001 Procurement Policy

RECOMMENDATION:

That Council award of the 2017-18 Capital Paving Tender (T-17-09) to the lowest compliant bidder, Costin Paving and Contracting, at their unit prices based on our estimated quantities in the total amount of \$457,285.82 plus HST, and further, that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budget amount such that the value of the contract signed does not exceed \$450,000 including HST.

BACKGROUND:

A tender for the 2017-18 capital paving program was issued with a closing date of June 21, 2017. The following three bids were received (non refundable taxes extra):

- Cumberland Paving \$733,972.10
- Dexter Construction \$532,457.20
- **Costin Paving and Contracting \$457,285.82**

DISCUSSION:

The capital paving program, as set out below, was approved by Council in the Capital Budget on May 25, 2016.

- 1) Mallard Drive: Overlay existing street surface with 38 mm of Type “D” asphalt concrete surface course. (From Heron Lane to Derby) 270 meters long x 6 meters wide
- 2) Robert Angus Drive: Overlay existing street surface with 38 mm of Type “D” asphalt concrete surface course. (from Church to South Albion) 1572 m x 11.5 m
- 3) Myrtle Street: Overlay existing street surface with 38 mm of Type “D” asphalt concrete surface course. (from Central to Belliveau) 147 m x 6 m
- 4) Newton Avenue: Overlay existing street surface with 38 mm of Type “D” asphalt concrete surface course (From South Albion to Ash) 151m x 6 m



- 5) Kimberly Court- West Cul-De-Sac: Pulverize existing asphalt, as directed to a depth of 250 mm, fine grade and compact subgrade. Overlay with two lifts of 38 mm Type “D” asphalt.
- 6) Tantramar Crescent: Overlay existing street surface with 38 mm of Type “D” asphalt concrete surface course. (from Anson Ave to Driveway at LED Roadways) ~~4000~~ 750 m x 9.5 meters
- 7) Rosewood Drive - from Industrial Park Drive to Pinehurst: Cold mill (61 m x9 m) the existing street to a depth of 50 mm and overlay existing street surface with 50 mm of Type “D” asphalt concrete surface course.
- 8) Freeman Street: (97 m x 6 m) Overlay with two lifts of 38 mm Type “D” asphalt. Town intends to replace mains in street and will reconstruct to top of subgrade.
- 9) Highfield Street: (107 m x 6m) Overlay with two lifts of 38 mm Type “D” asphalt. Town intends to replace mains in street and will reconstruct to top of subgrade.
- 10) Alma Street: (107 m x 6 m) Overlay with two lifts of 38 mm Type “D” asphalt. Town intends to replace mains in street and will reconstruct to top of subgrade.

FINANCIAL IMPLICATIONS:

The approved 2017-18 capital paving budget was \$450,000 including non- recoverable taxes. The cost of the proposed work including non-refundable taxes is \$476,885.09, with funding to be provided from Gas Tax. In order to meet the approved capital paving budget amount after award we will negotiate with the low bidder to reduce the amount of work by \$26,885.09. This reduction can be achieved by reducing the length of paving on Tantramar Crescent by approximately 250 meters. The reduction will bring the total cost of the estimated paving tender amount to \$450,000 including non-refundable taxes.

COMMUNITY ENGAGEMENT:

The tendering process was followed. The Town issued a tender as per our Procurement Policy. A media release will be issued pending Council approval, as well as a hand delivered written notices to all affected residents and businesses.

ENVIRONMENTAL IMPLICATIONS:

The material that will be removed or pulverized on the project will be recycled for either road bed material or used in future work such as trails.

ALTERNATIVES:

It is Council’s prerogative to add or delete items from the Capital Paving program up to 15% of the total project cost without changing the project to the point where it will be needed to be re-rendered.

