



**Town of Amherst  
Committee of the Whole**

Date: **Monday, March 25, 2019**  
Time: **1:00 pm**  
Location: **Council Chambers, Town Hall**

---

	Pages
1. Year 1 Capital Budget - New	1 - 2
2. Year 1 Capital Budget - RFDs	
2.1 Water	3 - 13
2.2 Equipment	14 - 15
2.3 Streets	16 - 22
2.4 Sidewalks	23 - 28
2.5 Sanitary Sewer	29 - 30
2.6 Fire	31 - 40
2.7 Police	41 - 49
2.8 Recreation	50 - 54
3. Year 1 Capital Budget - Carry Over RFDs	55 - 88

---

Capital Budget 2019/20		Sources of Financing										
Priority	Projects	Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Capital Reserve (Carry Overs)	Operating Reserve	Gas Tax	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water	Long Term Debt - General
	<b>WATER</b>											
Medium	2014 Water Backhoe Replacement	150,000									150,000	
Medium	Fire Hydrant Replacement	12,500	12,500									
Medium	Water Meter Replacement	12,500	12,500									
Medium	Taplin Drive - water main replacement	20,000									20,000	
Medium	Edgewood Avenue Storm Sewer and Water Upgrade	10,000									10,000	
Low	Monitoring Wells	40,000	15,000								25,000	
	<b>WATER TOTAL</b>	<b>245,000</b>	<b>40,000</b>								<b>205,000</b>	
	<b>GENERAL</b>											
	<b>OPERATIONS (TRANSPORTATION &amp; PUBLIC WORKS)</b>											
	<b>EQUIPMENT</b>											
High	Crosswalk/Lights - West Victoria	10,000		10,000								
Low	New Truck - Replace 2006 Service Truck	43,750		43,750								
	Subtotal	53,750		53,750								
	<b>STREETS</b>											
High	Railway Crossing Improvements - Anson/Industrial Park	54,785		54,785								
High	Tantramar Crescent - Overlay	75,000						75,000				
High	Abbey - Victoria to Elmwood - Pulverize and Pave	28,000						28,000				
High	Abbey Road / Spring Street Intersection - Drain tile, pulverize and pave	50,000						50,000				
Medium	Taplin Drive (P) (pulverize & pave) (RFD in Water Section)	10,000						10,000				
	Subtotal	217,785		54,785				163,000				
	<b>SIDEWALKS</b>											
High	Park / West Pleasant Intersection	10,000						10,000				
Medium	Robert Angus Drive - Dairy Queen to Church - widen asphalt sidewalk (Active Transportation Plan) - most of work with Town crews	275,000						275,000				
High	Copp Avenue	50,000						50,000				
	Subtotal	335,000						335,000				
	<b>SANITARY SEWER</b>											
Medium	Edgewood Avenue Storm Sewer and Water Upgrade (RFD in Water Section)	29,000						29,000				
High	Wastewater Treatment plant and Lift Stations (SLI report) Laplanche River Upgrades to reduce clogging	125,000			15,000			110,000				

Capital Budget 2019/20		Sources of Financing										
Priority	Projects	Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Capital Reserve (Carry Overs)	Operating Reserve	Gas Tax	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water	Long Term Debt - General
	<b>FIRE DEPARTMENT</b>											
Medium	New Pumper - replace engine # 2	535,000										535,000
Medium	Replacement structural firefighting bunker gear (6-9 sets)	20,000		20,000								
Medium	Replacement - Thermal imaging camera (TIC) #1	18,000		18,000								
Medium	Fire Station Bldg Repairs - concrete ramp and stairs remove & replace	25,000		25,000								
Medium	Fire Station Bldg Repairs - Prepare and apply a protective floor coating to the truck bays	75,000		75,000								
	Subtotal	673,000	-	138,000	-	-	-	-	-	-	-	535,000
	<b>POLICE DEPARTMENT</b>											
High	TMR2 Radio System	125,000		75,000		50,000						
Medium	Patrol Vehicle # 6	55,000		55,000								
Medium	Server and VMWare	26,000					26,000					
Low	Fibre Communications between APD and Town Hall	34,500					34,500					
	Subtotal	240,500	-	130,000	-	50,000	60,500	-	-	-	-	-
	<b>RECREATION</b>											
	<b>EQUIPMENT</b>											
Medium	1 Ton Truck with Dump Box (replacement)	55,000		55,000								
Medium	New Truck - replace 1/2 ton truck	35,000		35,000								
Medium	Floor Scrubber (Stadium)	10,000		10,000								
Medium	Ice Edger (Stadium)	15,000		15,000								
	Subtotal	115,000	-	115,000	-	-	-	-	-	-	-	-
	<b>Total General</b>	<b>1,760,035</b>	-	<b>491,535</b>	<b>15,000</b>	<b>50,000</b>	<b>60,500</b>	<b>608,000</b>	-	-	-	<b>535,000</b>



## COMMITTEE OF THE WHOLE

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Purchase of a Backhoe**

---

**ORIGIN:** 2019/20 Water Utility Capital Budget Item.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...water”*.

**RECOMMENDATION:** That \$150,000 be allocated in the 2019/20 water utility capital budget to purchase a new four-wheel drive backhoe loader.

**BACKGROUND:** The 2014 John Deere 410K backhoe loader is currently being leased and the lease term end on February 2, 2019. The leasing terms have been extended temporarily until a replacement Backhoe is tendered. The vehicle replacement plan indicates that this machine should be replaced in 2019. Repair costs to keep this machine operating for the last 3 years were \$17,917 compared to \$2,661 for our 2015 backhoe. Over the last few years we have experienced issues with sudden loss of power to the hydraulic system as well as the machine shutting off for no reason. The seller of the machine has been in to troubleshoot these issues periodically with limited success.

**DISCUSSION:** Replacing the backhoe loader will enable the Town to continue to provide safe and reliable vehicles for our employees to carry out their duties. It will also improve operational efficiencies by replacing an aging unit with a new model reducing the likelihood of mechanical failure. The Town of Amherst Water Department requires a backhoe loader to continue to provide construction site excavation, clear snow from hydrants, and material loading for water maintenance projects. Backhoes are considered the workhorse of our operations and their reliability is vital to provide quality services to our residents.

**FINANCIAL IMPLICATIONS:** \$150,000 to be included in the 2019/20 water utility capital budget. The RFP for the purchase of the Backhoe will request pricing for both the lease and purchase option, although based on prior purchases it is likely the purchase option will be most beneficial to the Town. See attached information on prior lease versus purchase options.

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



**ENVIRONMENTAL IMPLICATIONS:** All new backhoes come standard with tier 4 final emission certified diesel engines. Tier 4 final diesel engines reduce emissions by over 90% as compared to previous emissions standards on older machines.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the purchase of a new loader.

**ALTERNATIVES:** Purchase the existing backhoe at a price of \$51,300 as stipulated in the lease documents. This is not recommended as the current machine is requiring significant repair and having a reliable vehicle is critical to the operation.

**ATTACHMENTS:** Tier 4 Diesel Engine Information; CDR and analysis on purchase vs lease for previous Backhoe.

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogan and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** Hydrant Replacement

---

**ORIGIN:** 2019/20 Water Utility Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...water"*.

**RECOMMENDATION:** That \$12,500 be allocated in the 2019/20 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. Last year we replaced four fire hydrants.

**FINANCIAL IMPLICATIONS:** \$12,500 to be included in the 2019/20 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.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the purchase of new fire hydrants.

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

**ATTACHMENTS:** N/A

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Water Meter Replacement**

---

**ORIGIN:** 2019/20 Water Utility Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...water"*.

**RECOMMENDATION:** That \$12,500 be allocated in the 2019/20 water utility 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. Typically we usually purchase approximately 80 water meters per year.

**FINANCIAL IMPLICATIONS:** \$12,500 to be included in the 2019/20 water utility capital budget.

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

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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the purchase of new water meters

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



**ATTACHMENTS:** N/A

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** Taplin Drive water main replacement

---

**ORIGIN:** 2019/20 Water Utility Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: “The council may expend money required by the municipality for...water”.

**RECOMMENDATION:** That \$30,000 (\$20,000 Water and \$10,000 general) be allocated in the 2019/20 capital budget to replace the undersized water main and pave the street.

**BACKGROUND:** The water main on Taplin Drive was installed in 1965 and although it is less than usual age for retirement of a water main it rates rather highly for replacement because it is undersized. The main is a 100mm and the minimum standard now is a 150mm main.

**DISCUSSION:** Replacement of the main will bring the line into compliance with our current regulations on size of pipes. Replacing the line now will also allow us to rebuild the street which is required as it is rated 4 in the most recent PASER rating (2018). Town staff will undertake the pipe replacement portion of the project.

**FINANCIAL IMPLICATIONS:** \$20,000 to be included in the 2019/20 water utility capital budget for material cost of the project and a portion of the paving.

\$10,000 to be included in the 2019/20 general capital budget.

**COMMUNITY ENGAGEMENT:** Community engagement will be in the form of a public open house to discuss the project and hand delivered updates to the 7 residences of the street.

**ENVIRONMENTAL IMPLICATIONS:** While there are no direct environmental implications to the water main replacement, pulverizing the existing asphalt and re-using it for the subgrade of the new street will reduce the need for gravel to be brought onto the site.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the replacement of the water line and redevelopment of the street.

**ALTERNATIVES:**



1. Work could be contracted out at 3-4 times the cost of Operations crews doing the work.
2. This work could be delayed another year

**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**SUBJECT:** **Edgewood Avenue Storm Sewer and Water Upgrades**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** Procurement Policy.

**RECOMMENDATION:** That \$29,000 be allocated in the 2019/20 general capital budget to install a new storm sewer line along Edgewood Avenue. And Further that \$10,000 be allocated in the 2019/20 Water Utility Capital Budget to install a connection between the dead-end water lines at the ends of Edgewood Avenue and Admore Streets, which will necessitate the replacement of a storm sewer line between Edgewood and Admore Streets.

**BACKGROUND:** A recent engineering study conducted in relation to a basement flooding in this area revealed that the capacity of the local storm sewer system in the area should be reviewed. Furthermore, there is some evidence that storm water ponding may occur in this area. The installation of a new storm line in this area will help alleviate both issues. Regarding the water line, both Edgewood and Admore have dead end water lines. This is not an ideal situation and connecting both lines will improve water service in the area.