ATTACHMENTS:

Capital Paving Tender Summary T-17-09

Report prepared by: Ben Pitman, P. Eng., Town Engineer

Report and Financial approved by: Jason MacDonald, Deputy CAO, Operations

OPENING SUMMARY

Project #: T-17-09 Description: Capital Paving 2017
 Close Date: June 21, 2017 Time: 2:00 Cost Center: _____ GL: 8299
 Open Date: June 21, 2017 Time: 2:00 Budget Amount: \$450,000

PRESENT AT OPENING:

Council Member(s): Jury Rhendress
 Staff: Danielle Cooper Ben Pitman Joon MacDonald

Company Name	Addendum Acknowledged (Yes/No)	Security Rec'd (BB,CC)	Amount of Bid (excluding tax)	Comments
Dexter Construction Co.	YES (FORM)		\$ 532,457 ²⁰	
Cumberland Paving &	YES (FORM)		\$ 733,972 ¹⁰	
Costin Paving & Contracting	YES (FORM)		\$ 457,285 ⁸²	

P	length	width	area	Thickness mm	8P calc Tonnes	A8 Calc Tonnes	\$/Tonne	Keyways	C8/MH Adjustme nts	Valve adjustmen t	Tender Cost
Mallard	270	6	1620	38	150.6	179.4	102.25	1			\$18,348.50
Robert Angus Drive	1572	11.5	18078	38	1680.1	2002.5	102.25	21	0	3	\$204,755.63
Myrtle	147	6	882	38	82.0	97.7	102.25	4	0	0	\$9,989.74
Newton	151	6	906	38	84.2	100.4	102.25	3	7	3	\$10,261.57
Kimberly Court			814	75	149.3	177.0	102.25	1	1		\$18,098.25
Tantramar Cres	750	9.5	7125	38	662.2	789.2	102.25	7	0	0	\$80,699.41
Rosewood Drive	61	9	549	75	100.7	120.0	102.25	2	2	1	\$12,272.57
Freeman	97	5.8	562.6	75	103.2	123.0	102.25	1	1	2	\$12,576.59
Highfield	107	6	642	75	117.8	140.4	102.25	2	2	2	\$14,351.53
Alma	107	6	642	75	117.8	140.4	102.25	2	2	2	\$14,351.53
	3262				3247.8	3870.0		44	15	13	\$395,705.30

Gravel 165 tonnes

	Quantity	Unit price	8P Total	A8 Total
Gravels	165	22.5	3,712.50	3,712.50
Asphalt type D	3870.0	102.25	395,705.30	395,705.30
Adjust valve box cover	13	175	2,275.00	2,275.00
Supply and instal valve box covers	6	250	1,500.00	1,500.00
adjust manhole frames and covers	15	250	3,750.00	3,750.00
Supply mh frame and cover	5	960	4,800.00	4,800.00
Adjust existing CB frame and covers	6	275	1,650.00	1,650.00
Pulverizing	814	4.1	3,337.40	3,337.40
cold milling	536	8.25	4,422.00	4,422.00
keyed joint	44	200	8,800.00	8,800.00
			429,952.20	429,952.20
contingency				
total including non refundable tax			448,379.96	0.00

June 1- 4,2017

Ottawa On.

SHAPING CANADA'S FUTURE FCM'S 2017 ANNUAL CONFERENCE AND TRADE SHOW

THIS YEARS FCM CONFERENCE WAS THE BIGGEST EVER - 3500 PARTICIPANTS - MUNICIPAL LEADERS FROM ACROSS CANADA, EXHIBITORS, COMPANIONS, SPONSORS AND SPEAKERS.

Attended Orientation Session for First-Time Delegates

There were about one hundred first timers. We were given a warm welcome. They gave us tips on how to have a successful experience as delegates and how we can take advantage of the resources offered.

From there we went to the Atlantic Networking and met a number of people. The FCM Trade Show featured more than 150 Industry leaders. I picked up some information on what I thought would be of value.

Our Political keynote speaker for Friday morning was the Rt. Hon. Justin Trudeau, Prime Minister of Canada.

The Political keynote speaker for Friday afternoon was Gerard Deltell, Official Opposition Finance Critic.

Saturday Political keynote speaker was The Honourable, Tom Mulcair, Leader of the New Democratic Party.

Sunday Political keynote speaker was Elizabeth May, Leader, Green Party of Canada.

I attended a workshop on Innovative Solutions to Municipal Economic Challenges. We looked at different case studies. The mayor of Fredericton told us about the city's long range plan on what and how they were willing to make the city more productive in attracting business to the Information Technology area.

Lesson Learned from Rural development

- ❖ The best way to predict the future is to create it!
- ❖ Guided vision, sustainable process, and clear objective drive innovations
- ❖ Be patient, communicate consistently
- ❖ Avail the power of stakeholders, partners and alternative resource
- ❖ Capabilities of intelligent technology creates endless possibilities

I went on the Study tour of the Innovation Centre at Bayview Yards. Their centre is a decommissioned Public Work building and is operated by a non-profit association. They have taken before and after pictures (hopefully we did the same).

The centre won't be open until September 2017 officially. They're open for business now and they have a waiting list of clients wanting to get in. Within the centre there is a Social Enterprise Development group available to assist with start-ups. The clients have a 36 month-time limit.

Just so you know nobody from Amherst won any of the Trade Show Prizes but the D/Mayor of Oxford won an Electric bicycle and the Warden of Cumberland won the Canadian Tire prizes.

They were Four Resolutions referred to the Annual Conference by the Board of Directors.

1. Site Selection Criteria for Federal Offices
2. Federal Leadership on cost-share in Infrastructure Programs
3. Intergovernmental Dialogue on Poverty Reduction
4. Free and Fair Trade – Softwood Lumber

All of these Resolutions passed. If you would like to see or read these resolution, I have a copy.

Submitted by; Councillor Darrell Jones

Legalization of Cannabis: Municipal Impacts |
May 26, 2017

On May 26, 2017 I attended this presentation in Halifax. There were speakers who spoke on their subject matters. I would like to zero in on the information that I thought would be of benefit to council.

Municipal Impacts:

- Nuisance such as vandalism, noise, litter
- Increased policing and maintenance costs
- Tension and issues with landlords
- Make residents feel unsafe and unwelcome
- Can be deterrent to new residents and businesses

It is suggested that when making policy decisions, we should consider: What environment are you creating for your residents? Do these policies support them to live healthy, productive lives?

The MGA provides municipal council with considerable scope to implement policies that help manage substance and associated harms within our boundaries.

Municipal can go above & beyond Provincial and Federal legislation so long as the minimum standards of that legislation are met.

Ex: Provincial Smoke Free Places legislation- cannot smoke within 4 meters of doors, windows and intake vents of a place of employment; however municipalities are free to set greater boundaries if they see fit.

We know that Marketing, Advertising & Sponsorship works, that is one reason why businesses invest heavily in it.

Advertising influences us. Consider how advertising is done in our community, and keep this in mind as cannabis is legalized.

Municipalities may be able to set more stringent marketing and advertising policies and by-laws.

Creating Enjoyable & Safe Neighbourhoods (Access & Availability)

What municipalities may be able to do:

- Use land use planning strategies
- Use Development Agreements
- Set limits on hours of operations
- Enforcement- Establish and enforce public nuisance and noise by-law to address disorderly behavior and noise.
- Establish our community's preference about the number and location of retail locations know to the relevant provincial regulating bodies.

Our community will need to determine if we want people smoking cannabis in the outdoors public spaces not covered by the act and set relevant policies and by-laws.

We as a community should identify and partner with key stakeholders to address the issues together such as:

- ❖ Develop policies and protocols
- ❖ Gather incident data and other information that supports local decision-making
- ❖ Create opportunities for balanced community discussion
- ❖ Share information & stay engaged
- ❖ Formalize partnerships arrangement for long-term cooperation

A well developed and implemented workplace substance use strategy for elected officials and municipal staff will support staff health and demonstrate a municipality's commitment to and leadership in promoting safe, healthy and productive communities.