**DISCUSSION:** The above work will be undertaken by our Water and Sewer crews and is expected to take about two weeks. Staff estimate that procuring the work would result in a cost of approximately \$80,000.

**FINANCIAL IMPLICATIONS:** \$29,000 to be included in the 2019/20 general capital budget and \$10,000 to be included in the Water Utility capital budget.

**COMMUNITY ENGAGEMENT:** A communication plan including notices and press releases would be issued to all residents affected by this project.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications to in installation of the storm sewer or water lines in the area.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to in installation of the storm sewer or water lines in the area.

**ALTERNATIVES:**

1. Allocate a total of \$80,000 in the budget for this project and procure the work.



2. Do not approve this project.

**ATTACHMENTS:** None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **North Tyndal Wellfield Monitoring Wells Upgrade**

---

**ORIGIN:** 2019/20 Water Utility Capital Budget Item

**LEGISLATIVE AUTHORITY:** : 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...water"*.

**RECOMMENDATION:** That \$40,000 be allocated in the 2019/20 water utility capital budget to allow the upgrade of the source water monitoring wells at the North Tyndal Wellfield.

**BACKGROUND:** During the recent Source Water Protection Plan update, our consultant Colin Walker M.Sc. P.Geo, did a thorough review of our monitoring practices and it was recommended that the source water monitoring wells be upgraded to allow samples to be taken at a variety of depths to provide better analysis of potential contamination issues. The consultant has provided an estimate to upgrade the six monitoring wells to current standards at a cost of \$ 40,000.

**DISCUSSION:** Groundwater samples are collected from a network of six deep open borehole wells. The well diameters vary from 6 to 8 inches and are on the order of 100 meters deep. When monitoring wells are sampled the standing water in the borehole must be flushed out to ensure that the water being sampled has been drawn freshly from the aquifer. A standard practice is to calculate the volume of standing water in the well and pump out three times this volume to promote adequate flushing. This volume is on the order of 5000 litres for 6" wells and 10,000 litres for 8" wells. Current flushing requirements are met using permanent high capacity pumps installed in each well.

Our consultant has suggested that current ground water sampling is done from smaller diameter monitoring wells. Wells are typically built using 1" or 2" threaded PVC with machine slotted screens. Screens are set for specific locations in the aquifer. Our consultant suggest reducing the open bore holes we have now to several small diameter wells inside the original bore hole reducing dramatically the time and volume of water that needs to be removed.

**FINANCIAL IMPLICATIONS:** \$40,000 to be included in the 2019/20 water utility capital budget for the upgrading of the existing wells this would also have the impact of reducing our annual sampling costs from approximately \$22,000 to approximately \$18,000.



**COMMUNITY ENGAGEMENT:** Community engagement will be in the form of a news item on our Town web page explaining the process and the results, no other community engagement is contemplated.

**ENVIRONMENTAL IMPLICATIONS:** The upgraded water wells would require less time to monitor and would provide samples at various elevations in the aquifer improving our monitoring of the source water. In addition, approximately 44,700 liters of water will no longer have to be purged from the monitoring wells annually.

**ALTERNATIVES:**

1. This work could be put off for a future year.

**ATTACHMENTS:** May 4 2016 letter report from Colin Walker M.Sc. P.Geo

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Dwayne Pike, Acting Chief of Police

**DATE:** February 4, 2019

**SUBJECT:** Capital Budget - 2019/2020 – Upgraded Lighting at Pedestrian Crossing on West Victoria Street/Hickman Street

---

**ORIGIN:** 2019/20120 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy, the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”* and Traffic Safety Act.

**RECOMMENDATION:** That Council approve \$10,000 in the 2019./2020 Capital Budget to upgrade the Crosswalk at West Victoria and Hickman Streets with an eyelevel warning light to alert eastbound traffic on West Victoria Street.

**BACKGROUND:** As part of the 2018 Crosswalk review, the traffic authority determined that this crosswalk required extra lighting to alert eastbound traffic of the crosswalk. Visibility is limited due to the curve in the road on West Victoria Street. In 2017, a child was struck at this crosswalk by an eastbound vehicle.

**FINANCIAL IMPLICATIONS:** \$10,000 in the 2019/2020 Capital Budget

**COMMUNITY ENGAGEMENT:** There was already an opportunity for Community Engagement during the 2018 Crosswalk Review.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Do not upgrade the Crosswalk lighting as required.

**ATTACHMENTS:**

Memo to Council from Acting Chief Dwayne Pike, dated October 15<sup>th</sup>, 2018

---

Report prepared by Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Purchase a New One Ton Service Truck – Streets Department**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$43,750 be allocated in the 2019/20 general capital budget to replace the 2006 one ton service truck in the Streets Department.

**BACKGROUND:** The 2006 one ton service truck has reached the end of its useful life and has been taken out of service. Repair costs over the past 4 years were \$5451 and the current odometer reading is 104,932 km. This compares to an average annual repair cost of \$1794 for 2012, 2014, and two 2015 similar trucks. The vehicle replacement plan indicates that this truck should have been replaced in 2013.

**DISCUSSION:** Replacing this truck will enable the Town to continue to provide safe and reliable vehicles for our employees to carry out their duties.

**FINANCIAL IMPLICATIONS:** \$43,750 to be included in the 2019/20 general capital budget.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Do not approve the replacement of the one-ton service truck at this time.

**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **CNR crossing improvements - Industrial Park Dr.**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That \$54,785 be allocated in the 2019/20 capital budget to improve CNR crossings.

**BACKGROUND:** In 2017 the Canadian Transportation Safety Board did a comprehensive survey of the four CNR level crossings in Amherst. It was found that there were issues with all of the crossings and CNR met with Town staff in early fall to discuss how these crossings could be made safer.

**DISCUSSION:** CNR shared a number of safety issues that are TOA responsibilities to improve safety at the four level. These include line of site issues for the crossing and driveway access too close to the crossings. CNR plan to address their own issues which include upgrades to lights and crossing signals. It will be the Town's responsibility to address the issues outside of the CNR right of way. There is really no alternative to the addition of the gates on Industrial Park Drive as this is a main entrance to our industrial park and there is no alternative street access to the South Albion Street / Robert Angus Drive area.

**FINANCIAL IMPLICATIONS:** \$54,785 to be included in the 2019/20 capital budget.

**COMMUNITY ENGAGEMENT:** Community engagement will be in the form of press releases and hand delivered notices for those residences affected.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** None



**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Tantramar Crescent RFD**

---

**ORIGIN:** 2019/20 Water Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That \$75,000 be allocated in the 2019/20 capital budget to continue the re-paving of Tantramar Crescent.

**BACKGROUND:** In 2017 Amherst Town Council approved the first portion paving of Tantramar Crescent from Anson Ave to IMP Public Driveway and in 2018 we continued to pave up to just short of the Weston Bakery Driveway. It is proposed to pave another portion of this project.

**DISCUSSION:** Tantramar Crescent is a long street, with a low amount of heavy traffic. Although the amount of traffic is low the street is crucial to our industrial park needs. The current pasar rating for the street is 5 out of a possible 10 and the object of the paving is to pave now to prevent the need for a total street reconstruction later. The proposed \$75,000 will pave approximately half of the remaining portion of the street to be paved.

**FINANCIAL IMPLICATIONS:** \$75,000 would be funded through our gas tax funding.

**COMMUNITY ENGAGEMENT:** Community engagement would be in the form of press release and notices to business.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Remove from this year's capital budget in favour of other streets.

**ATTACHMENTS:** N/A

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Abbey Road – Victoria to Elmwood Drive: Pulverize and Pave**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$28,000 be allocated in the 2019/20 capital budget to pulverize and pave Abbey Road from Victoria St to Elmwood Drive.

**BACKGROUND:** Abbey Road from Victoria St to Elmwood Drive has deteriorated significantly in the past few years. This section of road was used as part of the main detour route during the reconstruction of Victoria Street. As a result of this detour, a significant volume of heavy commercial traffic passed through the area causing increased wear and damage. This road segment received a rating of 5/10 during this year’s asphalt inspections.

**DISCUSSION:** Pulverizing and paving this road segment is required to return the road section to an acceptable condition. An asphalt overlay would only work as a short term solution; reflection cracking and subgrade damage would show at the surface within a few years. Pulverizing and paving this section would extend the life of the surface, and would alleviate the need for a full reconstruction.

**FINANCIAL IMPLICATIONS:** \$28,000 to be included in the 2019/20 capital budget.

**COMMUNITY ENGAGEMENT:** Notices and press releases would be issued to all residents affected by this project.

**ENVIRONMENTAL IMPLICATIONS:** Pulverizing the existing asphalt and re-using it for the subgrade of the new street will reduce the need for gravel to be brought onto the site.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Defer to a future budget and perform routine maintenance on the road section.



**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Abbey Road / Spring Street Intersection Pulverize and Pave**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$50,000 be allocated in the 2019/20 capital budget to install drainage tile, pulverize and pave the Abbey Road / Spring Street intersection

**BACKGROUND:** The intersection of Spring Street and Abbey Road has deteriorated to the point where that work needs to be completed in the next capital program. Ground water has ruined the street subgrade and deteriorated the road subgrade to the point that reconstruction is required.

**DISCUSSION:** In order to make complete and permanent repairs to this intersection the ground water issue must be addressed. To accomplish this drainage tile will be installed on either side of the road in the intersection, diverting the groundwater from the subgrade to the existing catch basins. Once this has been accomplished the intersection will be pulverized and this material will be used to create the new subgrade. Then paving can take place during the regular paving program. The installation of the drainage tile will be completed by Public Works crews and the pulverizing and paving will be completed by a contractor selected through the regular procurement process.

**FINANCIAL IMPLICATIONS:** \$50,000 to be included in the 2019/20 capital budget and funded with gas tax funding.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated as a result of this purchase.

**ENVIRONMENTAL IMPLICATIONS:** Pulverizing the existing asphalt and re-using it for the subgrade of the new street will reduce the need for gravel to be brought onto the site.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.



**ALTERNATIVES:**

1. Patch the expected pot holes and address the issue in a future capital year

**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Park Street at West Pleasant Street Intersection Improvements**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$10,000 be allocated in the 2019/20 general capital budget to make improvements to Park Street at West Pleasant Street intersection.