The Province have identify some possible Area for Municipalities

- Zoning by-laws – retail location / density
- Public consumption
- Personal cultivation
- Staff OH&S
- Policing

Due to the fact that the Province just receives more information from the federal government . They're working on developing provincial regulations and looking at obtained funding. Basically, what they are telling us is that they will get back to us.

Cannabis in the Workplace

Let's be clear there is already cannabis in the workplace; but that will increase with 4.8 million Canadians expected to use in 2018. Until recently marijuana was considered an illicit drug; now it is present as a medically authorized drug and in 2018 it will be a legal drug.

This was how Brian G. Johnston, Q.C. of Stewart/ McKelvey introduced his presentation.

Benefit Plan Coverage

Medical marijuana is expected to remain an ineligible expense for health plans that limit eligible drugs to those with a DIN

There will be a lot of pressure on employers to have medical marijuana covered under plans.

Legalization of Marijuana

Legalization of marijuana changes everything.

Employers should revise policies on Drug and Alcohol and Workplace Surveillance / Search

Adverse Effects of Marijuana

Detection is challenging. Employers will need to rely on trained staff and reasonable suspicion "check lists"

Generally employers do not have the right nor do they "test" for drugs or alcohol other than for safety sensitive positions. That may change.

Policies

- Safety-Sensitive Position is one in which job performance requires the Employee to be alert, to be physically coordinated and to exercise good judgement and includes a position where impaired performance should result in considerable risk to ...

Conclusion

- Educate adverse effects of marijuana
- Educate for "reasonable suspicion"
- Review or create policies

If we work on these area and better understand our responsibility we as a community will be in good shape for what's to come.

Submitted by; Councillor Darrell Jones.

Monthly Report

Corporate Services

June 19, 2017

FINANCIAL – On May 23, 2017 Council approved the general operating budget of \$17.6M and the general capital budget of \$5.8M. We continue to prepare for the annual audit which will be performed by Jorgensen Bickerton Inc. starting in July.

TAX SALE – The Tax Sale was held on Tuesday, May 16, 2017 at 10:00 am in Council Chambers. We had one property advertised for tax sale at 8 Newton Avenue, assessed to Bernard J. Coburne (deceased). This property did not sell at the tax sale. We are now in the process of putting together a tender package for the sale of this property.

TAXATION – Council has approved the following tax and area rates for 2017/18:

	<u>Residential</u>	<u>Commercial</u>
- General tax rate	\$1.16	\$3.96
- Mandatory Provincial Contribution area rate	.41	.41
- Community Support area rate	.06	.06
	\$1.63	\$4.43

TAX REDUCTION POLICY – 3-tier reduction has been approved by Council for low income property owners. Approximately 40 letters along with the tax reduction application were mailed to prior eligible property owners. The application will be put on the Town of Amherst website as well as advertising in the Amherst Newspaper a total of two times, once in mid-June, and once in mid-July to early August.

ASSESSMENT APPEALS - As of June 1, 2017 there were 116 tax payers appealing their assessment for a total assessment value being appealed of \$49,359,500.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of June 1, 2017	Appeals Withdrawn as of June 1, 2017	Appeals Successful as of June 1, 2017	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	90	\$26,283,400	2	1	2	\$33,900	\$553	
Commercial	26	23,076,100	2	1				
TOTAL	116	\$49,359,500	4	2	2	\$33,900	\$553	0

PROCUREMENT – Since the approval of the 2017/18 budgets, procurement is working to determine a priority list for each department. Procurement continues to review vendor WCB, Nova Scotia Construction Safety Association permits and insurance compliance and status, as well complete unscheduled procurement that may arise.

	<u>Released</u>	<u>Closed</u>	<u>Awarded by Council</u>	<u>Awarded by Staff</u>
RFQ	4	4	0	5
RFP	1	1	0	1
Tender	1	1	1	1
Other	0	0	0	0
May Totals	6	6	1	7

Procurement is continuing to review the new Canadian Free Trade Agreement (CFTA) which was released April 7, 2017 to determine what effects, if any, it will have on the Town's Procurement Policy, or how procurement is processed in general in Nova Scotia.

Monthly Report

Fire Department

June 19, 2017

Responses

Town of Amherst – 21 events

- 1 Flue fire
- 1 Air quality check
- 8 Smoke alarm activations
- 2 Fire alarm system activations
- 4 Dumpster/garbage can fire
- 1 Hazardous materials response
- 1 Motor vehicle accidents
- 1 Sprinkler head failure
- 2 Wildland fire

Contract area (District 2) – 7 events

- 2 Motor vehicle accidents
- 1 Fire alarm system activations
- 2 Wildland fire
- 1 Hazardous materials response
- 1 Evacuation Assist

Fire inspections: Eight fire inspections were completed during this period.

Professional development:

During the month of May, fourteen firefighters successfully completed phase one of the Emergency Vehicle Driver Training Program. During the next phase of this program these firefighters will be required to drive the fire apparatus in a non-emergency situation with a seasoned operator and achieve the required standard to proceed as an approved emergency driver/operator. Also, nine firefighters successfully completed the Emergency Traffic Management Course. This course provided firefighters with the knowledge base to properly setup a collision avoidance system on an emergency scene. This is used to ensure firefighter safety by providing early warning to the motoring public of an emergency scene and positions responding equipment in such a manner to deflect vehicles from entering an area where first responders are working.

Mini fire truck (Pumper Joe):

Over the past, eight months the mini fire truck has been under going repairs. The following items have been completed so far:

- ⌘ Removed the fuel cell, the box of truck and the complete exhaust system
- ⌘ Removed the rear chassis section and grind off old brackets from front chassis
- ⌘ Fabricated new shackle brackets and reconnected the rear chassis section
- ⌘ Removed all old shocks and install new shocks to improve suspension
- ⌘ Removed rear end axle cover, retorque differential bolts; fabricated a new gasket
- ⌘ Replaced gear lube, transmission lube, changed oil and oil filter

There are still a few items left to be completed prior to this unit being fully functional. A new back up camera and replacement batteries need to be installed. The tv cabinet needs to be reduced in size, to accommodate only a flat screen tv. Approximately, 80 hours of labour has gone into repairing this unit. The current estimated completion of this project is early to mid July.

New fire apparatus - update

The build of the new fire truck is coming along very nicely. The weekly updates and photos, show that the pump has been installed and the rear compartments have been built. Once the water tank and foam tanks are delivered to production, the rear portion of the apparatus will be assembled. ULC testing is scheduled for the second week of July. During the month of June, I will travel to Metalfab in Centreville, New Brunswick to review the fire apparatus on the production floor. Currently, delivery will take place in late August or early September.

Monthly Departmental Report

Amherst Police Department

JUNE 2017

PROFESSIONAL DEVELOPMENT

CBSA Seminar

Csts. Lynds and Graham attended a one day training seminar in Halifax hosted by the Canadian Border Services Agency (CBSA). Presenters included Western Union, TD Bank, CBSA, Passport Bureau of Canada and Canada Post. Each agency provided information on how they can assist police and how police can access these services. Some of the topics included, Western Union: frauds, money laundering, illegal substances, Passport Bureau of Canada: facial recognition, fraudulent passports, CBSA: immigration, intelligence and investigations.

Counter Terrorism Information Officer Workshop

D/Chief Pike attended a 3 day counter terrorism workshop in Halifax, hosted by the RCMP National Security Enforcement Section. Roles & Responsibility of CTIO, Recognizing Terrorist Pre-incident indicators, Terrorism & the National Security Environment, Domestic Extremism, Explosive Awareness/Identification, Critical Infrastructure / Suspicious Incident Reporting and Awareness of Violent Extremism were just some of the topics that were covered. Speakers and subject matter experts attended from Ontario to present on Salafist Jihadist and the Toronto 18 case study.