**BACKGROUND:** As directed by council, the Traffic Authority reviewed the intersection of Park and West Pleasant Street. The issue is the width of the intersection, placement of the stop sign on Park Street and the safety concerns voiced by members of the public.

The end of Park Street as it intersects with West Pleasant Street is of poor design. The width of Park Street expands from 11.5 meters where the stop sign is currently placed to a width of approximately 28.5 meters at the mouth. The stop sign is approximately 16 meters from the intersection of the two streets.

The existing intersection has a potential to create some confusion to motorists. Vehicles headed north on Park Street have to move past the stop sign to ensure proper visibility. Vehicles headed west on West Pleasant Street and making the left turn onto Park Street can conceivably cut across the path of vehicles on Park Street.

**DISCUSSION:** To improve the geometry of the intersection, Park Street would be narrowed at the intersection and the stop sign moved closer to the intersection. These changes would enhance safety and better direct/divert traffic through this intersection. Extending the sidewalk in front of 2 Park Street and narrowing the road at the mouth of the intersection would also provide an opportunity to move the adjacent crosswalk closer to the intersection and provide better visibility for both pedestrians and motorists.

**FINANCIAL IMPLICATIONS:** \$10,000 to be included in the 2019/20 general capital budget – Operations staff will carry out the work and only the materials required will be capitalized.



**COMMUNITY ENGAGEMENT:** Should Council approve this project, staff will prepare a communications plan for impacted residents and may hold a public meeting prior to commencing construction.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications to this intersection re-alignment.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the redesign of the intersection.

**ALTERNATIVES:** Do not approve the intersection improvements at this time.

**ATTACHMENTS:** Design Map for Intersection

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** November 20, 2018

**SUBJECT:** **Robert Angus Drive Widen Sidewalk (Active Transportation Plan)**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$275,000 be allocated in the 2019/20 capital budget to widen the asphalt sidewalk per the Active Transportation Plan

**BACKGROUND:** The sidewalk on Robert Angus Drive was constructed 10 years ago and maintains a high rating. This section of sidewalk is well used by both pedestrian and cyclist. It is proposed to widen this sidewalk per the Active Transportation Plan to a width of 3 meters (10') to convert the sidewalk into a two-way active transportation trail.

**DISCUSSION:** While most of the new trail will be 3 meters in width, there will be some areas that are not as wide in order to accommodate the existing public and private infrastructure in the area.

**FINANCIAL IMPLICATIONS:** \$275,000 to be included in the 2019/20 capital budget and funded by gas tax funding.

**COMMUNITY ENGAGEMENT:** Notices and press releases would be issued to all businesses affected by this project.

**ENVIRONMENTAL IMPLICATIONS:** It is anticipated that through increased use of active transportation in the community that the overall greenhouse gas emissions related to transportation within the Town will be reduced.

**ALTERNATIVES:**

1. Defer replacement to a future budget, and perform routine maintenance on the sidewalk annually.



**ATTACHMENTS:** None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Copp Avenue Sidewalk Replacement**

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$50,000 be allocated in the 2019/20 capital budget to replace the sidewalk on Copp Avenue.

**BACKGROUND:** The sidewalk on Copp Ave has deteriorated to the point that some areas have become potential tripping hazards. This sidewalk is presently of asphalt construction, and in some locations is much narrower than typical Town of Amherst sidewalks. Town of Amherst sidewalks are rated every two years and this sidewalk had the lowest rating.

**DISCUSSION:** Replacement of the current asphalt sidewalk with a standard concrete sidewalk would facilitate safer pedestrian travel and access in neighbourhood. This work would be completed by Public Works employees and the capital cost reflect the estimated material cost for the project.

**FINANCIAL IMPLICATIONS:** \$50,000 to be included in the 2019/20 capital budget.

**COMMUNITY ENGAGEMENT:** Notices and press releases would be issued to all residents affected by this project.

**ENVIRONMENTAL IMPLICATIONS:** There are no expected environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:**

1. Defer replacement to a future budget, and perform routine maintenance on the sidewalk annually.

**ATTACHMENTS:** N/A



---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **LaPlanche River Lift Station Upgrades**

---

**ORIGIN:** 2019/20 Capital Budget Item.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$125,000 be allocated in the 2019/20 capital budget for upgrades to the LaPlanche River sewage lift station.

**BACKGROUND:** The station has an issue with rags, tissue and other sediment passing the screen and getting caught in the pumps. This requires annual cleaning and pump maintenance of approximately \$12,000. It also requires that the wastewater be bypassed into the river for the 8 hour period during cleaning.

**DISCUSSION:** Installing a system to grind the solids before the effluent is pumped to the WWTP will reduce pump maintenance and annual cleaning costs of the wet well to remove debris. Having the grinder located at the station also eliminates the need to replace the failed Channel Monster at the WWTP (\$45,000). A grinder or similar equipment will extend the life of the pumps and seals. There should also be reduced power consumption at the plant as the pumps will operate at peak efficiency and not be overloaded by debris accumulating on the impellers.

**FINANCIAL IMPLICATIONS:** \$125,000 to be included in the 2019/20 capital budget

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

**ENVIRONMENTAL IMPLICATIONS:** Having a grinder system installed at the Laplanche Station will significantly reduce the need for the plant to operate in bypass mode and discharge effluent into the LaPlanche River while pumps are being removed for repairs.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the upgrades of the lift station.



**ALTERNATIVES:** Do not approve the upgrades to the lift station at this time. Replace the failed Channel Monster at the WWTP at a cost of \$45,000.

**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Replacement of fire engine (Engine #2 - Pumper)

---

**ORIGIN:** 2019 - 2020 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That Council approve a 2019 / 2020 capital expenditure of \$535,000 to replace engine # 2.

**BACKGROUND:** Engine # 2 is used to ensure that equipment and fire suppression is readily available during various types of emergency operations. Engine # 2 is the main work horse for the district 1 (Contract area – Municipality of Cumberland) used for operational training and to meet operational requirements during emergency response requests.

**DISCUSSION:** Engine # 2 has been in operation with our fire department for 28 years+ and has met its life expectancy of 25 years. This capital request focuses on ensuring that the Town of Amherst has a reliable pumper fleet which meets the current industry standard of a life span of 25 years and supports effective fire flow.

Following an accident in early 2016, engine # 2 under went a major structural repair to the rear of the unit. Following the completion of the required repairs, this unit was put back into service with no further issues.

Unfortunately, over the last few years engine # 2 operational condition has started to deteriorate. We are now being faced with doors that are hard to open and require additional effort to open and close. Sagging suspension on the driver's side of the apparatus and a consistent oil leak from the engine.

Manufacturing and delivery of a new fire apparatus could take approximately 10 – 12 months to complete, after a contract is awarded. Therefore, delivery would not likely occur until late 2019 or the third quarter of the 2019 / 2020 fiscal year.

**FINANCIAL IMPLICATIONS:** \$535,000 will procure a new engine, to meet the needs of the residents of Amherst and the district 2 contract area.



**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as per our Procurement Policy.

**SOCIAL JUSTICE IMPLICATIONS:** The replacement of this fire apparatus will not have social justice implications within the community.

**ENVIRONMENTAL IMPLICATIONS:** Our current engine # 2 emits unfiltered carbon emissions into the atmosphere. The procurement of a new engine will reduce our carbon emissions. A new unit will be manufactured with a Diesel Exhaust Fluid (DEF) system. A DEF system uses a non-hazardous solution, which is 32.5% urea and 67.5% de-ionized water. *DEF* is sprayed into the exhaust stream of diesel vehicles to break down dangerous NOx emissions, to harmless nitrogen and water.

**ALTERNATIVES:** Reject capital request

**ATTACHMENTS:** N/A

---

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Replacement of structural firefighting protective gear (Bunker gear)

---

**ORIGIN:** 2019 - 2020 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That Council approve a 2019 - 2020 capital expenditure of \$20,000 to replace structural firefighting protective gear (Bunker Gear).

**BACKGROUND:** Firefighter structural protective gear is used to ensure that our firefighters have the required equipment to perform fire suppression activities during various types of emergency operations.

**DISCUSSION:** This request focuses on ensuring that our firefighters continue to conduct emergency operations with effective structural firefighting protective ensembles. The Amherst Fire Department has fifty-five active members who attend operational training and respond to emergency requests, who require protective gear to perform their duties. Presently, the Amherst Fire Department has 15 sets of structural firefighting gear that has surpassed its operational expectancy; in relation to the industry standard and in most cases no longer meets the minimum structural firefighting standard. Most of this gear in question was purchased between 1990 and 2000.

**FINANCIAL IMPLICATIONS:** \$20,000 will procure approximately 6 - 8 sets of structural firefighting protective gear.

**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as per our Procurement Policy.

**ENVIRONMENTAL IMPLICATIONS:** The replaced structural firefighting bunker gear will be removed from service, washed and stored. This equipment will be used by our educational programs.

**SOCIAL JUSTICE IMPLICATIONS:** The replacement of structural firefighting protective gear will not have or promote a social justice implication within the community.

**ALTERNATIVES:**

1. Reduce approval value.



2. Reject capital request

**ATTACHMENTS:** N/A

---

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Replacement of Thermal Imaging Camera (TIC) devices

---

**ORIGIN:** 2019 - 2020 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That Council approve a 2019 / 2020 capital expenditure of \$18,000 to replace up to two thermal imaging cameras.

**BACKGROUND:** The Amherst Fire Department currently has two thermal imaging cameras in use. This device assists in providing increased firefighter responsiveness to the seat of the fire during operational periods and while performing various duties.

**DISCUSSION:** This camera allows firefighters to see areas of heat through smoke, darkness, or heat permeable barriers, to find a person or persons during various operation activities and assist in overhauling a fire. This piece of equipment is critical in assisting in firefighting suppression activities by finding the seat of the fire faster and in reducing fire loss.

**FINANCIAL IMPLICATIONS:** \$18,000 will provide a new thermal imaging camera, to meet the needs of the fire department.

**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as per our Procurement Policy.

**ENVIRONMENTAL IMPLICATIONS:** The thermal imaging camera that will be replaced, will be reused as a training tool to assist firefighters in using this tool effectively.

**SOCIAL JUSTICE IMPLICATIONS:** The replacement of structural firefighting protective gear will not have or promote a social justice implication within the community.

**ALTERNATIVES:**

1. Defer capital request to next year.



**ATTACHMENTS: N/A**

---

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Fire station building repairs – Replacement of the concrete structures (Ramp, pad and stairs)

---

**ORIGIN:** 2019 - 2020 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That Council approve a 2019 / 2020 capital expenditure of \$25,000 to replace the main ramp, pad and stairs at the fire station.

**BACKGROUND:** The infrastructure study emphasized that the damaged elements of the concrete walkways and stairs needed to be removed and replaced to avoid further deterioration.

**DISCUSSION:** This request focuses on improving the entrances to the Amherst fire station. Over time the concrete entrance ramp, stairs and pad have deteriorated to a condition where replacement is required. This project would see the removal and replacement of the concrete ramp, stairs and pad; which will provide new entrance surfaces.

**FINANCIAL IMPLICATIONS:** \$25,000 will cover the replacement cost for a concrete entrance ramp, stairs and pad.

**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as per our Procurement Policy.

**ENVIRONMENTAL IMPLICATIONS:** This procurement will have no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** The replacement of these structures will not have social justice implications within the community.

**ALTERNATIVES:**

1. Reduce approval value
2. Reject capital request



**ATTACHMENTS: N/A**

---

Report prepared by: Greg Jones, Fire Chief  
Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Fire station building repairs – Repair floor and apply protective floor coating – Apparatus floor

---

**ORIGIN:** 2019 - 2020 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That Council approve a 2019 / 2020 capital expenditure of \$75,000 to repair the apparatus floor and have a protective floor coating applied; and that the expansion joints be repaired.

**BACKGROUND:** The infrastructure study emphasized that the truck bay floors were in poor condition and it was indicated that the expansion joints were in need of repair.

**DISCUSSION:** This request focuses on improving the building conditions of the Amherst fire station. The apparatus floor is subject to numerous contaminants over time, like salt, water, snow, oil, fuel, fire soot, rubber and dirt; just to name a few. Over time these contaminants have assisted in deteriorating the condition of the apparatus floor, to a state where it can no longer be painted.

This repair would see the floor paint removed and the concrete base being reconditioned to allow the application of a protective floor coating. With the installation of a new protective floor covering, it will extend the life span of the apparatus floor and provide a clean and consistent appear.

**FINANCIAL IMPLICATIONS:** \$75,000 will cover the replacement cost for the truck bay floor coatings and repair the expansion joints.

**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as per our Procurement Policy.

**ENVIRONMENTAL IMPLICATIONS:** This procurement will have no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** The repairs to the apparatus floor will not have social justice implications within the community.



**ALTERNATIVES:**

1. Reduce approval value
2. Reject capital request

**ATTACHMENTS:** N/A

---

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Acting Chief Dwayne Pike

**DATE:** February 4, 2019

**SUBJECT:** Capital Budget 2019/2020 – TMR2 Radio System

---

**ORIGIN:** 2019/2020 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z)  
Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That council approve \$125,000 in the 2019/2020 capital budget to enable the Amherst Police Department to migrate to the TMR2 system

**BACKGROUND:** APD currently utilizes a VHF radio system that has experienced recent technical issues. Radio equipment has reached end of life and cannot be replaced, there has been disruptions experienced in communications and there is no interoperability with other public safety agencies.

**DISCUSSION:** The VHF radio communications system utilized by the Amherst Police Department is approaching end of life. In the past few years, over \$24,000 has been spent on repairs and upgrades to try to ensure that communication systems are effective for police responders. The ability to communicate outside the geographical area is limited and attempts to expand by adding additional radio towers has been unsuccessful. The current system does not have interoperability with other systems with the Cumberland RCMP or our other public safety partners in Nova Scotia or New Brunswick. Our communication with most other agencies is limited to passing messages through Amherst Dispatch to RCMP telecoms, or by sharing radio equipment with other members/responders. There is an option to establish a radio link with Truro Telecoms, but this would come at an expense to the town, and would still only enable members to communicate with telecoms, not with other officers directly. As a result, joint responses to large scale incidents or emergencies are severely compromised. To resolve these issues using our current system would be expensive and also does not resolve end of life equipment issues, nor would it provide a complete solution to the issues identified. In August of 2017, as a result of a several accidents/mistakes, network lines were severed and resulted in a widespread outage that affected 911 and emergency services as well as internet, cellular and landline service. As a result of the outage, 911 was only able to make contact with emergency response agencies via the TMR2 network which remained intact.



APD is currently one of the very few Public Safety agencies that is not using the Trunked Mobile Radio System. In Nova Scotia, only Amherst PD and Stellerton/Westville Police have not yet migrated to TMR2, although Stellerton/Westville is in negotiations. In New Brunswick, all agencies with the exception of Grand Falls Police are either already utilizing TMR2 or are in negotiations. In PEI, it is expected that by spring 2019, all police agencies, including UPEI Police, will be on the TMR network. The shift towards this system has occurred because the TMR2 system provides a means of effective communication between agencies and also provides the required infrastructure. Interoperability has been identified several times in recent police reviews including those in PEI (Perivale & Taylor Consulting, 2017) and also in the Independent Review in the June 4<sup>th</sup> Moncton Shootings (Alphonse MacNeil, 2016). In the independent review of the Moncton shootings in 2014, several recommendations were made in relation to radio communications that were experienced during the incident. These included:

- *That the RCMP examine the implementation of encrypted radio systems for operational effectiveness, officer safety and protection of privacy;*
- *That a system be developed, both radio and data, that would allow for communication between RCMP members from the maritime divisions, when required to work outside of their home jurisdiction.*

In March 2017, the PEI *Policing Service Model Review* recommended establishing an Island-wide Police Operations Communication Centre including an integrated Island-wide PIC S2 (TMR2) digital police encrypted radio system used by all police services.

Interoperability and the advantages of Migrating to the TMR2 system also includes access to provincial communication training/support/expertise and access to emergency equipment maintained by Nova Scotia Public Safety. They would also assist with the following;

- *Developing fleetmaps and radio profiles (channels and button configurations) including working with APD and Bell to test all new radio profiles and programming to ensure it is 100 percent correct before any radios are programmed;*
- *Developing a custom training slideshow for APD and delivering it free of charge at time that is convenient to your staff, providing as many sessions as needed to catch all shifts/schedules of APD staff.*
- *Mobile Communication Support Services for large incidents or planned events, with portable repeaters, extra radios, spare batteries, satellite phones, linking capabilities to marine or aircraft radios if ever required. This support is available on a 24/7 365 basis as an on call person always available.*
- *Troubleshooting of any issues encountered;*
- *Assistance decisions relating to correct model of radios and how they should be programmed.*
- *Assistance with encryption decisions and setting up emergency alarms;*
- *Assistance with SOP's with partners such as RCMP and other agencies.*

**FINANCIAL IMPLICATIONS:** \$125,000.00 from the 2019/2010 Capital Budget (\$50,000 is a carry over from last year as the console project was not required with the TMR2 project).

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Do not migrate to the TMR2 system and attempt to find alternate solutions to communications issues, interoperability issues and equipment replacement problems.

**ATTACHMENTS:**

- 1) Excerpts from: *Crime Prevention and Policing Service Model Review Final Report*, The Province of Prince Edward Island Public Safety Division, Perivale + Taylor Consulting, March 2017;
- 2) Excerpts from: *Independent Review of the Moncton Shooting June 4th, 2014*. Assistant Commissioner Alphonse MacNeil (ret'd), Jan 2016

---

Report prepared by Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:



**AMHERST TOWN COUNCIL**

**RFD#**

**Date:**

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Dwayne Pike, Acting Chief of Police

**DATE:** February 4, 2019

**SUBJECT:** **Capital Budget -2019/2020 – Patrol Vehicle**

**ORIGIN:** 2019/2010 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That council approve \$55,000 in the 2019/2010 capital Budget for the purchase of a patrol vehicle.

**BACKGROUND:** Unit #6, a marked patrol vehicle has been in regular use for close to 4 years and is due for replacement. The vehicle is listed as due for replacement 2019/2020 on our Fleet Plan.

**DISCUSSION:** To ensure the department’s fleet can meet the demands of 24/7 policing the marked patrol vehicles are replaced after three to four years of service. This process was developed through a review of the vehicle replacement practices of other Police Agencies, including other NS Municipal Police Agencies, and the RCMP. Unit #6 will have been in service for 4 years as of January 2019 and it is estimated the mileage will exceed 200,000km by mid-summer. The amount requested includes the cost of the new vehicle, removal of equipment from the current vehicle and installation of equipment in the new vehicle including a new *Watch Guard* In-Car camera system as the old in-car camera system has reached end of life. Last year Ford announced that they will no longer be producing cars, including the police service vehicles. As a result, the tender response may be limited as only one supplier will be able to provide an all-wheel drive police service sedan. The other option may be to purchase a Police Service SUV, which will come at a higher price. Should an SUV be purchased, all new equipment will need to be purchased as the old equipment will not fit into the SUV.

**FINANCIAL IMPLICATIONS:** \$55,000 in the 2019/2020 Capital Budget.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.



**ALTERNATIVES:**

1. Do not purchase a new vehicle, use current vehicle for another year before replacing

**ATTACHMENTS:** N/A

---

Report prepared by Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Stan Hembrough, Manager of Information Services

**DATE:** February 4, 2019

**SUBJECT:** **Amherst Police Department Server**

---

**ORIGIN:** 2019/20 General Capital Budget Item.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That \$26,000 be allocated in the 2019/20 capital budget to purchase a new physical server and a new license of VMWare Essentials+ for the APD (Amherst Police Department).

**BACKGROUND:** The current physical server at the APD was purchased in 2011 and has reached the end of its usable life. Servers should be replaced every 5-7 years. The current version of VMWare Essentials+ is no longer supported by the vendor and no subscription was purchased to allow for the use of new versions.

**DISCUSSION:** Purchasing a new server will allow for a reliable server infrastructure at the APD. The virtual servers and applications running on the physical server are critical to the operation of the service provided by the police department.

Currently there are 3 virtual servers running on the server at the APD. In 2019 there are plans to add a new virtual server to support a new in car video application. The purchased server will provide the capacity for this 4<sup>th</sup> virtual server.

The current version of VMWare Essentials+ is no longer supported by the vendor. To install the latest supported version a new license for VMWare Essentials+ needs to be purchased.

**FINANCIAL IMPLICATIONS:** \$26,000 to be included in the 2019/20 General Capital Budget.

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



**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:**

1. Do not approve purchase of the new server. This will create an increased risk of server failure. To purchase a new server could take days to weeks to receive and install.