Sexual Violence – The Bystander Effect Intervention

D/Chief Pike and Cst. Tom Wood attended this presentation which was held in Amherst. Guest speaker **Heather Blackburn** is a trained facilitator of the Bringing in the Bystander Program. Bringing In The Bystander asserts that: “Everyone in the community has a role to play in ending sexual violence.” It fosters “pro-social” bystander behavior before, during, and after an incident of sexual and/or relationship violence.. There are ways we can intervene safely to prevent sexual violence and exploitation. Examples of how this can be done were provided.

(1) a roommate asked her fellow roommate (who was intoxicated) to share a room with her that night, instead of allowing her to spend the night with the strange man who came home with her.

(2) A bartender was serving a man and intoxicated woman at the bar, and recognized that the woman did not seem comfortable; the bartender asked the woman who she had come to the bar with, and called her friends over to be with her.

During the presentation, Autumn House also shared with the group they have received a grant for a Bystander Empowerment Program. In the near future there will be a new worker in the area who will focus on educating the community on this topic.

CEW Re-cert (Taser)

All officers received the CEW re-cert training. This is provincially mandated training which must be completed the re-certification training every two years. The training is provided by Sgt. Tim Hunter and Cst. Chris Jobe.

Restraint Chair

Sgt. Hunter, Cst Jobe, Csts Harrison and Wood received restraint chair training which was provided by the Halifax Regional Police. The restraint chair is used for prisoners who are self-harming. These officers will provided training to all officers and guards.

Bicycle Patrol Officer

Cst. Michelle Harrison attended a 3 day bicycle patrol officer course provided by the HRP. This is the first time we have sent an officer on this course. While we have had officers conduct bike patrol in the past they have not received specific training. Some of the skills taught included emergency braking, crossing curbs, traveling down stairs, tactical dismount, night riding, traffic stop techniques.

CPIC

Dispatcher Shelby Hum attended a 5 day CPIC Data Entry course in Halifax. The course is required to add warrants and court orders such as probation orders, undertakings on CPIC.

OPERATIONAL STATS – May 2017

Occurrences: 457	Criminal Code Charges: 30
Impaired by Alcohol: 2	CDSA: 0
Impaired by Drug: 0	Traffic Written Warnings: 56
Traffic Tickets: 65	LCA: 1
Vehicle Checks: 223	Bike Patrol Hours: 4h 45m
Foot Patrol Hours: 89h 5m	

Focused Enforcement

The focused traffic Enforcement for May was intersection offences. 25 summary offence tickets (SOTS) and 8 written warnings were issued. The focused enforcement for June is distracted driving (cell phone use while operating a motor vehicle).

PERSONNEL

Resignation – Dispatcher Shelby Hum

Dispatcher Shelby Hum has resigned. She has accepted a position with the Municipality of Cumberland. Her resignation is effective June 2nd.

Hiring of PT Dispatcher

Peter Laszchuak has been hired as a PT dispatcher. He will be used to fill in when other dispatchers are off due to vacation, sick time, or training.

Hiring Competition Part Time Police Constable

The department has advertised for a part time police constable's position. We currently have 2 part time constables however both are currently filling in long term absences. The part time constables are used to cover shift shortages or operational demands, i.e. special events, major investigations. Without part time constables available the department has been experiencing significant overtime costs, due to sick leave and major investigations. We anticipate the two permanent full time officers who are currently off on extended sick leave will continue to be off for several months.

CRIME PREVENTION OFFICER/YOUTH & SCHOOL RESOURCE OFFICER

Heads Up Helmets On

The annual Heads Up Helmets On program began May 31st. The goal of the program is to increase the use of helmets of persons riding bicycles, scooters and skateboards. Officers who observe youth wearing helmets will speak to them and praise them for wearing their helmet. The officers will give the youth a coupon from either Dairy Queen or MacDonald's in recognition of wearing their helmet. Persons not wearing their helmet will have their bicycle, scooter or skateboard seized for a period of 7 days and will be required to attend an education session on the benefits of wearing a helmet.