**ATTACHMENTS:** N/A

---

Report prepared by: Stan Hembrough, Manager of Information Services

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Stan Hembrough, Manager of Information Services

**DATE:** February 4, 2019

**SUBJECT:** **Build Fibre Communications between Town Hall and Amherst Police Depart**

---

**ORIGIN:** 2019/20 General Capital Budget Item.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$34,500 be allocated in the 2019/20 capital budget to purchase and install Fibre Communications between Town Hall and the Amherst Police Department.

**BACKGROUND:** Currently there is no high speed communications between any Town locations. Town Hall and the Amherst Police Department have the most servers supporting Town applications and services. Server backups at Town Hall and the Amherst Police Department are being taken offsite physically by a staff member Monday to Friday. There is no physical server redundancy for the Amherst Police Department physical server.

**DISCUSSION:** Installing fibre between Town Hall and the Amherst Police department will allow of more automated tasks and for better disaster recovery. The backup of the Town and Police Department servers could be automated. This would save 0.5 hours of one FTE workday. Fibre would also allow for the use server resources at either location. In the event a physical server malfunction at the Amherst Police department it would be days before a new physical server is purchased and delivered. With Fibre between the locations the Police Department virtual servers could be restored on servers at Town Hall in less than a day.

**FINANCIAL IMPLICATIONS:** \$34,500 to be included in the 2019/20 General Capital Budget.

**COMMUNITY ENGAGEMENT:** N/A

**ENVIRONMENTAL IMPLICATIONS:** N/A

**SOCIAL JUSTICE IMPLICATIONS:** N/A



**ALTERNATIVES:** 1. Do not approve the building of fibre at this time. Continue manual process of backups.2. Purchase high speed communications services from a vendor like Bell or Eastlink and pay monthly service fee.

**ATTACHMENTS:** N/A

Report prepared by: Stan Hembrough, Manager of Information Services

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Bill Schurman, Director of Recreation

**DATE:** February 4, 2019

**SUBJECT:** *New One Ton Truck with Dump Box*

---

**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$55,000 be allocated in the 2019/20 general capital budget to replace the 2001 one-ton dump box truck in the Recreation Department.

**BACKGROUND:** The 2001 one-ton dump box truck has reached the end of its useful life and is in need of replacement. The vehicle replacement plan indicates that this truck should have been replaced in 2012. Over the last 4 years, \$9800 has been spent in repairs on the one-ton truck. Normal maintenance is \$1,700 per year and we are spending \$2,450 per year. Staff have been told the vehicle will not pass inspection for the 2019 season without significant investment. This truck is a vital vehicle in the Recreation fleet, it is used daily to move materials and debris to and from parks, facilities, and greenspaces.

**DISCUSSION:** The replacement of this truck will enable Recreation staff to safely and efficiently continue to maintain and improve our parks, facilities, and greenspaces.

**FINANCIAL IMPLICATIONS:** \$55,000 to be included in the 2019/20 general capital budget.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Defer the replacement of the one-ton truck with dump box to next year.



**ATTACHMENTS:** N/A

---

Report prepared by: Bill Schurman, Director of Recreation

Report and Financial approved by:



## Amherst Town Council

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Corey Crocker, Facility Coordinator  
**DATE:** February 4, 2019  
**SUBJECT:** *New 4x4 Half Ton Truck*

---

**ORIGIN:** 2019/20 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$35,000 be allocated in the 2019/20 Capital budget for replacing the 2006 GMC Sierra half ton truck.

**BACKGROUND:** The Town’s Infrastructure Study included a recommended vehicle replacement schedule. Included in that schedule is replacement of Unit106, the GMC Sierra truck, in year 3, (2018/19). The current vehicle is no longer in service and will be sold as surplus. The cost of repairing the vehicle for inspection is prohibitive. The estimated replacement cost is \$35,000.

**FINANCIAL IMPLICATIONS:** Include \$35,000 in the 2019/20 Capital budget for replacement of the 2006 GMC Sierra half ton. Proceeds from the sale of the old vehicle are not expected to be material.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Do not replace the vehicle which would leave the recreation fleet short one vehicle.

**ATTACHMENTS:** N/A

---

Report prepared by: Corey Crocker, Facility Coordinator  
Report and Financial approved by:





## Amherst Town Council

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Corey Crocker, Facility Coordinator  
**DATE:** February 4, 2019  
**SUBJECT:** *Floor Scrubber*

---

**ORIGIN:** 2019/20 Capital Budget.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That \$10,000 is allocated in the 2019/20 Capital Budget for replacing a floor scrubber at the Amherst Stadium.

**BACKGROUND:** The current floor scrubber being used is 10 years old and cost to maintain is not feasible. The maintenance cost for the scrubber over the past two years is \$2,695.98 before taxes. It is anticipated a new scrubber will have a 3-year maintenance warranty. There are some imperfections with the current scrubber which affects the amount of cleaning that can be done in each time frame. The estimated replacement cost is \$10,000.

**FINANCIAL IMPLICATIONS:** Include \$10,000 in the 2019/20 Capital Budget for replacement of the current floor scrubber.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Defer for another year.

**ATTACHMENTS:** N/A

---

Report prepared by: Corey Crocker, Facility Coordinator  
Report and Financial approved by:





## Amherst Town Council

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Corey Crocker, Facility Coordinator  
**DATE:** February 4, 2019  
**SUBJECT:** *Ice Edger*

---

**ORIGIN:** 2019/20 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That \$15,000 be allocated in the 2019/20 Capital Budget for replacing the ice edger currently being used to maintain ice at the Amherst Stadium.

**BACKGROUND:** The current ice edger being used is a second-hand machine but does not work effectively. There are some imperfections with the edger which affects amount of time it takes to maintain the ice with the edger. The estimated replacement cost is \$15,000.

**FINANCIAL IMPLICATIONS:** Include \$15,000 in the 2019/20 Capital budget for replacement of the ice edger currently being used to maintain ice at the Amherst Stadium.

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

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Defer the purchase for another year.

**ATTACHMENTS:** N/A

---

Report prepared by: Corey Crocker, Facility Coordinator  
Report and Financial approved by:



<b>Capital Budget - Carry Over Projects from 2018/19</b>												
<b>2019/20</b>												
Work Order	Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Capital Reserve (Carry Overs)	Operating Reserve	Gas Tax	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water	Long Term Debt - General
	<b>WATER</b>											
100003081	Willow Street ~ Spring to East Pleasant watermain replacement - including portion of paving & culvert (extension of CWWF project) Added in 2018/19	1,797,332							886,050	461,950	449,332	
	<b>WATER CARRY OVER TOTAL</b>	<b>1,797,332</b>							<b>886,050</b>	<b>461,950</b>	<b>449,332</b>	
	<b>GENERAL CAPITAL</b>											
	<b>OPERATIONS (TRANSPORTATION &amp; PUBLIC WORKS)</b>											
	<b>EQUIPMENT</b>											
4000000427	Via Rail Station - new furnace (prior year carry over) Added in approx 2016/17	7,000				7,000						
	<b>BUILDINGS / LAND</b>											
4000000502	Library Heating Issues (carry over) Added in 2017/18.	100,000				100,000						
4000000528	Net Zero Energy - recommendation from feasibility study (carry over) Added in 2017/18	50,000				50,000						
	<b>Subtotal</b>	<b>150,000</b>				<b>150,000</b>						
	<b>LARGE MULTI - CATEGORY PROJECTS</b>											
4000000597	Willow Street ~ Spring to High School (P) (add'l \$100k in CWWF project) \$110,000 & curb, sidewalk & Dickey Brook Culvert (add'l \$150k in CWWF project) \$200,000 & sanitary sewer North of Walter Purdy to High School) \$225,000. Added 2018/19	535,000										535,000
	<b>SIDEWALKS</b>											
4000000566	Robert Angus Drive - Church to Willow - Gravel Trail (Active Transportation Plan). Added 2018/19	62,500						62,500				
4000000567	Willow Street - Robert Angus Drive to East Pleasant - Gravel Trail (Active Transportation Plan). Added 2018/19	62,500						62,500				
4000000568	South Albion Street - Robert Angus Drive to Canadian Tire - Off Street Asphalt Trail (Active Transportation Plan). Added 2018/19	110,000						110,000				
	<b>Subtotal</b>	<b>235,000</b>						<b>235,000</b>				
	<b>SANITARY SEWER</b>											
4000000569	Racetrack Road - Pump Station Upgrades (Surcharge Tank). Added 2018/19	50,000				50,000						
	<b>FIRE DEPARTMENT</b>											
4000000576	Fire Station Bldg Repairs - Repair floor and wall finishes in south entrance. Added 2018/19	7,000				7,000						
4000000577	Fire Station Bldg Repairs - Replace the two main exterior entrances. Added 2018/19	18,000				18,000						
	<b>Subtotal</b>	<b>25,000</b>				<b>25,000</b>						

		<b>Capital Budget - Carry Over Projects from 2018/19</b>										
		<b>2019/20</b>										
		<b>Sources of Financing</b>										
Work Order	Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Capital Reserve (Carry Overs)	Operating Reserve	Gas Tax	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water	Long Term Debt - General
	<b>POLICE DEPARTMENT</b>											
4000000580	Patrol Vehicle # 5 SUV 4X4. Added 2018/19	75,000				75,000						
4000000581	Patrol Vehicle # 1. Added 2018/19	49,000				49,000						
4000000579	Body Armour - 17 Units. Added 2018/19	35,000				35,000						
	Subtotal	159,000				159,000						
	<b>RECREATION</b>											
4000000376	Dickey Park - Field Development - Goal Posts & Nets (prior year carry over). Added 2016/17	47,203				47,203						
4000000585	West Highland (Lions) Park Development - phase 2 washrooms, etc (re-procure). Added 2018/19	12,500				12,500						
4000000586	Christie Park - repairing bricks & steps. Added 2018/19	15,000				15,000						
4000000587	Murals - restoration/repair. Added 2018/19	10,000				10,000						
4000000589	Robb's Lighting. Added 2018/19	10,000				10,000						
	Subtotal	94,703				94,703						
	<b>Subtotal Carry Over Projects</b>	<b>1,255,703</b>				<b>485,703</b>		<b>235,000</b>				<b>535,000</b>



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Willow Street Water Main Replacement – Carry Over**

---

**ORIGIN:** Clean Water and Wastewater Fund project for the replacement of the water reservoir and improvements to water pressure and flows to the downtown area. Sewer main collapse on Willow Street south of Walter Purdy Drive. Dickey Brook culvert replacement plan.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$2,332,332 be carried over into the 2019/120 Capital Budget for the completion of the replacement of the water line in Willow Street between Spring and East Pleasant; the replacement of the sanitary sewer line on Willow Street from Walter Purdy Drive to the high school; the replacement of the Dickey Brook Culvert on Willow Street, and the repaving of Willow Street between Spring Street and the high school, with the following funding sources:

1. Approximately \$1,797,332 to be carried over from the Reservoir Replacement CWWF project;
2. \$535,000 to be carried over from the 2019/120 Capital Budget for the replacement of the sanitary sewer line asphalt, curbs, sidewalk and Dickey Brook Culvert

**BACKGROUND:** The replacement of the water main in Willow Street is part of Phase Two of the Reservoir replacement project. This water main replacement will be combined with the replacement of the collapsed sewer line south of Walter Purdy Drive, as well as the requirement to replace the Willow Street culvert at Dickey Brook and the repaving of Willow Street between Spring Street and the high school into one large project.