COPS4KIDS 2017

The 6th annual Cops4Kids will be held July 4th to 7th at the Amherst Stadium. The program normally runs 5 days but the Stadium is only available for this week due to the seats being painted the remainder of the summer. Approximately 90 applications were received for the 40 positions.

Monthly Report

Operations

June 19, 2017

A few days of good weather allowed us to get the line painting underway. Most crosswalks and directional arrows were completed as well as parking space lines. Banner changes for various events were undertaken as well. Sidewalk and concrete curb repairs were started, typically at excavations done over the winter and early spring for water and sewer repairs. Lawn repairs from snow plowing were wrapped up throughout the town as well.

The Water crews have been busy with the annual uni-directional flushing program and have been getting very good results. The pump from Well P-4 at our Tyndal Wellfield failed in May due to a failed 60 horsepower electric motor. A replacement motor has been ordered. The majority of these repairs will be done by the Water crews.

The Sewer crew has been very busy with maintenance remaining from the winter, especially oil changes, auger/screen repairs and ventilation repairs. Any spare time has been spent on trail construction work with Town equipment at the new Lions Park on Hickman Street. Approximately 230 metres of trail are done and work will be stopped while the tennis courts are being completed by the contractor. The water and sewer laterals will be installed in June for the new bathroom building.

The mechanic has spent a fair bit of time on various Fire Department vehicles again this month. Part availability for the older trucks has become an issue as they are usually specialized and technology keeps changing. The Parks Department lawn mowers have required some repairs following the spring start-up and we were pleased to see the purchase of the third zero turn mower. These typically have been very reliable and require few urgent repairs.

During May, ten building permits were issued with a total value of \$104,850. Upon the resignation of our former Building Inspector, the position was advertised and a competition was held; however, there were no suitable candidates. The County has been providing building inspection services since that time. As per the MGA Section 41, the CAO has appointed Marc Buske to the position of Dangerous/Unsanitary Premises Administrator and Development Officer. Marc Buske is a full-time Firefighter and Fire Inspector for the Town. He has accepted this position on a trial placement until November 30, 2017. At that time both parties can re-evaluate. Currently Marc Buske can undertake the duties of both Dangerous/Unsanitary Premises Administrator as well as Development Officer (once trained and appointed). During the coming months he will be trained as a Level 1 Building Official. During this time he can co-ordinate the building inspection process however he cannot sign building permits.

Planning staff continue to collaborate with the Recreation Department in the review of the Active Transportation Plan, as well as the implementation of the Recreation Master Plan. An Active Transportation workshop was held June 8th to gain public input, support for the plan, and identification of priorities. Staff also continue to provide services to the Town of Oxford.

A meeting of the North Tyndal Wellfield Advisory Committee was held on May 31st. There were still further questions from the Committee with regards to the newly drafted North Tyndal Wellfield Source Water Protection Plan. Staff will be addressing these questions before the next meeting. The Committee also passed a motion permitting J.D Irving to complete Year 1 of their Forest Management Plan. With the summer months now upon us, the Committee does not expect to meet again until late August/early September.

Monthly Departmental Report

Recreation / Culture / Programming / Communications

June 19, 2017

Marketing & Communications

The month of May included event coordination and preparation, daily communications, mayor and council involvement and preparing marketing collateral for the upcoming tourism season. Various media releases were distributed based on the 2017-18 budget and town news and events were promoted and executed, such as Highland Fling setup, Eastern Canadian Gymnastic Championships, Fishing Derby, AYTC event, Walkability Workshop and more. The Town proclaimed VON Week, Police Week, ATV Safety Week and Pride Week. Amherst hosted Cumberland County's first Pride Parade, with over 700 supporters attending the celebration, and all Town parks, ball fields and outdoor facilities have been opened, maintained and enhanced in preparation of the summer season. Results of the approved budget and May's Regular Council Meeting were communicated as well as the monthly coordination of the national anthem singer and AYTC representatives.