**DISCUSSION:** The lower portion of the water line and street has been replaced in the 2018/19 fiscal year. The remainder of the work will be completed this upcoming construction season.

**FINANCIAL IMPLICATIONS:** Approximately \$1,797/332 to be carried over into the 2019/20 capital budget in CWWF funding, \$535,000 to be carried over into the 2019/12 capital budget for the replacement of the collapsed sewer main, Brook Culvert, curbs, street and sidewalk.



**COMMUNITY ENGAGEMENT:** Prior to construction work taking place a public notification program will be undertaken. Work will be scheduled for the summer months, with the aim of completion prior to school commencing in September.

**ENVIRONMENTAL IMPLICATIONS:** Replacing the sanitary sewer main will ensure that sewer is not leaking into the subsurface of the street in this area.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the replacement of infrastructure on Willow Street.

**ALTERNATIVES:**

1. As this project has already been awarded to a contractor, and approximately ½ of the work completed, cancelling the project is not a viable option.

**ATTACHMENTS:** N/A

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogan and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald DCAO

**DATE:** February 4, 2019

**SUBJECT:** VIA Train Station Furnace – **Carry Over**

---

**ORIGIN:**

This request is driven by the Long term Agreement of Purchase and Sale approved by Council on December 21<sup>st</sup> with J.E. Bembridge for the purchase of the VIA Train Station.

**LEGISLATIVE AUTHORITY:**

***Municipal Government Act*** Section 56 – 1A authorizes a municipality to beautify, improve and maintain property owned or leased by the municipality.

**RECOMMENDATION:**

That Council approves funding in the amount of \$7,000 for replacement of the furnace/boiler in the VIA Rail Station that the Town will take ownership in April 1, 2017.

**BACKGROUND:**

Amherst Town Council at the December 21<sup>st</sup> meeting approved both the Agreement of Purchase and Sale between the Town and VIA for the purchase of Station Street including the VIA Station and the long term Agreement of Purchase and Sale between the Town and J. E Bembridge Enterprises Ltd. for the sale of the Station and property around the station. All transactions are due to close at the end of March.

**DISCUSSION:**

The Long Term Agreement of Purchase and Sale includes a requirement for the town to replace the existing furnace in the building with a new one at a cost not to exceed \$7,000.

**FINANCIAL IMPLICATIONS:** Although the agreement closes with Bembridge on April 1st, the Town will own the property for a period of 5 years. The Town will purchase the property from VIA for \$1.00 and will sell the property over 5 years to Bembridge for \$64,980.

**COMMUNITY ENGAGEMENT:**

There have been significant community engagement activities related to the long term use of the VIA Station over the past 2 years.

**ENVIRONMENTAL IMPLICATIONS:**

A Level 1 Environmental Assessment completed on the property is a condition of sale with VIA.



**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications anticipated at this time.

**ALTERNATIVES:**

Approve funding in the amount of \$7,000 a for replacement of the furnace in the VIA Rail Station.

Renegotiate the Terms and Conditions of the Agreement of Purchase and Sale to remove this condition or change it in some manner.

**ATTACHMENTS:** None

Report prepared by: Ben Pitman, P.Eng. Town Engineer  
Report and Financial approved by: N/A



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Library Heating System – Carry Over**

---

**ORIGIN:** 2018/19 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$100,000 be carried from the 2018/19 capital budget into the 2019/20 capital budget to replace or upgrade the existing heating system at the Four Fathers Memorial Library.

**BACKGROUND:** In the last 26 years the repairs to the heat pump system at the Four Father’s Library have cost the Town \$160,876. However lately the frequency in repair has dramatically increased. Four of the heat pumps were replaced in 2016. \$100,000 was included in the 2017/18 Capital Budget to replace or upgrade the existing system to reduce cost and improve efficiency. A Design Build RFP was issued for the replacement of the HVAC heat pump system with a new air to air system. Three proposals were received and all were significantly over the allocated budget. The lowest proposed price was \$312,120.

**DISCUSSION:** Staff would like to solicit proposals to provide a new heating and cooling system and allow the proponents the option of what type of system to use. This MAY result in a more cost effective solution. Once the proposals are submitted and reviewed by staff, the recommended solution will be brought back to Council for approval, prior to procurement.

**FINANCIAL IMPLICATIONS:** \$100,000 be carried over into the 2018/19 Capital Budget. While staff are recommending that the original \$100,000 be carried over, there is no way to know what the potential solution will cost. There is a strong possibility that the recommended solution will be more than the budgeted \$100,000 and that additional funds will have to be allocated at the time of procurement.

**COMMUNITY ENGAGEMENT:** No public engagement is anticipated at this time, however, tenants of the building will be kept up to date on the project as required.



**ENVIRONMENTAL IMPLICATIONS:** The design/study portion of the project will review current technologies and select the most cost efficient and will include an environmental review prior to selection.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the upgrading of the library HVAC system.

**ALTERNATIVES:**

1. Do not make upgrades to the system at this time;
2. Upgrade the existing heat pumps and do not explore alternative heating methods.

**ATTACHMENTS:**

None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Andrew Fisher, Manager of Planning & Strategic Initiatives

**DATE:** February 4, 2019

**SUBJECT:** **Implementation: Net-zero / Smart-Grid Feasibility Study – Carry Over**

---

**ORIGIN:** 2018-19 Capital Budget – Carry Over

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That the \$50,000 allocated in the 2018-19 capital budget for a potential implementation of the Net-Zero / Smart-Grid Feasibility Study be carried over to the 2019-20 capital budget.

**BACKGROUND:** The feasibility study is recently completed and contains recommendations around building efficiency retrofits at the Stadium and Sewage Treatment Plant that will likely have capital budget implications. Staff will further review the recommendations to develop a go-forward plan focusing on implementation. The application by NS Power for a smart-grid implementation project does not require a funding commitment from the Town.

**FINANCIAL IMPLICATIONS:** The level of investment required is not yet known, but funding from other levels of Government will be part of the formula.

**COMMUNITY ENGAGEMENT:** Not yet applicable.

**ENVIRONMENTAL IMPLICATIONS:** The positive environmental implications are potentially significant.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Status Quo.

**ATTACHMENTS:** N/A

---

Report prepared by: Andrew Fisher, Manager of Planning & Strategic Initiatives  
Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** Robert Angus Drive Trail - **Carry Over**

---

**ORIGIN:** 2018/19 Capital Budget Item. Active Transportation Plan

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (ag) Power to expend money states: *"The council may expend money required by the municipality for... playgrounds, trails.*

**RECOMMENDATION:** That \$62,500 be carried over into the 2019/20 capital budget to complete the construction of the new two way gravel trail along Robert Angus Drive as per the Active Transportation Plan.

**BACKGROUND:** Last year work was started on the construction of a two-way gravel trail on Robert Angus Drive from Willow Street to Church Street. This project was identified in the Active Transportation Plan and will provide safer access to the commercial area of Robert Angus Drive and South Albion Street for people travelling from the east end of Town.

**DISCUSSION:** Town crews are undertaking this work and should be complete by June 1, 2019.

**FINANCIAL IMPLICATIONS:** \$62,500 to be carried over from the 2018/19 capital budget.

**COMMUNITY ENGAGEMENT:** Significant communication has taken place with the owners of the adjacent properties.

**ENVIRONMENTAL IMPLICATIONS:** It is anticipated that through increased use of active transportation in the community that the overall greenhouse gas emissions related to transportation within the Town will be reduced.

**SOCIAL JUSTICE IMPLICATIONS:** The construction of active transportation infrastructure increases mobility and transportation options for all citizens.

**ALTERNATIVES:**

1. As the project has already been started there are no real alternatives to completing the project.



**ATTACHMENTS:** None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** Willow Street Trail - **Carry Over**

---

**ORIGIN:** 2018/19 Capital Budget Item. Active Transportation Plan

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (ag) Power to expend money states: *"The council may expend money required by the municipality for...playgrounds, trails.*

**RECOMMENDATION:** That \$62,500 be carried over into the 2019/20 capital budget to complete the construction of the new two way gravel trail along Willow Street as per the Active Transportation Plan.

**BACKGROUND:** Last year work was started on the construction of a two-way gravel trail on Willow Street from East Pleasant Street to Robert Angus Drive. This project was identified in the Active Transportation Plan and will provide safer access to the commercial area of Robert Angus Drive and South Albion Street for people travelling from the east end of Town.

**DISCUSSION:** Town crews are undertaking this work and should be complete by June 1, 2019.

**FINANCIAL IMPLICATIONS:** \$62,500 to be carried over from the 2018/19 capital budget.

**COMMUNITY ENGAGEMENT:** Significant communication has taken place with the owners of the adjacent property.

**ENVIRONMENTAL IMPLICATIONS:** It is anticipated that through increased use of active transportation in the community that the overall greenhouse gas emissions related to transportation within the Town will be reduced.

**SOCIAL JUSTICE IMPLICATIONS:** The construction of active transportation infrastructure increases mobility and transportation options for all citizens.

**ALTERNATIVES:**

1. As the project has already been started there are no real alternatives to completing the project.



**ATTACHMENTS:** None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **South Albion Street Asphalt Trail - Carry Over**

---

**ORIGIN:** 2018/19 Capital Budget Item. Active Transportation Plan

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (ag) Power to expend money states: *"The council may expend money required by the municipality for...trails"*.

**RECOMMENDATION:** That \$100,000 be carried over into the 2019/20 capital budget to complete the construction of the asphalt trail along South Albion Street per the Active Transportation Plan.

**BACKGROUND:** Last year work was started on the construction of a two-way asphalt trail from Robert Angus Drive to the Canadian Tire driveway. This work was late getting under way due to issues obtaining the easement from the property owner. The work was awarded to Costin Paving and the base of the new trail has been installed.

**DISCUSSION:** Costin Paving have agreed to have all work associated with this project completed no later than June 7, 2019.

**FINANCIAL IMPLICATIONS:** \$110,000 to be carried over from the 2018/19 capital budget.

**COMMUNITY ENGAGEMENT:** Significant communication has taken place with Crombie Reit, the owner of the adjacent property.

**ENVIRONMENTAL IMPLICATIONS:** It is anticipated that through increased use of active transportation in the community that the overall greenhouse gas emissions related to transportation within the Town will be reduced.

**SOCIAL JUSTICE IMPLICATIONS:** The construction of active transportation infrastructure increases mobility and transportation options for all citizens.

**ALTERNATIVES:**

1. As the project has already been awarded to a contractor and work has commenced, there are no real alternatives to completing this work.



**ATTACHMENTS:** None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** February 4, 2019

**SUBJECT:** **Racetrack Road Pump Station Upgrades – Carry Over**

---

**ORIGIN:** 2016/17 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$50,000 be carried forward, in the 2019/20 capital budget to allow for the upgrading of the Racetrack Road sewer lift station.

**BACKGROUND:** The lift station was first built in 1979 to pump the Industrial Park sewer along Industrial Drive which did not flow by gravity to the former treatment plant near Maritime Sod on West Victoria Street. Since that time a large amount of flow has been created with the development of the Southgate Village mini home park, Robert Angus Drive, the shopping malls, Canadian Tire, the Hospital and the Lord Amherst Drive commercial area.

This pump station was not sized for the amount of flow encountered during peak periods or the rain water entering the system at times. The size of the tank that the sewer feeds into is very small and has no surge capacity, causing near overflows into a neighbouring brook. During any short term power outages the station can normally overflow to the nearby brook.

**DISCUSSION:** The proposed project has already been designed by an engineering consultant and involves constructing a large surge tank beside the existing station to allow for more storage and to allow the pumps to run on longer cycles. The project is currently in the procurement process.

**FINANCIAL IMPLICATIONS:** \$50,000 be included in the 2018/19 capital budget.

**COMMUNITY ENGAGEMENT:** A project meeting would be held with the two neighbouring property owners to brief them on the project.

**ENVIRONMENTAL IMPLICATIONS:** The additional surge tank would help alleviate concerns with sanitary sewer overflows.



**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the installation of a surge tank.

**ALTERNATIVES:** Do not carry over the funding and cancel the project.

**ATTACHMENTS:**

None

---

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Fire station building repairs – Repair floor and wall finishes (South entrance) – **Carry Over**

---

**ORIGIN:** 2018 - 2019 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That Council approve a 2018 - 2019 capital expenditure of \$7,000 to repair the wall and floor finishes in the south entrance lobby.

**BACKGROUND:** The current condition of this area is deteriorating. This has been caused by the improper use of ice removal products over time in this area.

**DISCUSSION:** This request focuses on ensuring that the south entrance area of the fire station is repaired and returned to an acceptable condition. The will cover the replacement of the floor and stair coverings, wall kick plates, elevator sump cover and repair and painting of wall surfaces.

**FINANCIAL IMPLICATIONS:** \$7,000 will cover the cost to refresh this area (South entrance).

**COMMUNITY ENGAGEMENT:** The provisions as defined in the Procurement Policy will be used to complete this project.

**SOCIAL JUSTICE IMPLICATIONS:** These repairs will not have social justice implications within the community.

**ENVIRONMENTAL IMPLICATIONS:** This procurement will have no environmental implications.

**ALTERNATIVES:**

1. Reduce approval value
2. Reject capital request



**ATTACHMENTS:**  
No attachments

---

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Replacement of entrance door systems – **Carry Over**

---

**ORIGIN:** 2018 - 2019 Capital Budget – Carry Over

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That Council approve a 2018 - 2019 capital expenditure of \$18,000 to replace two main entrance door systems.

**BACKGROUND:** The current entrance door systems have been in place since the opening of the fire station in 1975. Yearly, repairs are made to keep this door in working order.

**DISCUSSION:** This request focuses on ensuring that the fire station has entrance doors which provide an effective barrier to the elements provides effective security to the building when locked and provides our visiting public with an entrance door system that can be easily used.

Presently, our doors provide poor insulation for the building, causing heat loss. One of the entrance door systems requires continuous repair, to ensure that the door will effectively lock, to provide building security when required. Ongoing maintenance is performed to keep these doors in a working order.

**FINANCIAL IMPLICATIONS:** \$18,000 will procure two new entrance systems (South and West entrance).

**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as per our Procurement Policy.

**SOCIAL JUSTICE IMPLICATIONS:** The replacement of these entrance systems will not have social justice implications within the community.

**ENVIRONMENTAL IMPLICATIONS:** The procurement of new entrance door systems will assist in improving the heat / electrical efficiency of the building. The current doors do not provide an effective barrier to insulate from the elements.

**ALTERNATIVES:**

1. Reduce approval value; and replace only one entrance door system.



2. Reject capital request

**ATTACHMENTS:**  
No attachments

---

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:





## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Dwayne Pike – Acting Chief of Police

**DATE:** February 4, 2019

**SUBJECT:** Capital Budget – Vehicle – Patrol 4X4 - Car #5 – Carry Over

---

**ORIGIN:** 2018-2019 Capital Budget and APD Vehicle Fleet Replacement Plan

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$75,000 be carried over into the 2019/2020 Capital Budget for the completion of the purchase of a marked 4x4 patrol vehicle. This includes the purchase and installation of emergency equipment.

**BACKGROUND:** The department maintains a fleet of police vehicles. The vehicles are replaced on a rotational basis to ensure they are able to meet the demands of 24/7 policing.

**DISCUSSION:** There are 5 marked patrol vehicles assigned to the uniformed officers for general patrols. One of the vehicles is a 4 wheel drive (4X4) Ford Expedition. While all the other general patrol vehicles are AWD cars, this 4X4 vehicle is capable of operating during the most extreme weather conditions when even the AWD cars cannot. This vehicle is not used on a 24/7 basis like the other general patrol vehicles. Its use is restricted to poor weather/road conditions, or when no other vehicle is available. This is done to reduce the mileage and subsequently extend the life of the vehicle. While other vehicles are replaced after 3 – 4 years this vehicle will have 8 years of service in June 2019.

The in car video system is due to be replaced. The unit is 11 years old and replacement parts are no longer available. Cost of the in car video system is approximately \$9,500.

An RFP was released and awarded to Tantramar Chev for the purchase of a 4x4 Pickup Truck with a Crew Cab. We often have a need for a pickup truck i.e. picking up large exhibits, found bikes and for carrying training equipment to the range. We anticipate this truck will arrive prior to the end of the 2018/2019 fiscal year, but the purchase and installation of equipment will likely not be completed until the 2019/20 fiscal year.

**FINANCIAL IMPLICATIONS:** \$75,000 carried over into the 2019/2020 capital budget.



The amount requested includes the cost of the new vehicle, removal of equipment from the current vehicle and installation and purchase of equipment for the new vehicle.

**COMMUNITY ENGAGEMENT:** NA

**ENVIRONMENTAL IMPLICATIONS:** None to our knowledge.

**SOCIAL JUSTICE IMPLICATIONS:** None to our knowledge.

**ALTERNATIVES:** As the RFD for the purchase of a 4X4 Pickup Truck has already been released, awarded and the vehicle has been ordered, cancelling is not a viable option.

**ATTACHMENTS:** NIL.

---

Report prepared by: Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

0

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Dwayne Pike – Acting Chief of Police

**DATE:** February 4, 2019

**SUBJECT:** **Capital Budget – Vehicle – General Patrol - Car #1 – Carry Over**

---

**ORIGIN:** 2018-2019 Capital Budget and APD Vehicle Fleet Replacement Plan.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$49,000 be carried over into the 2019/2020 capital budget for the purchase of a marked patrol vehicle. This includes the purchase of the vehicle as well as purchase and installation of emergency equipment.

**BACKGROUND:** The department maintains a fleet of police vehicles. The vehicles are replaced on a rotational basis to ensure they are able to meet the demands of 24/7 policing.

**DISCUSSION:** There are 5 marked patrol vehicles assigned to the uniformed officers for general patrols. These vehicles are operated 24/7. To ensure these vehicles are able to meet the demands of 24/7 policing the general patrol vehicles are replaced after they exceed 200,000 km of service. This process was developed through a review of the vehicle replacement practices of other Police Agencies, including other NS Municipal Police Agencies, and the RCMP. The current Car #1, was put into service in January 2014. As of February 5<sup>th</sup>, 2019 Car #1 had logged 234,997 km.

This year the in car video system is due to be replaced. The unit is 10 years old and replacement parts are no longer available. Cost of the in car video system is approximately \$9,500.

In the fall of 2018, an RFP was released and awarded to Taylor Ford. The delivery date for the vehicle is expected to be April 2019. As a result, the procurement for the purchase and installation of equipment will not be completed until well into the 2019/20 fiscal year.



**FINANCIAL IMPLICATIONS:** \$49,000 to be carried over into the 2019/2020 Capital Budget. The amount includes the cost of the new vehicle, removal of equipment from the current vehicle and installation and purchase of equipment for the new vehicle.

**COMMUNITY ENGAGEMENT:** NA

**ENVIRONMENTAL IMPLICATIONS:** None to our knowledge.

**SOCIAL JUSTICE IMPLICATIONS:** None to our knowledge.

**ALTERNATIVES:** As the RFD for the purchase of a new car has already been released and awarded, and the vehicle has been ordered, cancelling is not a viable option.