Active Living/Healthy Community

During the month of May the Active Living Coordinator attended a three day Leadership Development Course for Physical Activity in Halifax. Learning included workshops on physical activity trends in NS, planning, inclusion, policy, implications for social environment, physical inactivity and sedentary behaviour, and group work. The Active Living Coordinator also attended Cultural Safety Training in Masstown, planned and attended the annual Fishing Derby at the Pumping Station pond and attended the Pride flag raising ceremony. The Active Living Coordinator is coordinating four Summer Recreation Programming students and has been working on scheduling to finalize the 2017 summer program offering. Discussions are ongoing with APD regarding bikes in order to develop a Free Bike Lending program. The Active Living Coordinator met with the Cumberland partners regarding Bike Week and is involved in planning of the Canada Day celebrations for Amherst.

Horticulturist

The month of May welcomed our Grounds Maintenance students. Safety training, safe job operating procedures and horticultural techniques were taught through hands on training. May has been a busy month prepping the flowerbeds, tidying up the parks and greenspaces and working on the overall beautification of the Town. Litter remains an issues as does the discarding of cigarette butts.

Facilities

May has been a very busy month for facilities. During the month we host a number of events at the Stadium including the Eastern Canadian Gymnastic Championships (May 5, 6 and 7); this event took in participants from Ontario, Quebec, New Brunswick, PEI, Nova Scotia and Newfoundland. During the three day event there were up to 400 people who either participated or watched the event. Ducks Unlimited dinner (May 12) was one of the best years to date. Over 300 tickets sold for this event. Provincial Judo Championship (May 14) was a day after the Ducks Unlimited and athletes from New Brunswick, PEI and Nova Scotia competed in there respected components. Maintenance is ongoing at the Stadium mostly during rainy days as employees are out preparing parks and green spaces for summer use. Walking hours at the Stadium are Monday to Friday 8:30am to 4:30pm.

Opening day at Robb Complex was May 8 with two fields available, Dwight Jones Field and Robb 3. Cecil Small field requires netting and due to soft ground we were unable to bring machinery on the surface. The netting was installed and completed on May 30. Robb Complex total usage for May was 78.5 hours. The bulk of this usage has been by Amherst Regional High School (Zone and NS Championships). The Men's League Softball started May 23 with Bantam and Midget Baseball starting May 10. Maintenance at Robb Complex is ongoing.

Green spaces mowing has kicked into high gear. With over 70 properties, including over 120 acres staff is working their way through the list each week. Maintenance is ongoing in all parks. Washrooms are open at Beacon Street Park from 9:00am to 9:00pm and at Dickey Park from 9:00am to 9:00pm.

Business Development

Business Development continues to provide ongoing guidance and advice to existing and potential commercial development prospects, which include the promotion of Amherst as an attractive place to locate, expand, and invest. This also includes the provision of general location and specific site analysis, as well as, providing referrals to other service providers in the area. With the Building Inspection/Development Officer position currently vacant, Business Development has had to play a larger role in property development approvals and coordinate with the County Building Inspections Department. In addition, specific ongoing projects include the train station transfer, the Net-Zero/Smart-Grid Energy project, and the Commercial Assessment Phase-In Bylaw. A public workshop to update the draft Active Transportation Plan was held on June 8th.

Staff continues to meet regional stakeholders including: ACOA, CBDC, CANSA, NSCC, Cumberland County, Chambers of Commerce, and the Business Connector to share information, ideas, and look for ways to collaborate. Review of the 2014 Shared CED Strategy with Cumberland County counterparts is ongoing with a view to update the document and take stalk of action items that are complete, ongoing, and yet to be completed. Staff introduced the strategy to the regional stakeholders with the intention of identifying areas of the strategy where stakeholders may play a role. At the last stakeholders meeting there was general consensus that the shared presentation by the Mayor and the Warden at the Chamber of Commerce AGM sent a positive message that improving the overall prosperity of the region is best addressed by the municipalities working together.