**ATTACHMENTS:** NIL.

---

Report prepared by: Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Dwayne Pike – Acting Chief of Police

**DATE:** February 4, 2019

**SUBJECT:** Capital Budget – Body Armour – **Carry Over**

---

**ORIGIN:** APD OHS – Personal Equipment Issued.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

Procurement Policy

**RECOMMENDATION:** That \$35,000 that was approved for body armour in the 2018/2019 budget be carried over into the 2019/2020 Capital Budget for the completion of the purchase of multiple units of body armour.

**BACKGROUND:** Body armour is issued to each officer. It must be replaced when the 5-year warranty expires.

**DISCUSSION:** All officers are issued body armour by the department. Body armour must be replaced when the 5-year warranty expires. 17 sets of body armour are due for replacement during the 2018/2019 fiscal year, with another 3 sets due in 2019. The new body armour will have molly on the carrier which allows officers to carry items previously carried on their duty belt on the front of the body armour carrier. Officers are required to carry so much equipment they have run out of room on their duty belt. (i.e. Taser, handcuffs, pepper spray, flashlight, knife (for cutting seat belts), 9mm hand gun, ammo magazine for 9mm, portable radios). With the introduction of the carbine rifles, officers now must now also carry carbine rifle ammo magazines. The carriers for the items being designated for the vest must also be purchased and their cost are over and above the estimated cost for the body armour itself.

**FINANCIAL IMPLICATIONS:** \$35,000.00 to be carried over into the 2019/2020 Capital Budget.

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental impacts.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.



**ALTERNATIVES:** This equipment is mandatory and must be replaced. As this RFD has already been released, cancelling is not a viable option.

**ATTACHMENTS:** N/A

---

Report prepared by: Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:



## AMHERST TOWN COUNCIL

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Bill Schurman, Director of Recreation

**DATE:** February 4, 2019

**SUBJECT:** **Dickey Park Field Development – Carry Over**

---

**ORIGIN:** 2018-19 Capital Budget (prior year carry over)

**LEGISLATIVE AUTHORITY:** MGA, Section 65 ( ag ) Power to expend money states: “The council may expend money required by the municipality for ... playgrounds, trails, including trails developed, operated or maintained pursuant to an agreement made under clause 59(c), bicycle paths, swimming pools, ice arenas and other recreational facilities;

**RECOMMENDATION:** That the 2019-20 capital budget item “Multi-Purpose Playing Field –Dickey Park carry over 47, 203. Remaining funds of \$47,203 will be spent on Goal Posts, Soccer Nets and Players Benches.

**BACKGROUND:** Over the past several years, the growth of field sports, particularly youth soccer and football programs, have identified a lack of proper sports fields in Amherst and Cumberland County. While there are several fields on school grounds, municipally-owned facilities were either non-existent, or considered poor quality. In response, a 2011 Sportsplex Needs Assessment and a 2012 All-Weather Sports Field Feasibility Study were completed. These studies indicated a need and support for an artificial turf facility for the Cumberland region, with cost estimates ranging from \$1.2 – \$5 million depending on the size and features of the facility.

Subsequently, the Cumberland Sportsplex Development Society evaluated potential locations for a facility, and Amherst Town Council earmarked \$350,000 in 2015 for its share of a facility construction cost. However the project, with the Municipality of Cumberland County and other levels of Government as needed partners, seemed to lose momentum. Meanwhile, a lack of sport field facilities remained.

To address the immediate need for a field, in January 2015 Council approved a \$40,869 +HST contract to Fundy Landscaping to create a regulation playing field by simply grading and seeding a portion of Dickey Park. Then in May 2015 the Federal Government announced a Canada 150 program, so Council directed staff to apply for a \$1.2 million artificial turf field project and put the initial contract on hold. In consultation with the Federal Government, the application was scaled back to \$180,000 project. This would include a sports field with engineered drainage system. This system is intended to allow use of the field earlier in spring, later in Fall, as well as, better resiliency after rain events during Summer.

As such, in August 2015 Council approved a total budget of \$179,839 +HST to construct a sports field with an engineered drainage system, and directed staff to apply to ACOA under the CIP 150 Program to fund 50% of the project. The Town’s application for funding was not successful;

however, the project would be completed as planned.



With non-recoverable tax included, the \$187,547 project includes the original \$42,620 contract with Fundy Landscaping. With all field work now complete at an actual cost of \$137,536, there remains \$47,203 in the project budget to purchase nets, goal posts, benches, and other furniture in 2018.

**FINANCIAL IMPLICATIONS:** \$47,203 carried over from 2017-18 Capital Budget

**COMMUNITY ENGAGEMENT:** There has been much community engagement regarding this project through user group meetings, focus groups and the Recreation Master Plan Process

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:**

1. Defer another year.
2. Do not purchase at all.

**ATTACHMENTS:** N/A

---

Report prepared by: Bill Schurman, Director of Recreation  
Report and Financial approved by:



**REQUEST FOR DECISION**

**RFD#**

**Date:**

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Bill Schurman, Director of Recreation

**DATE:** February 4, 2019

**SUBJECT:** **West Highland Park Development – Carry Over**

**ORIGIN:** 2018-19 Capital Budget

**LEGISLATIVE AUTHORITY:** MGA, Section 65 ( ag ) Power to expend money states: “The council may expend money required by the municipality for ... playgrounds, trails, including trails developed, operated or maintained pursuant to an agreement made under clause 59(c), bicycle paths, swimming pools, ice arenas and other recreational facilities;

**RECOMMENDATION:** That \$12,500 be carried over from the 2018-19 capital budget to the 2019-20 capital budget for Phase 2 of the development of West Highlands Park Development.

**BACKGROUND:**

The West Highlands Park Development has a 4 phases. Phase 1 is complete and phase two is expected to start this summer based on recommendation from Lions Club.

**FINANCIAL IMPLICATIONS:** \$12,500 allocated to the 2018/19 capital budget

**COMMUNITY ENGAGEMENT:** Partnership with the Lions Club for Park Development.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:**

**ATTACHMENTS:** N/A

Report prepared by: Bill Schurman, Director of Recreation  
Report and Financial approved by:





## Amherst Town Council

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Bill Schurman, Director of Recreation  
**DATE:** February 4, 2019  
**SUBJECT:** *Christie Park Maintenance – Carry Over*

---

**ORIGIN:** 2018/19 Capital Budget

**LEGISLATIVE AUTHORITY:** MGA, Section 65 (ah) Power to expend money states: “The council may expend money required by the municipality for...public grounds, squares, halls museums, parks, tourist information centers, and community centers.”

**RECOMMENDATION:** That \$15,000 be allocated in the 2018/19 Capital budget for the maintenance of Christie Park.

**BACKGROUND:** The Recreation Master Plan references maintaining recreational parks. Currently Christie Park has some maintenance issues that need to be addressed. Brick work needs to be replaced and steps need to be replaced.

**FINANCIAL IMPLICATIONS:** Include \$15,000 in the 2018/19 Capital budget for maintenance at Christie Park.

**COMMUNITY ENGAGEMENT:**

**ENVIRONMENTAL IMPLICATIONS:**

**SOCIAL JUSTICE IMPLICATIONS:**

**ALTERNATIVES:**

**ATTACHMENTS:**

---

Report prepared by: Corey Crocker, Facility Coordinator  
Report and Financial approved by:





## REQUEST FOR DECISION

RFD#

Date:

---

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Bill Schurman, Director of Recreation

**DATE:** February 4, 2019

**SUBJECT:** **Mural Restoration/Repair- Carry Over**

---

**ORIGIN:** 2018-19 Capital Budget

**LEGISLATIVE AUTHORITY:** MGA, Section 65 ( ah ) Power to expend money states: “The council may expend money required by the municipality for... public grounds, squares, halls, museums, parks, tourist information centres and community centres;”

**RECOMMENDATION:** That \$10,000 be carried forward from the 2018-19 capital budget to the 2019-20 budget for the mural restoration and repair.

**BACKGROUND:** The Recreation Department is seeking \$10,000 to be invested into the restoration and repair of the murals throughout the town. These murals depict the diverse culture and the history of Amherst by enhancing the streetscape through art. Mural restoration has been prioritized by current state and subject matter. The \$10,000 requested will go into the replacement of the Cumberland Craft Association 25<sup>th</sup> Anniversary mural currently located on the backside of the building at 141 Victoria St. Upon relocation of the North Nova Highlanders Mural to 98 Victoria St., the old mural at 10 Havelock St. will need to be covered and the cost for this is included in the said request of \$10,000.

**FINANCIAL IMPLICATIONS:** \$10,000 in the 2018-19 capital budget.

**COMMUNITY ENGAGEMENT:** A considerable amount of community engagement was undertaken in producing the Recreation Master Plan. Discussions with North Nova Highlanders Regimental Museum has yielded their support in the relocation of the North Nova Highlanders mural.

**ENVIRONMENTAL IMPLICATIONS:** N/A

**ALTERNATIVES:** All or part of the \$10,000 that is requested.

**ATTACHMENTS:**





Cumberland Craft Association 25<sup>th</sup> Anniversary mural

---

Report prepared by: Bill Schurman, Director of Recreation

Report and Financial approved by:



**Amherst Town Council**

**RFD#**

**Date:**

**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Bill Schurman, Director of Recreation

**DATE:** February 4, 2019

**SUBJECT:** **Robb Complex Lighting System – Carry Over**

**ORIGIN:** 2018/19 Capital Budget

**LEGISLATIVE AUTHORITY:** MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose;”*

**RECOMMENDATION:** That \$10,000 be allocated in the 2018/19 Capital budget for retrofitting the existing lighting system at Robb Complex.

**BACKGROUND:** The lighting system currently in use was installed in 1989 when the Robb Complex was redesigned. The lighting system has not received any major upgrades since that time. Due to the types of technical issues experienced in the last year, it has been determined that new lighting should be installed. The plan is to move existing lights on Cecil Small that work to Dwight Jones field so we have one field with all lights working properly.

**FINANCIAL IMPLICATIONS:** Include \$10,000 in the 2018/19 Capital budget for retrofitting of lights at Robb Complex.

**COMMUNITY ENGAGEMENT:** N/A

**ENVIRONMENTAL IMPLICATIONS:** N/A

**SOCIAL JUSTICE IMPLICATIONS:** N/A

**ALTERNATIVES:**

Do not retrofit the existing lighting system at Robb Complex.

**ATTACHMENTS:**

Report prepared by: Corey Crocker, Facility Coordinator

Report and Financial approved by:

