



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, January 27, 2020**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGMENT	
"We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples."	
3. O CANADA	
4. APPROVAL OF AGENDA/MINUTES	
4.1 Approval of the Agenda	
4.2 Approval of Minutes	
4.2.1 December 16, 2019	3 - 4
5. REQUESTS FOR DECISION	
5.1 LUB / MPS Amendments - 13 West Pleasant Street Rezone - Second Reading - Rhindress	5 - 16
5.2 Capital Budget Short List - Byrne	17 - 80
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5.5 Recognition of Athletic Achievers Policy - MacKenzie	106 - 111
5.6 Multi-Purpose Center - Christie	112 - 115
5.7 Climate Change Emergency Response	

5.7.1	Climate Change Emergency Report - Blanch	116 - 118
5.7.2	Partners for Climate Protection Program - Blanch	119 - 150
5.7.3	On-site Energy Manager Agreement - Blanch	151 - 159
6.	INFORMATION / DISCUSSION ITEMS	
6.1	Mail Delivery - Blanch	160 - 160
7.	INTERNAL COMMITTEE REPORTS	
7.1	Planning Advisory Committee - No Report	
7.2	Amherst Board of Police Commissioners - Christie	161 - 161
7.3	Audit Committee - No Report	
7.4	Amherst Youth Town Council - AYTC Rep	162 - 162
8.	EXTERNAL COMMITTEE REPORTS	
8.1	Cumberland Public Libraries - No Report	
8.2	Cumberland YMCA - Christie	163 - 164
8.3	CJSMA - Verbal Report - Byrne	
8.4	Northern Region Solid Waste Committee - No Report	
8.5	L. A. Animal Shelter - No Report	
8.6	Senior Safety - No Report	
8.7	Inter Municipal Tourism - No Report	
8.8	Poverty Reduction - Christie	165 - 165
9.	ADJOURNMENT	

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: December 16, 2019
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. O CANADA

Reverend Dan Green did the singing of O Canada.

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda

Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
To approve the agenda as circulated.

Motion Carried

4.2 Approval of Minutes - November 25, 2019

Moved By Councillor Byrne
Seconded By Deputy Mayor Christie
To approve the minutes of the November 25, 2019 regular meeting of Council as circulated.

Motion Carried

5. REQUESTS FOR DECISION

5.1 13 West Pleasant Street Rezoning - First Reading

Moved By Councillor Blanch
Seconded By Councillor MacKenzie
That Council approve First Reading of the amendments to the Future Land Use Designations Map of the Municipal Planning Strategy, and the Zoning Map of the Land Use Bylaw to change the zoning of 13 West Pleasant Street from the Industrial Zone to the Downtown Commercial Zone, and schedule a Public Hearing for January 20, 2020.

Motion Carried

5.2 Poverty Advisory Committee Terms of Reference

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That Council approve the attached Terms of Reference for the Advisory Committee on the Reduction of Poverty.

Motion Carried

5.3 After the School Bell Food Program

Moved By Councillor Jones

Seconded By Councillor Rhindress

That Council grant funds in the amount of \$2,000 to the After the School Bell Food Program.

Motion Carried

6. INTERNAL COMMITTEE REPORTS

6.1 Planning Advisory Committee

Information item; no direction given or action required.

6.2 Amherst Board of Police Commissioners - No Report

6.3 Amherst Youth Town Council

Information item; no direction given or action required.

6.4 Audit Committee

Information item; no direction given or action required.

7. EXTERNAL COMMITTEE REPORTS

7.1 Cumberland Public Libraries

Information item; no direction given or action required.

7.2 Cumberland YMCA - No Report

7.3 Cumberland Joint Services Management Authority - No Report

7.4 Northern Region Solid Waste Committee - No Report

7.5 L. A. Animal Shelter - No Report

7.6 Senior Safety - No Report

7.7 Inter Municipal Tourism - No Report

7.8 Poverty Reduction - No Report

8. ADJOURNMENT

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

To adjourn the meeting at 7:25 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon
Mayor

SYNOPSIS

MPS / LUB Amendments

13 West Pleasant Street Rezoning

Second Reading

The property owner of 13 West Pleasant Street, the former Scotsburn Dairy, has made an application to change the zoning designation from Industrial to Commercial.

An advertised Public Participation Opportunity was held on November 6, 2019, and a subsequent motion from the December 2, 2019 Planning Advisory Committee recommended Council approve these amendments. First Reading was held at the regular Council meeting on December 16, 2019 with an advertised Public Hearing held on January 20, 2020, at which no members of the public were present.

MOTION:

That Council give Second Reading of the amendments to the Future Land Use Designations Map of the Municipal Planning Strategy, and the Zoning Map of the Land Use Bylaw to change the zoning of 13 West Pleasant Street from the Industrial Zone to the Downtown Zone.



AMHERST TOWN COUNCIL

RFD# 20200007

Date: January 27, 2020

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: January 27, 2020

SUBJECT: **MPS/LUB Amendment – 13 West Pleasant Rezoning – 2nd Reading**

ORIGIN: The property owner of 13 West Pleasant Street (PID 25027004) has made an application to change the zoning designation from Industrial to Commercial and a motion from the December 2, 2019 meeting of the Planning Advisory Committee recommending same.

LEGISLATIVE AUTHORITY: Municipal Government Act, Part VIII Planning and Development.

RECOMMENDATION: That Council give Second Reading of the amendments to the Future Land Use Designations Map of the Municipal Planning Strategy, and the Zoning Map of the Land Use Bylaw to change the zoning of 13 West Pleasant Street from the Industrial Zone to the Downtown Zone.

BACKGROUND: The subject property, formerly the Scotsburn Dairy, is approximately 3.2 acres in area and is bordered by the railway to east, the former Enheat site to the north, and low-density residential uses to the west and south. The existing industrial building covers approximately 2,000 m² (21,500 sqft) of the property, and consists of a two-story office section, and one and two-story former dairy sections, which are now used as a storage facility.

The property owner would like the option to locate commercial uses on the property. In particular, a barber shop is interested in occupying a portion of the facility nearest West Pleasant Street. In the Industrial Zone designation, commercial uses such as retail and office uses are permitted as incidental uses to the main industrial use, and in uses related to boats, automotive and building supplies.

Any LUB amendment must be in keeping with the general intent of the Municipal Planning Strategy (MPS). **Policy A-5** lists the overall matters that should be considered in relation to any potential planning document amendment and the most relevant sections are provided in bold font.

Amendment Criteria	A-5 <i>It shall be the intention of Council, when considering an amendment to this or any other planning document, including the entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:</i>
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	<p>(a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.</p> <p>(b) That the proposal is not premature or inappropriate by reason of:</p> <p>(i) the financial capability of the Town to absorb any costs relating to the development;</p> <p>(ii) the adequacy of municipal water, sanitary sewer and storm sewer services;</p> <p>(iii) the adequacy of road networks, in, adjacent to, or leading to the development;</p> <p>(c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:</p> <p>(i) type of use;</p> <p>(ii) height, bulk and lot coverage of any proposed building;</p> <p>(iii) parking, traffic generation, access to and egress from the site;</p> <p>(iv) any other matter of planning concern outlined in this strategy.</p>
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DISCUSSION: In terms of potential impacts on the surrounding neighborhood, rezoning the subject property to allow a broader range of uses could result in increased activity in and around the site. In general, however, commercial uses tend to be less disruptive in comparison to the full range of industrial uses currently permitted in the Industrial Zone. Furthermore, the commercial uses may provide a desirable service and/or employment to the surrounding area. Given the unique characteristics of the subject property and the building on it, allowing a broader range of uses could improve the prospects of the building being maintained in the future.

FINANCIAL IMPLICATIONS: None.

COMMUNITY ENGAGEMENT: An advertised Public Participation Opportunity was held on November 6, 2019. First Reading was approved at the regular Council meeting on December 16, 2019. An advertised Public Hearing was held on January 20, 2020 at which no members of the public were present.

ENVIRONMENTAL IMPLICATIONS: None at this time.

SOCIAL JUSTICE IMPLICATIONS: No direct implications as a result of this issue.

ALTERNATIVES: 1) Reject Second Reading and maintain status quo. 2) Defer a decision and direct staff to provide more information.

ATTACHMENTS: 1) PAC Staff report; 2) Zone regulations; 3) Bylaw to amend the LUB; 4) Bylaw to amend the MPS;

Report prepared by: Andrew Fisher
Report and Financial approved by:

To: Planning Advisory Committee
From: Andrew Fisher, Manager of Planning & Strategic Initiatives
Date: December 2, 2019
Subject: 13 West Pleasant Street Rezoning

INTRODUCTION:

The property owner of 13 West Pleasant Street (PID 25027004) has made an application to amend the Future Land Use Designations Map of the Municipal Planning Strategy (MPS), and the Zoning Map of the Land Use Bylaw (LUB) to change the zoning designation from Industrial to Commercial.

BACKGROUND:

The subject property, formerly the Scotsburn Dairy, is approximately 3.2 acres in area and is bordered by the railway to east, the former Enheat site to the north, and low-density residential uses to the west and south. The existing industrial building is covers approximately 2,000 m² (21,500 sqft) of the property, and consists of a two-story office section, and one and two-story former dairy sections, which are now used as a storage facility. Dickey Brook crosses the rear of the property in an east to west direction.

As mentioned, the building is currently used for storage and offices, but the property owner would like the option to locate commercial uses on the property. In particular, a barber shop is interested in occupying a portion of the facility nearest West Pleasant Street. In the Industrial Zone designation, commercial uses such as retail and office uses are permitted as incidental uses to the main industrial use, and in uses related to boats, automotive and building supplies. Section 9.1 of the Land Use Bylaw states:

9.1 Industrial Zone Uses Permitted

The following uses shall be permitted in the Industrial Zone:

- Any manufacturing, industrial, assembly or warehousing operation*
- Any activity connected with the automotive trade, excluding salvage yards*
- Boat and Marine Supplies and Sales*
- Building supply and equipment depots including the bulk storage of sand or gravel*
- Railway uses*
- Recycling Collection and Storage Facilities, excluding salvage yards*
- Retail and office uses incidental to the main industrial use*

- Cannabis Production Facility, subject to section 9.6*

Rezoning the subject property would allow existing industrial uses and light manufacturing, but would also allow a full range of commercial uses including retail, restaurants and lounges, and personal service shops (ie. Barbour). LUB Section 8.3 attached provides the full list of permitted uses and restrictions in the Downtown Zone. This zone extends from the Downtown core south

along Albion Street and includes properties next the subject property on the eastern side of the rail line.

For comparison, the Highway Commercial Zone permits the same uses permitted in the Downtown Zone, but is less restrictive regarding ground floor residential and vehicle-oriented uses, which are permitted as of right in the Highway Commercial Zone. Although there are no changes to the existing building footprint proposed at this time, it should be noted that the Highway Commercial Zone requires significantly greater minimum lot line setbacks than those required in the Downtown Zone.

RELEVANT POLICY:

The Municipal Planning Strategy (MPS) contains the general development policies that guide the detailed regulations set out in the Land Use Bylaw (LUB). Likewise, the Future Land Use Designations Map prescribes the general locations for certain types of uses, and the LUB Zoning Map provides detailed zoning on specific properties. As noted in the MPS policies below, the Future Land Use Designations Map mostly reflects the existing land uses in Town. As such, the subject property is designated Industrial, as shown in yellow on the attached map.

The following MPS policies establish the context for the Future Land Designations Map.

MPS 2.3.1 General Land Use and Development

The general land use and development objectives of this plan strive to ensure that an adequate supply of land exists for all land uses within the Town. A Generalized Future Land Use Map has been created which identifies the desired future land uses within the Town. To a large degree this map reflects the existing land use pattern of the built-up areas of the Town.

MPS 3.1 General Land Use Policies

Generalized Future Land Use Map

GP-1 *It shall be the intention of Council to provide for the overall development of the Town in accordance with the Generalized Future Land Use Map which constitutes Schedule A of this document.*

GP-2 *It shall be the intention of Council to designate on the Generalized Future Land Use Map areas to be predominantly used for residential, commercial, industrial and other purposes.*

GP-3 *It shall be the intention of Council to allow a limited range of compatible uses in each designation, subject to the policies of this document.*

Any LUB amendment must be in keeping with the general intent of the Municipal Planning Strategy (MPS). The following MPS policies are most relevant to this request to amend the LUB Zoning Map.

Policy A-5 lists the overall matters that should be considered in relation to any potential planning document amendment and the most relevant sections are provided in bold font.

<i>Amendment Criteria</i>	A-5 <i>It shall be the intention of Council, when considering an amendment to this or any other planning document, including the</i>
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	<p><i>entering into or amendment of a development agreement, to consider the following matters, in addition to all other criteria set out in the various policies of this planning strategy:</i></p> <p>(a) That the proposal conforms to the general intent of this plan and all other municipal bylaws and regulations.</p> <p><i>(b) That the proposal is not premature or inappropriate by reason of:</i></p> <p><i>(i) the financial capability of the Town to absorb any costs relating to the development;</i></p> <p><i>(ii) the adequacy of municipal water, sanitary sewer and storm sewer services;</i></p> <p><i>(iii) the adequacy of road networks, in, adjacent to, or leading to the development;</i></p> <p>(c) That consideration is given to the extent to which the proposed type of development might conflict with any adjacent or nearby land uses by reason of:</p> <p>(i) type of use;</p> <p>(ii) height, bulk and lot coverage of any proposed building;</p> <p>(iii) parking, traffic generation, access to and egress from the site;</p> <p>(iv) any other matter of planning concern outlined in this strategy.</p>
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DISCUSSION:

In terms of potential impacts on the surrounding neighborhood, rezoning the subject property to allow a broader range of uses could result in an increased activity in and around the site. In general, however, commercial uses tend to be less disruptive in comparison to the full range of industrial uses currently permitted in the Industrial Zone. Furthermore, the commercial uses may provide a desirable service and/or employment to the surrounding area. Given the unique of the subject property and the building on it, allowing a broader range of uses could improve the prospects of the building being maintained in the future.

MOTION OPTIONS:

Option One: I move that the Planning Advisory Committee recommend that Council amend the Municipal Planning Strategy Schedule ‘A’ Future Land Use Designations Map by changing 13 West Pleasant Street from Industrial to Commercial, and amend the Land Use Bylaw Schedule ‘A’ Zoning Map by changing the same property from the Industrial Zone to the Downtown Zone.

Option Two: I move that the Planning Advisory Committee recommend that Council **not** amend the Municipal Planning Strategy Future Land Use Designations Map, and the Land Use Bylaw Zoning Map, and leave 13 West Pleasant Street zoned Industrial.

Option Three: I move that the Planning Advisory Committee defer the application and instruct Staff to provide more information.

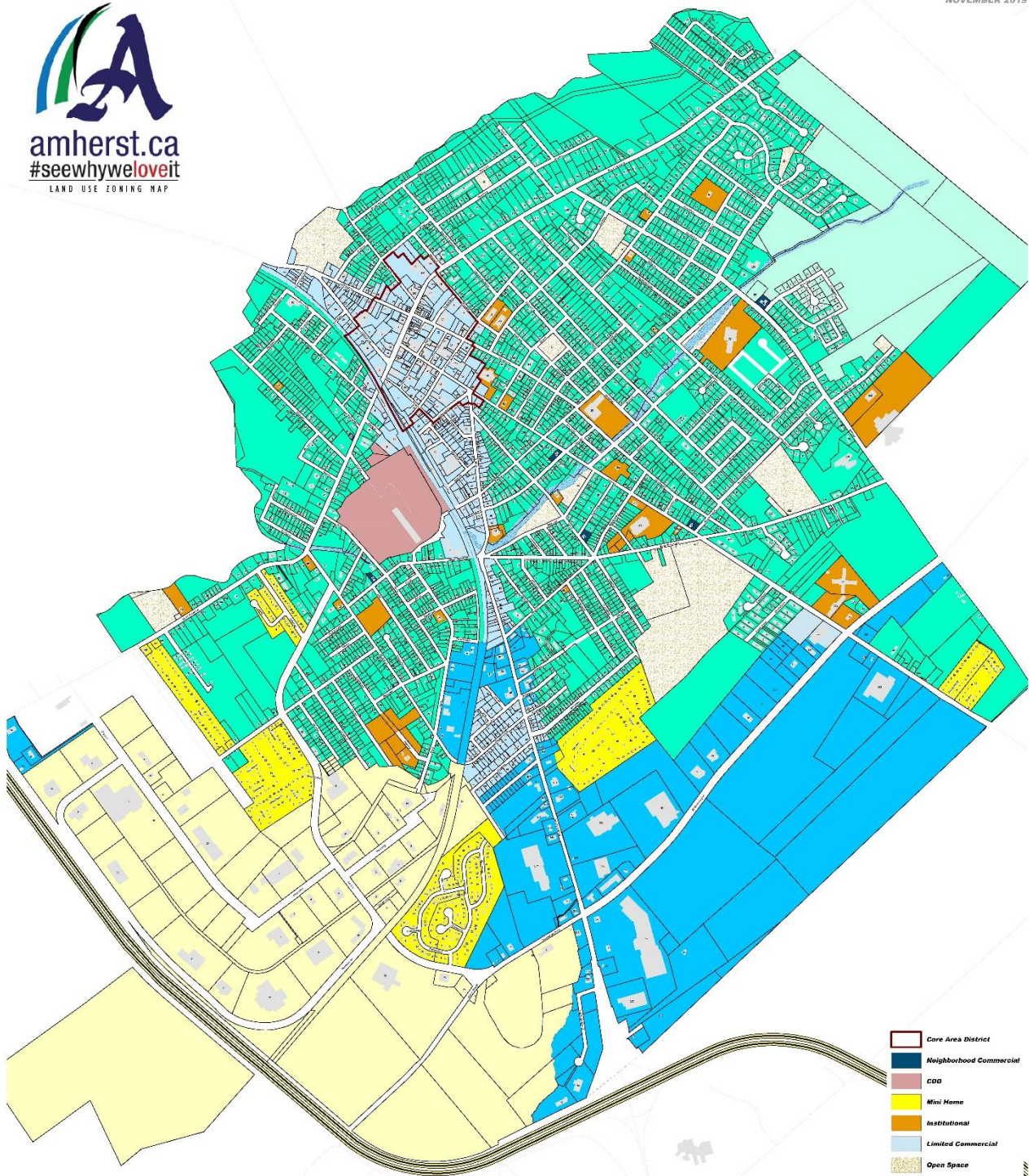
STAFF RECOMMENDATION: Option One.

Town of Amherst

By-Law P-2-25 to amend the Land Use By-Law, P-2

1. This purpose of this by-law is to amend the Land Use By-Law of the Town of Amherst to apply the Downtown Zone to the property located at 13 West Pleasant Street and identified by PID 25027004.
2. The Land Use By-Law of the Town of Amherst is hereby amended as follows:

Schedule A – Zoning Map – is amended by applying the Downtown Zone to the property identified by PID 25027004, as shown on the attachment.



This map is a representation of the Town of Amherst Zoning Map. For legal purpose please consult the Official Land Use Bylaw (P2). Note: Zone boundaries extend to the centerline of street.

- Core Area District
- Neighborhood Commercial
- CDO
- Mini Home
- Institutional
- Limited Commercial
- Open Space
- Flood Plain
- Downtown Commercial
- Highway Commercial
- Industrial
- Low Density Residential
- General Residential

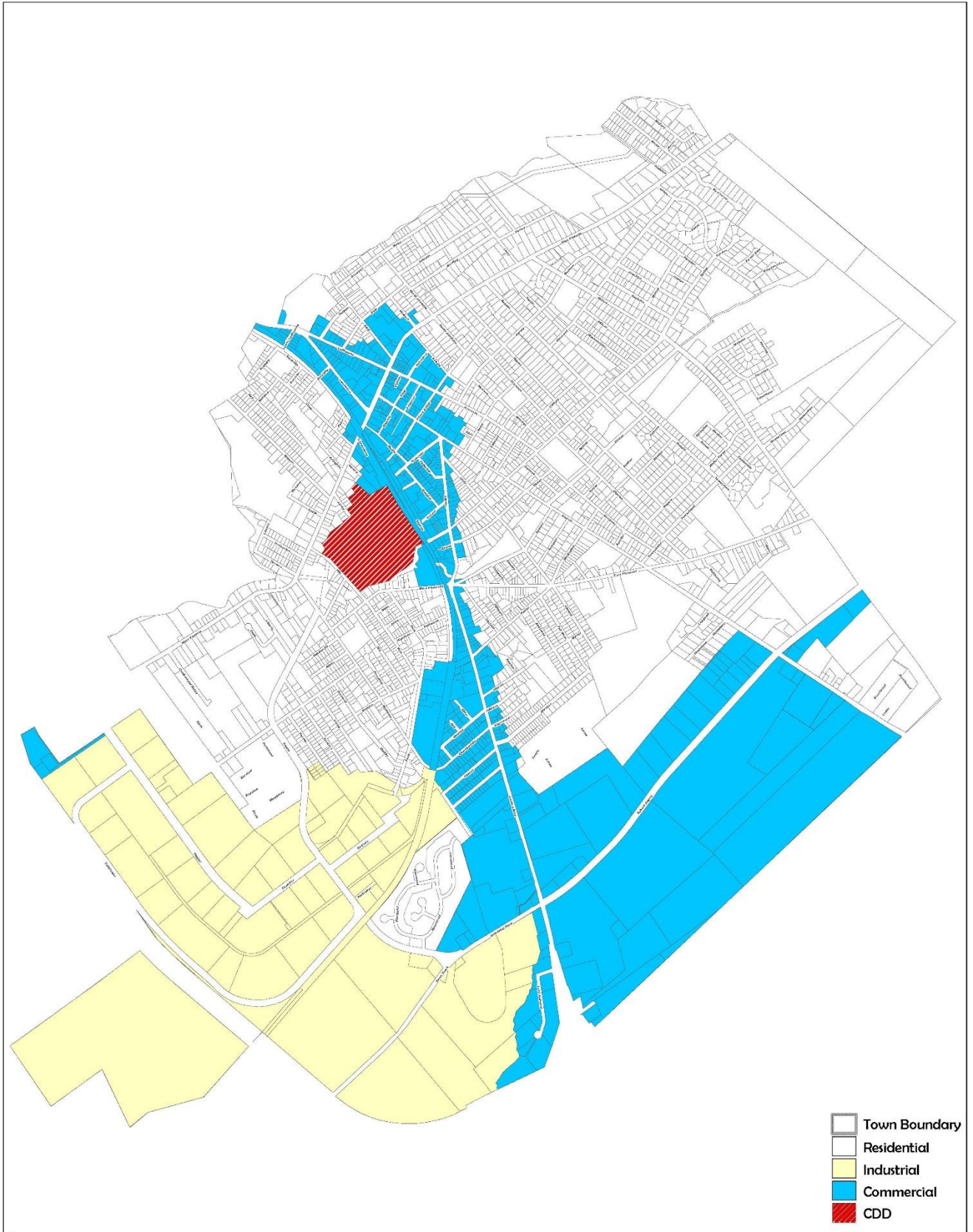
Town of Amherst

By-Law P-1-9 to amend the Municipal Planning Strategy P-1

1. This purpose of this by-law is to amend the Municipal Planning Strategy of the Town of Amherst to apply the Commercial Designation to the property located at 13 West Pleasant Street and identified by PID 25027004.

2. The Municipal Planning Strategy of the Town of Amherst is hereby amended as follows:

Schedule A – Future Land Use Designations Map – is amended by applying the Commercial designation to the property identified by PID 25027004, as shown on the attachment.



Town of Amherst Municipal Planning Strategy - Schedule A
 Future Land Use Designations



SYNOPSIS

Capital Budget Short List

In order to ensure the best value for the Town in procuring capital projects, the timelines for approval for the Town's budget have been adjusted to allow for earlier approval of Council. The attached list of projects is for the following:

1. All of the water capital projects. There is sufficient capital from revenue and borrowing capacity in the Water Utility to fund these projects as surpluses have been used to reduce borrowing in the last two calendar years.
2. Two solar from community projects which Council directed staff to submit bids for. These will be funded from borrowings and are anticipated to result in positive cash flow for the Town over the life of the projects.
3. One large multi-category project which requires both water and general capital expenditures to complete. Funding for this project is from gas tax.
4. Various Capital Paving projects which are funded by gas tax.
5. Two storm/sanitary sewer projects which will be completed by town crews with materials funded by gas tax.
6. Two gravel trails and one sidewalk project that are part of the Town's active transportation plan and will be funded by gas tax.
7. Two sidewalk upgrades that will be funded by gas tax.

MOTION:

That Council approve the Capital Budget short list.



AMHERST TOWN COUNCIL

RFD# 2019094

Date: January 27, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CFO

DATE: January 27, 2020

SUBJECT: Capital Budget Short List

ORIGIN: Motion of December 16, 2019 to forward the Capital Budget short list to a meeting of Council in January for approval.

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act and the Town of Amherst Procurement Policy (37000-01).

RECOMMENDATION: That Council approve the attached Capital Budget short list.

BACKGROUND: In order to ensure the best value for the Town in procuring capital projects, the timelines for approval for the Town's budget have been adjusted to allow for earlier approval of Council. The attached list of projects is for the following:

1. All of the water capital projects. There is sufficient capital from revenue and borrowing capacity in the Water Utility to fund these projects as surpluses have been used to reduce borrowing in the last two calendar years.
2. Two solar from community projects which Council directed staff to submit bids for. These will be funded from borrowings and are anticipated to result in positive cash flow for the Town over the life of the projects.
3. One large multi-category project which requires both water and general capital expenditures to complete. Funding for this project is from gas tax.
4. Various Capital Paving projects which are funded by gas tax.
5. Two storm/sanitary sewer projects which will be completed by town crews with materials funded by gas tax.
6. Two gravel trails and one sidewalk project that are part of the Town's active transportation plan and will be funded by gas tax.
7. Two sidewalk upgrades that will be funded by gas tax.

DISCUSSION: Council has been provided with a binder containing supporting information for all capital projects including the above noted projects. These projects are recommended based on passer ratings for streets and sidewalks as well as the need for repairs or upgrades to water and sewer infrastructure. In addition, the funding for these projects comes from either long-term borrowing or gas tax and therefore do not require Council to have reviewed the proposed operating budget.

Early approval of these projects is anticipated to improve the procurement process and result in earlier completion of major capital projects.



The additional capital projects will be presented to Council in mid-January.

FINANCIAL IMPLICATIONS: It is anticipated that earlier procurement of these capital projects will result in financial savings for the Town.

The total capital request for the Water Utility is \$713,000 with \$40,000 being funded from Capital from Revenue (approved by the UARB) and \$673,000 funded from debt.

The total capital request for General is \$1,510,951 with \$15,000 being funded from capital from revenue for sewer, \$1,128,000 from gas tax and \$367,951 from debt (for the community for solar projects).

COMMUNITY ENGAGEMENT: The community was engaged in the creation of the Active Transportation Plan and information on the capital budget will be shared via media releases and social media.

ENVIRONMENTAL IMPLICATIONS: Projects related to active transportation will increase active living for residents, allow for increased ease for bicyclers and may results in decreases in carbon emissions.

SOCIAL JUSTICE IMPLICATIONS: Increasing our active transportation routes results in more opportunity for everyone to become more active.

ALTERNATIVES:

1. Do no give approval
2. Delay approval of these items to a later meeting of Council.

ATTACHMENTS:

1. A listing of these projects including planned funding sources.
2. RFDs for the various capital projects.
3. Scopes for procurement of the projects.
4. PASER ratings for streets and sidewalks by name and by PASER ratings.

Report prepared by: Shelley Rector, CPA. CMA - CFO
Report and Financial approved by:

Capital Budget		Sources of Financing						
YEAR 1 - 2020/21 (Early Short List)								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General	Internal Borrowing
WATER								
Albion Street ~ Croft to Queen - water main replacement	433,000					433,000		
Wellfield Generator	240,000					240,000		
New Truck - 4x4 - 4 Door 1/2 Ton replace 2011 1/2 Ton Service Truck	40,000	40,000				-		
WATER TOTAL	713,000	40,000	-	-	-	673,000	-	-
GENERAL CAPITAL								
OPERATIONS (TRANSPORTATION & PUBLIC WORKS)								
BUILDINGS / LAND								
Solar for Community Buildings - Fire Hall	183,414							183,414
Solar for Community Buildings - Police Station	184,537							184,537
Subtotal	367,951	-	-	-	-	-	-	367,951
LARGE MULTI - CATEGORY PROJECTS								
Albion Street ~ Croft to Queen - Puerize and Pave	250,000	-	-	-	250,000	-	-	-

Capital Budget		Sources of Financing						
YEAR 1 - 2020/21 (Early Short List)								
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General	Internal Borrowing

STREETS								
Academy Street ~ Queen to Spring (pulverize and pave)	60,000				60,000			
West Pleasant Street - Subway - asphalt and storm sewer upgrades	40,000				40,000			
Clifton (Pulverize and Pave)	30,000				30,000			
Pinehurst (Overlay)	15,000				15,000			
Edgewood (Overlay)	30,000				30,000			
Chamberlain ~ CNR to Newton (Overlay)	25,000				25,000			
Tupper ~ Northern Town Boundary to TIR Office Driveway (Overlay)	100,000				100,000			
Flemming - Curb and Pave - requires work on other streets	155,000				155,000			
Senator (Overlay)	18,000				18,000			
Smith (Overlay)	30,000				30,000			
Mission (Overlay)	50,000				50,000			
Clifford ~ Rupert to Clearance (Overlay)	20,000				20,000			
Agnew ~ Rupert to Clarence (O)	25,000				25,000			
Centennial (overlay)	20,000				20,000			
Acadia ~ Agnew to Prince Arthur (Overlay)	25,000				25,000			
Townsvie (overlay)	20,000				20,000			
Subtotal	663,000	-	-	-	663,000	-	-	-
<i>RC = Reconstruction and paving; CM = Cold mill and Paving; P = Pulverize and paving; O = Asphalt Overlay</i>								
STORM / SANITARY SEWER								
Willow Street Trail - East to Abbey (under new trail) - new sanitary sewer main (Town Crew)	50,000			15,000	35,000			
Academy Street ~ Spring to Queen - replace corrugated storm sewer (Town Crew)	10,000				10,000			
Subtotal	60,000	-	-	15,000	45,000	-	-	-

Capital Budget								
YEAR 1 - 2020/21 (Early Short List)		Sources of Financing						
Projects	Estimated Gross Cost with non-recoverable HST included	Water Operating	General Operating	Sewer Operating	Gas Tax	Long Term Debt - Water	Long Term Debt - General	Internal Borrowing

SIDEWALKS								
Academy Street ~ Spring to Queen (Town Crew)	10,000				10,000			
Dickey Brook Trail ~ Donald to Charles - Gravel Trail (Active Transportation Plan) (Town Crew)	10,000				10,000			
Upper Church Street ~ Robert Angus to Town Boundary - sidewalk (Active Transportation Plan) (Town Crew)	50,000				50,000			
Willow Street Trail - East to Abbey - Gravel Trail (Active Transportation Plan) (Town Crew)	50,000				50,000			
Hickman Street ~ West Pleasant to Park (Town Crew)	50,000				50,000			
Subtotal	<u>170,000</u>	-	-	-	<u>170,000</u>	-	-	-
GENERAL TOTAL	1,510,951	-	-	15,000	1,128,000	-	-	367,951

GRAND TOTAL WATER & GENERAL	2,223,951	40,000	-	15,000	1,128,000	673,000	-	367,951
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REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogan and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Albion Street Water Main Replacement Croft to Queen**

ORIGIN: Asset Management Plan (per the GIS system)

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for streets, Procurement Policy.

RECOMMENDATION: That \$433,000 be allocated in the 2020/21 water capital budget to replace 396 meters of water main on Albion Street between Croft Street and Queen Street. As replacement of the main requires a wide trench for safety reason, a third of the street would be replaced as well.

BACKGROUND: The generally accepted life span of a main is about 70 years. Over time tuberculation of the cast iron main decreases the capacity of the main to carry water, deterioration of the exterior due to corrosion causes weak spots in the main which leads to main breaks. It is accepted by the Nova Scotia Utility Review Board that water main in excess of 70 years old are good candidates for replacement. The main on Albion between Croft Street and Queen is 113 years old.

Replacement of the water main would improve water flow and quality. It would also reduce the likely hood of water main breaks in the area, reducing further damage to the street.

DISCUSSION: Replacement of the water main would improve water flow and quality. It would also reduce the likely hood of water main breaks in the area, reducing further damage to the street. Once the main has been tested and put back into service the street will be pulverized, reshaped and paved with new asphalt.

FINANCIAL IMPLICATIONS: \$433,000 to be included in the 2020/21 water capital budget to be financed through debt.

COMMUNITY ENGAGEMENT: Prior to construction work taking place a public notification program will be undertaken.

ENVIRONMENTAL IMPLICATIONS: Replacing the water main will reduce the likelihood of future water leaks.



SOCIAL JUSTICE IMPLICAITONS: There are no social justice implications to this decision.

ALTERNATIVES:

As an alternative the main replacement could be postponed for another year.

ATTACHMENTS:

None

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

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



REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogan and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Wellfield Generator**

ORIGIN: During storm events that cause a power outage, Operations crews are required to set up our 30-year-old generator in the wellfield to operate the water supply pumps.

LEGISLATIVE AUTHORITY: MGA Section 65 – Council may expend money required by the municipality for: (av) Water Utility; Town of Amherst Procurement Policy

RECOMMENDATION: That \$240,000 be allocated in the 2020/21 water capital budget to design and purchase a new permanent generator / battery for the North Tyndal Wellfield to operate the water supply automatically during a power outage.

BACKGROUND: Prior to major storm events Town crews move our existing large portable generator to the Wellfield in anticipation of a power outage. The generator originally came from the Highland View Hospital when it operated on East Pleasant Street. The generator is well over 30 years old, and it should be replaced with a new permanent generator that will automatically activate when the grid power fails.

DISCUSSION: Although the existing generator worked during the last power outage, it is over thirty years old and needs to be moved to the Wellfield each time there is a potential power outage. Staff recommends that the generator be replaced with a new permanent propane generator (or battery) located at the wellfield to allow for a backup power supply should the NSPI grid power fail. A new permanent generator would be fueled by propane. In addition to avoiding groundwater contamination in case of a leak, a permanent generator will free up town crews to undertake other duties in the event of a major storm.

FINANCIAL IMPLICATIONS: \$ 240,000 to be included in the 2020/21 water capital budget to be financed through debt.

COMMUNITY ENGAGEMENT: Prior to procurement a public notification program would be undertaken.

ENVIRONMENTAL IMPLICATIONS: Replacing the existing generator with a propane fueled generator would reduce the potential for groundwater contamination.



SOCIAL JUSTICE IMPLICAITONS: There are no social justice implications to this decision.

ALTERNATIVES:

1. Continue using the existing aging generator
2. Defer the replacement of the generator to some future year

ATTACHMENTS:

None

Report prepared by: Ben Pitman, P. Eng., Town Engineer
Report and Financial approved by: Jason MacDonald, Deputy CAO, Operations



REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Purchase a new ½ Ton 4x4 Service Truck – Water Department**

ORIGIN: 2020/21 Capital Budget Item

LEGISLATIVE AUTHORITY: The Municipal Government Act section 65 and the Town of Amherst Procurement Policy.

RECOMMENDATION: That \$40,000 be allocated in the 2020/21 water capital budget to replace the 2006 ½ ton 4x4 service truck in the Water Department.

BACKGROUND: The 2006 ½ ton 4x4 service truck has reached the end of its useful life and should be taken out of service. Repair costs over the past 4 years were \$8200 and the current odometer reading is 109,126 km. 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: \$40,000 to be included in the 2020/21 water capital budget to be financed through water operating.

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

ENVIRONMENTAL IMPLICATIONS: The replacement of the 2006 truck should result in some emission reductions due to efficiency improvements in vehicles over the last 13 years.

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

ALTERNATIVES: Do not approve the replacement of the ½ ton service truck at this time.

ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:





AMHERST TOWN COUNCIL

RFD#

Date: 20191216

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: December 16, 2019

SUBJECT: Solar for Community Buildings – **Fire Hall** PV solar installation

ORIGIN: On April 23, 2019 Council passed the following motion:

That Amherst Town Council direct staff to apply for the Solar for Community Buildings Program for the 2019 application cycle.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), section 65A(a) “the municipality may only spend money for municipal purposes If the expenditure is included in the municipality’s...capital budget.”.

RECOMMENDATION: That Council include the costs of Solar Photovoltaic (PV) Project Development, Installation, and Commissioning in the amount of \$183,414, plus applicable taxes, NSPI connection fees of approximately \$9,000, and a structural engineer’s fees of approximately \$2,000 in the general capital budget for 2020-21.

BACKGROUND: In September 2019, the Clean Foundation and the NS Department of Energy awarded the Town’s bid to install a solar PV system on the Fire Hall and Police Department and sell electricity to NSPI through a 20-year Power Purchase Agreement. The Alternative Resource Energy Authority (AREA) in partnership with Thermo Dynamics Ltd. (TDL) developed the bid for the town, as well as, bids submitted by other municipal units including the Cumberland Energy Authority, Municipality of the District of Argyle, the Town of Yarmouth, and others. Under the agreement TDL is responsible for the design, installation, and commissioning of the system in conjunction with NSPI. The Town does not pay the full contract price until NSPI confirms that the system has achieved operation under the Power Purchase Agreement.

The total AC power output of the system will be 48 kW, and cover approximately 61% of the building surface. The attached Profit Projections are based on the details provided in the chart below. These projections take into account operating and maintenance costs, and include an estimated \$5,000 in connection cost, subject to NSPI’s requirements that are site specific. \$6,000 is also included for removal of the system, as well as, a 3% contingency (\$5,195).

Total AC Power output	48 KW
Estimated 20-year Output	1,531,742 kWh
Total Project Cost	\$183,414 + tax
Bid Price	21.8 cents/kWh
Total 20-yr revenue	\$333,154



Total Operational Costs	\$275,166
Total Net Profit over 20-years	\$57,988
Margin	17.4%

These projections do not include consideration for a roof structure analysis to be performed by a structural engineer. Staff have estimated \$2,000 based on the Stadium roof assessment completed in 2019. Should the engineer’s report identify significant alterations to the roof structure necessary to support the solar PV system, an estimated cost will be brought to Council for consideration.

This arrangement qualifies for alternative procurement as AREA offered the ability to submit bids at no up-front cost to the Town. Furthermore, AREA completed an RFP process and selected TDL as a solar PV system provider based their experience, expected costs, and ability to carry the risk and cost until the commercial operation is approved for multiple projects simultaneously. The combined purchase volume of multiple projects allows for premium equipment at a lower cost. Staff are not aware of any other entity that provide this type of arrangement.

Regarding warranties, the panels and racking have a 25-year warranty, and installation warranties of 2-years. The warranty period varies amongst different components within the system, but its generally 1-2 years. AREA have advised that typically with solar PV systems, any problems as likely to emerge within the first 2 years.

DISCUSSION: The Solar for Community Buildings program is a unique opportunity to produce and sell green energy at a profit. The program is not only a solid financial investment but is a way to show leadership in emission reduction and addressing climate change.

FINANCIAL IMPLICATIONS: Capital costs of \$183,414 (plus applicable tax), and approximately \$2,000 in additional engineering costs to evaluate the stadium roof structure. This project will be financed through debt. Revenue from the project will be used to make the debt payments.

COMMUNITY ENGAGEMENT: While to-date, no public engagement has been part of this initiative, there may be future educational and promotional opportunities upon installation of the system.

ENVIRONMENTAL IMPLICATIONS: Adoption of renewable energy reduces GHG emissions.

SOCIAL JUSTICE IMPLICATIONS: The revenue generated by this project offsets the energy costs incurred by the town, which indirectly provides more money to provide services to the public.

ALTERNATIVES:

- 1) Do not participate in the program.
- 2) Direct staff to select a solar PV system installer through the regular procurement process.
- 3) Direct staff to provide more information.

ATTACHMENTS:

1) Profit Projections Chart

Report prepared by: A. Fisher
Report and Financial approved by:



AMHERST TOWN COUNCIL

RFD#

Date: 20191216

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: December 16, 2019

SUBJECT: Solar for Community Buildings – **Police Station** PV solar installation

ORIGIN: On April 23, 2019 Council passed the following motion:

That Amherst Town Council direct staff to apply for the Solar for Community Buildings Program for the 2019 application cycle.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), section 65A(a) “the municipality may only spend money for municipal purposes If the expenditure is included in the municipality’s...capital budget.”.

RECOMMENDATION: That Council include the costs of Solar Photovoltaic (PV) Project for the Police Station including the development, Installation, and commissioning in the amount of \$184,537, plus applicable taxes, NSPI connection fees of approximately \$9,000, and a structural engineer’s fees of approximately \$2,000 in the general capital budget for 2020-21.

BACKGROUND: In September 2019, the Clean Foundation and the NS Department of Energy awarded the Town’s bid to install a solar PV system on the Fire Hall and Police Department and sell electricity to NSPI through a 20-year Power Purchase Agreement. The Alternative Resource Energy Authority (AREA) in partnership with Thermo Dynamics Ltd. (TDL) developed the bid for the town, as well as, bids submitted by other municipal units including the Cumberland Energy Authority, Municipality of the District of Argyle, the Town of Yarmouth, and others. Under the agreement TDL is responsible for the design, installation, and commissioning of the system in conjunction with NSPI. The Town does not pay the full contract price until NSPI confirms that the system has achieved operation under the Power Purchase Agreement.

The total AC power output of the system will be 48 kW, and cover approximately 64% of the building surface. The attached Profit Projections are based on the details provided in the chart below. These projections take into account operating and maintenance costs, and include an estimated \$5,000 in connection cost, subject to NSPI’s requirements that are site specific. \$4,158 is also included for removal of the system, as well as, a 3% contingency (\$5,228).

Total AC Power output	48 KW
Estimated 20-year Output	1,517,583 kWh
Total Project Cost	\$184,537 + tax
Bid Price	22.1 cents/kWh
Total 20-yr revenue	\$335,386



Total 20-yr Operational Costs	\$276,803
Total 20-yr Net Profit	\$58,582
Margin	17.5%

These projections do not include consideration for a roof structure analysis to be performed by a structural engineer. Staff have estimated \$2,000 based on the Stadium roof assessment completed in 2019. Should the engineer’s report identify significant alterations to the roof structure necessary to support the solar PV system, an estimated cost will be brought to Council for consideration.

This arrangement qualifies for alternative procurement as AREA offered the ability to submit bids at no up-front cost to the Town. Furthermore, AREA completed an RFP process and selected TDL as a solar PV system provider based their experience, expected costs, and ability to carry the risk and cost until the commercial operation is approved for multiple projects simultaneously. The combined purchase volume of multiple projects allows for premium equipment at a lower cost. Staff are not aware of any other entity that provide this type of arrangement.

Regarding warranties, the panels and racking have a 25-year warranty, and installation warranties of 2-years. The warranty period varies amongst different components within the system, but its generally 1-2 years. AREA have advised that typically with solar PV systems, any problems as likely to emerge within the first 2 years.

DISCUSSION: The Solar for Community Buildings program is a unique opportunity to produce and sell green energy at a profit. The program is not only a solid financial investment but is a way to show leadership in emission reduction and addressing climate change.

FINANCIAL IMPLICATIONS: Capital costs of \$184,537 (plus applicable tax), and approximately \$2,000 in additional engineering costs to evaluate the stadium roof structure. This project will be funded by debt. Revenue from the project will be used to pay the debt and related interest costs.

COMMUNITY ENGAGEMENT: While to-date, no public engagement has been part of this initiative, there may be future educational and promotional opportunities upon installation of the system.

ENVIRONMENTAL IMPLICATIONS: Adoption of renewable energy reduces GHG emissions.

SOCIAL JUSTICE IMPLICATIONS: The revenue generated by this project offsets the energy costs incurred by the town, which indirectly provides more money to provide services to the public.

ALTERNATIVES:

- 1) Do not participate in the program.
- 2) Direct staff to select a solar PV system installer through the regular procurement process.
- 3) Direct staff to provide more information.

ATTACHMENTS:

1) Profit Projections Chart

Report prepared by: A. Fisher
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: December 16, 2019

SUBJECT: **Albion Street Infrastructure Renewal Croft to Queen**

ORIGIN: Asset Management Plan (per GIS system)

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for streets, Procurement Policy.

RECOMMENDATION: That \$250,000 be allocated in the 2020/21 general capital budget to replace 396 meters of Albion Street between Croft Street and Queen Street.

BACKGROUND: The current PASAR rating of Albion Street between Croft and Queen is 6 out of a possible 10 which indicates resurfacing is required. As the water main is also required to be replaced it makes sense to carry out both of these projects at the same time.

DISCUSSION: Once the main has been installed and put back into service the street will be pulverized, reshaped and paved with new asphalt. The existing sanitary sewer main in the street was replaced in 1990 and remains in good condition, as is the existing concrete storm sewer system.

FINANCIAL IMPLICATIONS: \$250,000 to be included in the 2020/21 general capital budget. This project is funded by gas tax.

COMMUNITY ENGAGEMENT: Prior to construction work taking place a public notification program will be undertaken.

ENVIRONMENTAL IMPLICATIONS: Replacing the street will have very little impact to the environment.

SOCIAL JUSTICE IMPLICAITONS: There are no social justice implications to this decision.

ALTERNATIVES: An alternative to replacing the entire street would be to replace the water main and approximately 1/3 of the street. This would leave the remaining street in less than optimal condition, with new asphalt on 1/3 of the street and the old rough asphalt on the remaining 2/3rds of the street.

ATTACHMENTS: None

Report prepared by: Ben Pitman

Report and Financial approved by: Jason MacDonald, Deputy CAO





REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Capital Paving 2020/21**

ORIGIN: PASER Street Rating System; Asset Management Plan (per GIS system)

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for streets, Procurement Policy.

RECOMMENDATION: That \$603,000 be allocated in the 2020/21 general capital budget to upgrade the following streets / roadways:

Street	Description of Work	Budget	Priority
West Pleasant – “Subway”	Storm sewer upgrades, Mill and Pave	\$40,000	Highest
Clifton	Pulverize and Pave	\$30,000	Highest
Pinehurst	Overlay	\$15,000	Highest
Edgewood	Overlay	\$30,000	Highest
Chamberlain – CNR to Newton	Overlay	\$25,000	Highest
Tupper – Northern Town Boundary to TIR Office Driveway	Overlay	\$100,000	Highest
Flemming	Curb and Pave	\$155,000	Highest
Centennial	Overlay	\$20,000	Medium
Acadia – Agnew to Prince Arthur	Overlay	\$25,000	Medium
Townsvie	Overlay	\$20,000	Medium
Senator	Overlay	\$18,000	Lower
Smith	Overlay	\$30,000	Lower
Clifford – Rupert to Clarence	Overlay	\$20,000	Lower
Agnew – Rupert to Clarence	Overlay	\$25,000	Lower
Mission	Overlay	\$50,000	Lower

BACKGROUND: The Town uses the PASER system to rate every arterial street annually and all other streets bi-annually. The rating generated in the PASER system indicates the recommended intervention. Generally the best street - those rated 7-8-9-10 require little or no intervention. Streets rated 4-5-6 require an overlay, plan and pave or pulverization. Streets rated 1-2-3 generally require complete rebuilding of the subgrade and asphalt.



DISCUSSION: Once the streets are rated within the PASER system, those requiring intervention are then reviewed for underground infrastructure issues. Whenever possible, streets with the lowest ratings that also require water and / or sewer upgrades are continually patched until a complete reconstruction can take place. Resurfacing of such a street has proven to be an efficient use of our limited resources.

FINANCIAL IMPLICATIONS: \$603,000 to be included in the 2020/21 general capital budget. These projects will be financed by gas tax.

COMMUNITY ENGAGEMENT: Notices would be issued to all residents / businesses affected by this project.

ENVIRONMENTAL IMPLICATIONS: There are no expected environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the resurfacing of Town streets.

ALTERNATIVES:

1. Defer lower priority items to year 2 of the capital budget.

ATTACHMENTS: 20191104 Pitman Memo - Subway

Report prepared by: Andrew Bickle, Capital Asset Coordinator / Property Manager
Report and Financial approved by: Jason MacDonald, Deputy CAO - Operations

STREETS				
Street	Type	From	To	2019 Paser Rating
Bayview	Drive	Cornwall	End	0
Bayview	Drive	Bayview	End	0
Birch	Court	Woodlawn	End	0
Blois	Street	Robie	End	0
Brentwood	Estates	Church	End	0
Brentwood	Estates	Brentwood	End	0
Cedar	Drive	Church	End	0
Costin	Drive	South Albion	End	0
Dusker	Way	Rupert	End	0
Hamlet	Court	Woodlawn	End	0
Kent	Drive	West Victoria	Cornwall	0
Lansdowne	Local	West Victoria	End	0
Lorne	Crescent	Costin	Lorne	0
Lorne	Crescent	Costin	Costin	0
Parkwood	Street	Cornwall	Anson	0
Sackville	Road	Rambler	Foundry	0
Spence	Court	Ottawa	End	0
Woodlawn	Drive	Anson	End	0
Woodlawn	Drive	Anson	Woodlawn	0
Pearl	Place	Copp	End	3
Russell	Street	Meadow	Victoria	3
Sackville	Road	Erncliffe	Rambler	3
Tanramar	Court	Anson	End	3
Agnew	Street	Acadia	Havelock	4
Arlington	Avenue	Victoria	End	4
Clifton	Lane	Derby	Mallard	4
Crescent	Avenue	Douglas	Maple	4
Foundry	Street	Copp	End	4
Franklyn	Street	Elmwood	Milford	4
North Adelaide	Street	Motor	Summit	4
North Adelaide	Street	Summit	Dale	4
North Adelaide	Street	Dale	Harding	4
North Adelaide	Street	Harding	Victoria	4
Pender	Street	Cornwall	Cordova	4
Race Track	Road	Ind Park Drive	Town Boundary	4
Russell	Street	Redland	Meadow	4
Senator	Avenue	Church	Academy	4
Silver	Street	Newton	End	4
Victor	Avenue	Cornwall	End	4
Acadia	Street	Prince Arthur	Agnew	5
Central	Avenue	Pleasant	Myrtle	5
Central	Avenue	Myrtle	End	5
Chandler	Road	Tupper	Anson	5
Clifford	Street	Clarence	Rupert	5
Clinton	Street	South Albion	End	5
Copp	Avenue	Rambler	Erncliffe	5
Cornwall	Avenue	Cornwall St	Mission	5

STREETS				
Street	Type	From	To	2019 Paser Rating
Crescent	Avenue	Fullerton	Church	5
Croft	Street	Beacon	Summer	5
Croft	Street	Summer	Wellington	5
Dale	Street	Eddy	LaPlanche	5
Davison	Street	Spring	Queen	5
Davison	Street	Queen	Dickey brook	5
Edgewood	Avenue	Albion	End	5
Erncliffe	Street	Sackville	Copp	5
Erncliffe	Street	Lawrence	Sackville	5
Fernwood	Local	Rosewood	End	5
Foundry	Street	Sackville	Copp	5
Franklyn	Street	Milford	Spring	5
Kimberly	Court	Y	East End	5
Lusby	Street	Victoria	End	5
Melrose	Street	Agnew	Robie	5
Milford	Street	Willow	Allison	5
Mission	Street	York	Hill	5
Mission	Street	Hill	Snowden	5
Mission	Street	Snowden	Hickman	5
Mission	Street	Hickman	Cornwall	5
Pinehurst	Street	Rosewood	End	5
Prince Arthur	Street	Church	Maple	5
Queen	Street	Croft	Albion	5
Robie	Street	Clarence	Rupert	5
Robie	Street	Melrose	Clarence	5
Rupert	Street	Dunlap	Dickey	5
Smith	Street	Victoria	End	5
Terrace	Street	Victoria	Lennox	5
Tupper	Boulevard	Town Boundary	Tantramar	5
Tupper	Boulevard	Tantramar	Chandler	5
Veno	Avenue	Pleasant	End	5
York	Street	Highfield	Park	5
Academy	Street	Wellington	Dickey	6
Agnew	Street	Rupert	Clarence	6
Agnew	Street	Clarence	Melrose	6
Albion	Street	Croft	Church	6
Albion	Street	Fullerton	Croft	6
Albion	Street	Abbott	Fullerton	6
Albion	Street	Spring	Abbott	6
Albion	Street	Queen	Spring	6
Allison	Avenue	Elmwood	Milford	6
Allison	Avenue	Milford	Spring	6
Anson	Avenue	Liberty	Hickman	6
Anson	Avenue	Cordova	Liberty	6
Anson	Avenue	Cornwall	Cordova	6
Ash	Street	Newton	End	6
Beacon	Street	Croft	Church	6

STREETS				
Street	Type	From	To	2019 Paser Rating
Beacon	Street	Stanley	Croft	6
Beacon	Street	Chignecto	Stanley	6
Beacon	Street	Pleasant	Chignecto	6
Boylston	Avenue	Elmwood	Milford	6
Brownell	Avenue	Eddy	North Adelaide	6
Centennial	Court	Townshend	Cul-de-sac	6
Chamberlain	Street	CNR	Newton	6
Christie	Street	Poplar	Pleasant	6
Church	Street	Robert Angus	Brentwood	6
Church	Street	Brentwood	Cedar	6
Church	Street	Cedar	Town Boundary	6
Clarence	Street	Robie	Belmont	6
Clarence	Street	Belmont	Clifford	6
Clifford	Street	Melrose	Clarence	6
Clifford	Street	Church	Havelock	6
Coates	Street	Milford	Spring	6
Copp	Avenue	FounDrivey	Redland	6
Copp	Avenue	Redland	Rambler	6
Copp	Avenue	Erncliffe	Pearl	6
Copp	Avenue	Pearl	Copp Lane	6
Copp	Avenue	Copp Lane	Victoria	6
Cornwall	Avenue	Mission	Park	6
Crescent	Avenue	Maple	Fullerton	6
Crescent	Avenue	Station	Douglas	6
Dale	Street	North Adelaide	Herbert	6
Dale	Street	Herbert	Eddy	6
Dundonald	Street	Hickman	End	6
Garden	Court	Abbey	End	6
Gerard	Avenue	victoria	End	6
Haliburton	Street	Victoria	Lennox	6
Havelock	Street	Agnew	Robie	6
Havelock	Street	Belmont	Clifford	6
Havelock	Street	Clifford	Spring	6
Hickman	Street	Victoria	Anson	6
Hickman	Street	Anson	Mill	6
Hickman	Street	Mill	Pleasant	6
Hickman	Street	Pleasant	Dundonald	6
Hickman	Street	Dundonald	Minto	6
Hickman	Street	Minto	Cornwall	6
Hill	Street	Mission	West Pleasant	6
Kay	Street	Redland	End	6
Lamy	Street	Victoria	Durley	6
Lennox	Avenue	Haliburton	Westland	6
Maple	Avenue	Victoria	Electric	6
Maple	Avenue	Electric	Prince Arthur	6
Maple	Avenue	Prince Arthur	Crescent	6
McCully	Street	Anson	Park	6

STREETS				
Street	Type	From	To	2019 Paser Rating
Milford	Street	Fletcher	Coates	6
Milford	Street	Coates	Franklyn	6
Minto	Street	Hickman	End	6
Newton	Avenue	Chamberlain	Ash	6
Palmer	Street	Eddy	LaPlanche	6
Park	Street	Hickman	Mission	6
Park	Street	Cornwall	Hickman	6
Park	Street	McCully	Cornwall	6
Patterson	Street	Park	Park	6
Prince Arthur	Street	Rupert	Clarence	6
Prince Arthur	Street	Clarence	South Adelaide	6
Prince Arthur	Street	Acadia	Havelock	6
Prince Arthur	Street	Maple	Station	6
Queen	Street	Academy	Davison	6
Queen	Street	Church	Croft	6
Queen	Street	Albion	End	6
Regent	Street	Victoria	Agnew	6
Regent	Street	Agnew	Elmwood	6
Robie	Street	Melrose	Melrose	6
Robie	Street	Havelock	Melrose	6
Rogers	Avenue	Rupert	Charles	6
Rosewood	Drive	Kimberly	Fernwood	6
Rosewood	Drive	Fernwood	Pinehurst	6
Rupert	Street	Spring	Dunlap	6
Spring	Street	Croft	Church	6
Spring	Street	Station	Albion	6
Station	Street	Prince Arthur	Crescent	6
Summit	Avenue	Lamy	North Adelaide	6
Townshend	Avenue	Academy	Charles	6
Townshend	Avenue	Church	Academy	6
Townsvie	Court	Townshend	cul-de-sac	6
Wellington	Street	Church	Gould	6
Wellington	Street	Gould	Croft	6
Wellington	Street	Church	Academy	6
West Victoria	Street	Arlington	Gerard	6
West Victoria	Street	Russel	Lusby	6
West Victoria	Street	Smith	Russel	6
West Victoria	Street	Mill	Smith	6
West Victoria	Street	Haliburton	Mill	6
West Victoria	Street	Terrace	Haliburton	6
West Victoria	Street	Hickman	Terrace	6
Westminister	Avenue	Spring	Elmwood	6
Winston	Avenue	Albion	Fairview	6
York	Street	West Pleasant	Duke	6
York	Street	Duke	Alma	6
York	Street	Alma	Highfield	6
Academy	Street	Queen	Spring	7

STREETS				
Street	Type	From	To	2019 Paser Rating
Academy	Street	Dickey	Queen	7
Academy	Street	Senator	Wellington	7
Academy	Street	Townshend	Senator	7
Academy	Street	Pleasant	Townshend	7
Admore	Avenue	Albion	End	7
Agnew	Street	Regent	Rupert	7
Albion	Street	Pleasant	Queen	7
Anson	Avenue	McCully	Chandler	7
Anson	Avenue	Tantramar Court	McCully	7
Anson	Avenue	Tantramar Court	Tantramar Crescent	7
Belmont	Street	Melrose	Clarence	7
Belmont	Street	Havelock	Melrose	7
Belmont	Street	Church	Havelock	7
Chamberlain	Street	Newton	South Albion	7
Charles	Street	Dickey	Senior	7
Charles	Street	Senior	Rogers	7
Charles	Street	Rogers	Townshend	7
Charles	Street	Townshend	Townshend	7
Church	Street	Beacon	Summer	7
Church	Street	Summer	Wellington	7
Church	Street	Wellington	Senator	7
Church	Street	Senator	Townshend	7
Church	Street	Townshend	Pleasant	7
Church	Street	Pleasant	Longleah	7
Church	Street	Longleah	Gladstone	7
Church	Street	Gladstone	Robert Angus	7
Clarence	Street	Clifford	Spring	7
Clifford	Street	Havelock	Melrose	7
Cornwall	Street	Hickman	Cornwall Ave	7
Cornwall	Street	Victor	Cordova	7
Cornwall	Street	Cordova	Pender	7
Cornwall	Street	Pender	Anson	7
Cornwall	Street	Anson	Parkwood	7
Cornwall	Street	Parkwood	Bayview	7
Cornwall	Street	Bayview	Kent	7
Cornwall	Street	Kent	Town Boundary	7
Croft	Street	Spring	Queen	7
Croft	Street	Queen	Beacon	7
Dickey	Street	Donald	Rupert	7
Dickey	Street	Academy	Church	7
East Pleasant	Street	Veno	Willow	7
East Pleasant	Street	Charles	Veno	7
East Victoria	Street	Marshview	Town Boundary	7
East Victoria	Street	Derby	Marshview	7
East Victoria	Street	Lawrence	Church	7
East Victoria	Street	Maple	Lawrence	7
East Victoria	Street	Station	Maple	7

STREETS				
Street	Type	From	To	2019 Paser Rating
Elmwood	Drive	Fletcher	Franklyn	7
Elmwood	Drive	Franklyn	Norman	7
Elmwood	Drive	Boylston	Willow	7
Elmwood	Drive	Willow	Allison	7
Elmwood	Drive	Allison	Westminister	7
Elmwood	Drive	Westminister	Regent	7
Elmwood	Drive	Norman	Boylston	7
Fernwood	Drive	Rosewood	Rosewood	7
Fullerton	Street	Crescent	Albion	7
Harding	Avenue	Lamy	North Adelaide	7
Havelock	Street	Prince Arthur	Agnew	7
Havelock	Street	Robie	Belmont	7
Hickman	Street	Cornwall	Mission	7
Hickman	Street	Mission	Park	7
Hickman	Street	Park	Chamberlain	7
Industrial Park	Drive	Rosewood	Tantramar Crescent	7
Industrial Park	Drive	Race Track Road	Rosewood	7
Industrial Park	Drive	South Albion	Race Track Road	7
Lamy	Street	Summit	End	7
Lamy	Street	Harding	Summit	7
Lamy	Street	Durley	Harding	7
LaPlanche	Street	Lawrence	Lower LaPlanche	7
LaPlanche	Street	Palmer	Lawrence	7
LaPlanche	Street	Dale	Palmer	7
LaPlanche	Street	Victoria	Dale	7
LaPlanche	Street	Lower Laplanche	Town Boundary	7
Liberty	Lane	Anson	Colin Ct	7
Lower LaPlanche	Street	LaPlanche	End	7
Marshview	Drive	Victoria	End	7
Meadow	Street	Russell	End	7
Ottawa	Avenue	Belliveau	Albion	7
Park	Street	Duke	West Pleasant	7
Park	Street	Alma	Duke	7
Park	Street	Highfield	Alma	7
Park	Street	Patterson	Highfield	7
Park	Street	Mission	Patterson	7
Penny	Lane	Abbey	Cul-de-sac	7
Pinehurst	Avenue	Rosewood	Sherwood	7
Prince Arthur	Street	South Adelaide	Acadia	7
Prince Arthur	Street	Havelock	Church	7
Queen	Street	Davison	Church	7
Ratchford	Street	Havelock	Acadia	7
Regent	Street	Elmwood	Clifford	7
Regent	Street	Clifford	Spring	7
Rosewood	Drive	Pinehurst	Kimberly	7
Rosewood	Drive	Pinehurst	Fernwood	7
Rupert	Street	Victoria	Prince Arthur	7

STREETS				
Street	Type	From	To	2019 Paser Rating
Rupert	Street	Prince Arthur	Agnew	7
Rupert	Street	Agnew	Robie	7
Rupert	Street	Robie	Clifford	7
Rupert	Street	Clifford	Spring	7
Sherwood	Court	Pinehurst	End	7
Snowden	Avenue	Mission	End	7
South Albion	Street	Lord Amherst	Robert Angus	7
Spring	Street	Allison	Willow	7
Spring	Street	Westminster	Allison	7
Spring	Street	Donald	Westminster	7
Spring	Street	Melrose	Charles	7
Spring	Street	Havelock	Melrose	7
Spring	Street	Academy	Havelock	7
Spring	Street	Davison	Academy	7
Spring	Street	Church	Davison	7
Spring	Street	Albion	Croft	7
Stanley	Street	Pleasant	Beacon	7
Station	Street	Victoria	Prince Arthur	7
Station	Street	Crescent	Abbott	7
Station	Street	Abbott	Spring ext	7
Townshend	Avenue	Centennial	Willow	7
Townshend	Avenue	Donald	Centennial	7
West Victoria	Street	Gerard	Copp	7
Willow	Court	Willow	Cul-de-sac	7
Willow	Court	Willow	End	7
Willow	Street	Elmwood	Agnew	7
Willow	Street	Milford	Elmwood	7
Willow	Street	Spring Intersection	n/a	7
Abbey	Road	Forest Glenn	Ridgewood	8
Abbott	Street	Douglas	Albion	8
Abbott	Street	Station	Douglas	8
Acadia	Street	Victoria	Ratchford	8
Acadia	Street	Ratchford	Prince Arthur	8
Agnew	Street	Melrose	Acadia	8
Anson	Avenue	Parkwood	Cornwall	8
Anson	Avenue	Woodlawn	Parkwood	8
Anson	Avenue	Woodlawn Island	n/a	8
Anson	Avenue	Chandler	Woodlawn	8
Cambridge	Court	Pinehurst	End	8
Charles	Street	Townshend	East Pleasant	8
Chignecto	Street	Pleasant	Beacon	8
Church	Street	Albion	Robie	8
Church	Street	Robie	Belmont	8
Church	Street	Belmont	Clifford	8
Church	Street	Clifford	Spring	8
Church	Street	Spring	Queen	8
Church	Street	Queen	Dickey	8

STREETS				
Street	Type	From	To	2019 Paser Rating
Church	Street	Dickey	Beacon	8
Clarence	Street	Prince Arthur	Agnew	8
Colin	Court	Liberty	End	8
Copp	Lane	Copp	End	8
Cordova	Street	Cornwall	Anson	8
Cordova	Street	Cornwall	End	8
Cornwall	Street	Cornwall	Victor	8
Croft	Street	Albion	Spring	8
Cumberland Ridge	Street	West Victoria	End	8
Douglas	Avenue	Crescent	Abbott	8
Duke	Street	Park	York	8
East Pleasant	Street	Stanley	Croft	8
East Pleasant	Street	Chignecto	Stanley	8
East Pleasant	Street	Fillmore	Chignecto	8
East Pleasant	Street	Beacon	Christie	8
East Pleasant	Street	Christie	Fillmore	8
East Pleasant	Street	Albion	Beacon	8
East Victoria	Street	Freeman	Derby	8
East Victoria	Street	Abbey	Freeman	8
East Victoria	Street	Lamy	Willow	8
East Victoria	Street	Regent	Lamy	8
East Victoria	Street	Rupert	Regent	8
East Victoria	Street	Adelaide	Rupert	8
East Victoria	Street	Herbert	Adelaide	8
East Victoria	Street	Acadia	Herbert	8
East Victoria	Street	Eddy	Acadia	8
East Victoria	Street	Havelock	Eddy	8
East Victoria	Street	Church	Havelock	8
Electric	Street	Maple	Church	8
Elmwood	Drive	Abbey	Fletcher	8
Fillmore	Street	Poplar	Pleasant	8
Fletcher	Drive	Milford	Spring	8
Forest Glen	Court	Abbey	End	8
Havelock	Street	Victoria	Ratchford	8
Havelock	Street	Ratchford	King	8
Havelock	Street	King	Princess	8
Havelock	Street	Princess	Prince Arthur	8
Kimberly	Court	Fernwood	Y	8
Liberty	Lane	Colin Ct	Victoria	8
Maltby	Drive	Park	End	8
Mill	Avenue	Hickman	Mill	8
Motor	Avenue	North Adelaide	End	8
Pinehurst	Street	5 Pinehurst	Cambridge	8
Poplar	Street	Fairview	Central	8
Poplar	Street	Belliveau	Fairview	8
Poplar	Street	Fillmore	Belliveau	8
Poplar	Street	Christie	Fillmore	8

STREETS				
Street	Type	From	To	2019 Paser Rating
Poplar	Street	Albion	Christie	8
Rambler	Street	Sackville	Copp	8
Redland	Avenue	Copp	Kay	8
Redland	Avenue	Kay	Russell	8
Robert Angus	Drive	Church	Willow	8
Robie	Street	Blois	Havelock	8
Robie	Street	Church	Blois	8
Rogers	Avenue	Rupert	Rupert	8
Rupert	Street	Dickey	Rhodes	8
Russell	Road	Foundry	End	8
South Adelaide	Street	Victoria	Prince Arthur	8
South Albion	Street	Poplar	South Albion	8
South Albion	Street	Ottawa	Poplar	8
South Albion	Street	Newton	Ottawa	8
South Albion	Street	Chamberlain	Newton	8
South Albion	Street	Winston	Chamberlain	8
South Albion	Street	Clinton	Winston	8
South Albion	Street	Costin	Clinton	8
South Albion	Street	Robert Angus	Costin	8
South Albion	Street	Lord Amehrst	HWY On Ramps	8
South Albion	Street	Poplar	Pleasant	8
Spring	Street	Regent	Donald	8
Spring	Street	Rupert	Regent	8
Spring	Street	Clarence	Rupert	8
Spring	Street	Charles	Clarence	8
Summer	Street	Church	Croft	8
Townshend	Avenue	Donald	Charles	8
Webster	Street	Fleming	Casper	8
West Pleasant	Street	Park	Albion	8
West Pleasant	Street	Mill	Park	8
West Pleasant	Street	Hill	Mill	8
West Pleasant	Street	Hickman	Hill	8
West Victoria	Street	Lusby	Arlington	8
West Victoria	Street	Liberty Lane	Hickman	8
Willow	Street	Willow Court	Victoria	8
Willow	Street	Norman	Willow Court	8
Willow	Street	Agnew	Norman	8
Willow	Street	Spring	Milford	8
Abbey	Road	Elmwood	Penny	9
Abbey	Road	Penny	Spring	9
Agnew	Street	Willow	Taplin	9
Agnew	Street	Taplin	Regent	9
Alma	Street	Park	York	9
Belliveau	Avenue	Poplar	Ottawa	9
Belliveau	Avenue	Ottawa	Winston	9
Boylston	Avenue	Milford	Spring	9
Brown	Street	Walter Purdy	Mosher	9

STREETS				
Street	Type	From	To	2019 Paser Rating
Casper	Court	Webster	End	9
Charles	Street	Spring	Dunlap	9
Charles	Street	Dunlap	Dickey	9
Church	Street	Victoria	King	9
Church	Street	King	Electric	9
Church	Street	Electric	Princess	9
Church	Street	Princess	Prince Arthur	9
Church	Street	Prince Arthur	Albion	9
Clarence	Street	Agnew	Robie	9
Clifford	Street	Rupert	Regent	9
Derby	Street	Victoria	End	9
Dickey	Street	Rupert	Charles	9
Dickey	Street	Charles	Academy	9
Donald	Avenue	Spring	Dickey	9
Donald	Avenue	Dickey	Ralston	9
Donald	Avenue	Ralston	Rhodes	9
Donald	Avenue	Rhodes	Walter Purdy	9
Donald	Avenue	Walter Purdy	Townshend	9
Dunlap	Street	Rupert	Charles	9
Durley	Street	Lamy	End	9
East Pleasant	Street	Academy	Charles	9
East Pleasant	Street	Church	Academy	9
East Victoria	Street	Willow	Abbey	9
Fairview	Avenue	Ottawa	Poplar	9
Fairview	Avenue	Winston	Ottawa	9
Fleming	Avenue	Paradise	Webster	9
Fletcher	Drive	Elmwood	Milford	9
Freeman	Street	Victoria	End	9
Gallagher	Street	Brown	Willow	9
Gladstone	Avenue	Church	End	9
Gladstone	Street	Pleasant	Wellington	9
Heron	Drive	Derby	Mallard	9
Highfield	Street	Park	York	9
Kimberly	Court	Y	West End	9
King	Street	Church	Havelock	9
Lawrence	Street	LaPlanche	Erncliffe	9
Lawrence	Street	Erncliffe	Victoria	9
Lennox	Avenue	Terrace	Haliburton	9
Longleah	Court	Church	End	9
Lord Amherst	Drive	Albion	Cul-de-sac	9
Mallard	Drive	Heron	End	9
Mallard	Street	Heron	Derby	9
Matthews	Crescent	East Pleasant	End	9
Melrose	Street	Robie	Belmont	9
Melrose	Street	Belmont	Clifford	9
Melrose	Street	Clifford	Spring	9
Milford	Street	Franklyn	Boylston	9

STREETS				
Street	Type	From	To	2019 Paser Rating
Milford	Street	Boylston	Willow	9
Mill	Street	Victoria	Mill	9
Mill	Street	Mill	PLeasant	9
Mill	Street	Hickman	Mill	9
Mosher	Street	Walter Purdy	Brown	9
Myrtle	Street	Central	Fairview	9
Newton	Avenue	Silver	South Albion	9
Newton	Avenue	Ash	Silver	9
Norman	Street	Willow	Elmwood	9
Oceanview	Drive	Willow	End	9
Oceanview	Drive	Willow	End	9
Paradise	Avenue	Sandstone	Fleming	9
Paradise	Avenue	Webster	Sandstone	9
Paradise	Avenue	Fleming	Paradise	9
Pinehurst	Avenue	Sherwood	End	9
Princess	Street	Church	Havelock	9
Ralston	Place	Donald	cul-de-sac	9
Rhodes	Avenue	Donald	Rupert	9
Ridgewood	Court	Abbey	End	9
Robert Angus	Drive	Church	South Albion	9
Rosewood	Drive	Anson	Pinehurst	9
Rupert	Street	Rhodes	Rogers	9
Rupert	Street	Rogers	Rogers	9
Sandstone	Drive	Paradise	Paradise	9
Senior	Street	Charles	Academy	9
Spring	Street	Fletcher	Abbey	9
Spring	Street	Coates	Fletcher	9
Spring	Street	Franklyn	Coates	9
Spring	Street	Boylston	Franklyn	9
Spring	Street	Willow	Boylston	9
Tantramar	Crescent	Pure Energy	Civic #23	9
Tantramar	Crescent	Civic #23	Civic #13	9
Tantramar	Crescent	Civic #13	Anson	9
Walter Purdy	Avenue	Willow	Donald	9
Webster	Street	Willow	Paradise	9
West Victoria	Street	Landsdowne	Station	9
West Victoria	Street	Copp	Landsdowne	9
West Victoria	Street	Kent	Liberty	9
West Victoria	Street	Town boundary	Kent	9
Winston	Avenue	Winston	Fairview	9
Abbey	Road	Victoria	Elmwood	10
Abbey	Road	Spring	Forest Glenn	10
Derby	Street	Derby	Mallard	10
East Pleasant	Street	Gould	Church	10
East Pleasant	Street	Croft	Gould	10
Eddy	Street	Brownell	Palmer	10
Eddy	Street	Palmer	Dale	10

STREETS				
Street	Type	From	To	2019 Paser Rating
Eddy	Street	Dale	Victoria	10
Eddy	Street	Brownell	End	10
Herbert	Street	Victoria	Dale	10
Tantramar	Crescent	Tupper	Pure Energy	10
Taplin	Drive	Agnew	End	10
Willow	Street	Spring	Webster	10
Willow	Street	Webster	Walter Purdy	10
Willow	Street	Townshend	Walter Purdy	10
Willow	Street	Oceanview	Townshend	10
Willow	Street	Oceanview	Pleasant	10

STREETS				
Street	Type	From	To	2019 Paser Rating
Abbey	Road	Elmwood	Penny	9
Abbey	Road	Victoria	Elmwood	10
Abbey	Road	Penny	Spring	9
Abbey	Road	Spring	Forest Glenn	10
Abbey	Road	Forest Glenn	Ridgewood	8
Abbott	Street	Douglas	Albion	8
Abbott	Street	Station	Douglas	8
Academy	Street	Queen	Spring	7
Academy	Street	Dickey	Queen	7
Academy	Street	Wellington	Dickey	6
Academy	Street	Senator	Wellington	7
Academy	Street	Townshend	Senator	7
Academy	Street	Pleasant	Townshend	7
Acadia	Street	Victoria	Ratchford	8
Acadia	Street	Ratchford	Prince Arthur	8
Acadia	Street	Prince Arthur	Agnew	5
Admore	Avenue	Albion	End	7
Agnew	Street	Willow	Taplin	9
Agnew	Street	Taplin	Regent	9
Agnew	Street	Regent	Rupert	7
Agnew	Street	Rupert	Clarence	6
Agnew	Street	Clarence	Melrose	6
Agnew	Street	Melrose	Acadia	8
Agnew	Street	Acadia	Havelock	4
Albion	Street	Croft	Church	6
Albion	Street	Fullerton	Croft	6
Albion	Street	Abbott	Fullerton	6
Albion	Street	Spring	Abbott	6
Albion	Street	Queen	Spring	6
Albion	Street	Pleasant	Queen	7
Allison	Avenue	Elmwood	Milford	6
Allison	Avenue	Milford	Spring	6
Alma	Street	Park	York	9
Anson	Avenue	Liberty	Hickman	6
Anson	Avenue	Cordova	Liberty	6
Anson	Avenue	Cornwall	Cordova	6
Anson	Avenue	Parkwood	Cornwall	8
Anson	Avenue	Woodlawn	Parkwood	8
Anson	Avenue	Woodlawn Island	n/a	8
Anson	Avenue	Chandler	Woodlawn	8
Anson	Avenue	McCully	Chandler	7
Anson	Avenue	Tantramar Court	McCully	7
Anson	Avenue	Tantramar Court	Tantramar Crescent	7
Arlington	Avenue	Victoria	End	4
Ash	Street	Newton	End	6
Bayview	Drive	Cornwall	End	0
Bayview	Drive	Bayview	End	0

STREETS				
Street	Type	From	To	2019 Paser Rating
Beacon	Street	Croft	Church	6
Beacon	Street	Stanley	Croft	6
Beacon	Street	Chignecto	Stanley	6
Beacon	Street	Pleasant	Chignecto	6
Belliveau	Avenue	Poplar	Ottawa	9
Belliveau	Avenue	Ottawa	Winston	9
Belmont	Street	Melrose	Clarence	7
Belmont	Street	Havelock	Melrose	7
Belmont	Street	Church	Havelock	7
Birch	Court	Woodlawn	End	0
Blois	Street	Robie	End	0
Boylston	Avenue	Elmwood	Milford	6
Boylston	Avenue	Milford	Spring	9
Brentwood	Estates	Church	End	0
Brentwood	Estates	Brentwood	End	0
Brown	Street	Walter Purdy	Mosher	9
Brownell	Avenue	Eddy	North Adelaide	6
Cambridge	Court	Pinehurst	End	8
Casper	Court	Webster	End	9
Cedar	Drive	Church	End	0
Centennial	Court	Townshend	Cul-de-sac	6
Central	Avenue	Pleasant	Myrtle	5
Central	Avenue	Myrtle	End	5
Chamberlain	Street	Newton	South Albion	7
Chamberlain	Street	CNR	Newton	6
Chandler	Road	Tupper	Anson	5
Charles	Street	Spring	Dunlap	9
Charles	Street	Dunlap	Dickey	9
Charles	Street	Dickey	Senior	7
Charles	Street	Senior	Rogers	7
Charles	Street	Rogers	Townshend	7
Charles	Street	Townshend	Townshend	7
Charles	Street	Townshend	East Pleasant	8
Chignecto	Street	Pleasant	Beacon	8
Christie	Street	Poplar	Pleasant	6
Church	Street	Victoria	King	9
Church	Street	King	Electric	9
Church	Street	Electric	Princess	9
Church	Street	Princess	Prince Arthur	9
Church	Street	Prince Arthur	Albion	9
Church	Street	Albion	Robie	8
Church	Street	Robie	Belmont	8
Church	Street	Belmont	Clifford	8
Church	Street	Clifford	Spring	8
Church	Street	Spring	Queen	8
Church	Street	Queen	Dickey	8
Church	Street	Dickey	Beacon	8

STREETS				
Street	Type	From	To	2019 Paser Rating
Church	Street	Beacon	Summer	7
Church	Street	Summer	Wellington	7
Church	Street	Wellington	Senator	7
Church	Street	Senator	Townshend	7
Church	Street	Townshend	Pleasant	7
Church	Street	Pleasant	Longleah	7
Church	Street	Longleah	Gladstone	7
Church	Street	Gladstone	Robert Angus	7
Church	Street	Robert Angus	Brentwood	6
Church	Street	Brentwood	Cedar	6
Church	Street	Cedar	Town Boundary	6
Clarence	Street	Prince Arthur	Agnew	8
Clarence	Street	Agnew	Robie	9
Clarence	Street	Robie	Belmont	6
Clarence	Street	Belmont	Clifford	6
Clarence	Street	Clifford	Spring	7
Clifford	Street	Rupert	Regent	9
Clifford	Street	Clarence	Rupert	5
Clifford	Street	Melrose	Clarence	6
Clifford	Street	Havelock	Melrose	7
Clifford	Street	Church	Havelock	6
Clifton	Lane	Derby	Mallard	4
Clinton	Street	South Albion	End	5
Coates	Street	Milford	Spring	6
Colin	Court	Liberty	End	8
Copp	Avenue	FounDrivey	Redland	6
Copp	Avenue	Redland	Rambler	6
Copp	Avenue	Rambler	Erncliffe	5
Copp	Avenue	Erncliffe	Pearl	6
Copp	Avenue	Pearl	Copp Lane	6
Copp	Lane	Copp	End	8
Copp	Avenue	Copp Lane	Victoria	6
Cordova	Street	Cornwall	Anson	8
Cordova	Street	Cornwall	End	8
Cornwall	Avenue	Cornwall St	Mission	5
Cornwall	Street	Hickman	Cornwall Ave	7
Cornwall	Street	Cornwall	Victor	8
Cornwall	Street	Victor	Cordova	7
Cornwall	Street	Cordova	Pender	7
Cornwall	Street	Pender	Anson	7
Cornwall	Street	Anson	Parkwood	7
Cornwall	Street	Parkwood	Bayview	7
Cornwall	Street	Bayview	Kent	7
Cornwall	Street	Kent	Town Boundary	7
Cornwall	Avenue	Mission	Park	6
Costin	Drive	South Albion	End	0
Crescent	Avenue	Fullerton	Church	5

STREETS				
Street	Type	From	To	2019 Paser Rating
Crescent	Avenue	Maple	Fullerton	6
Crescent	Avenue	Douglas	Maple	4
Crescent	Avenue	Station	Douglas	6
Croft	Street	Albion	Spring	8
Croft	Street	Spring	Queen	7
Croft	Street	Queen	Beacon	7
Croft	Street	Beacon	Summer	5
Croft	Street	Summer	Wellington	5
Cumberland Ridge	Street	West Victoria	End	8
Dale	Street	North Adelaide	Herbert	6
Dale	Street	Herbert	Eddy	6
Dale	Street	Eddy	LaPlanche	5
Davison	Street	Spring	Queen	5
Davison	Street	Queen	Dickey brook	5
Derby	Street	Victoria	End	9
Derby	Street	Derby	Mallard	10
Dickey	Street	Donald	Rupert	7
Dickey	Street	Rupert	Charles	9
Dickey	Street	Charles	Academy	9
Dickey	Street	Academy	Church	7
Donald	Avenue	Spring	Dickey	9
Donald	Avenue	Dickey	Ralston	9
Donald	Avenue	Ralston	Rhodes	9
Donald	Avenue	Rhodes	Walter Purdy	9
Donald	Avenue	Walter Purdy	Townshend	9
Douglas	Avenue	Crescent	Abbott	8
Duke	Street	Park	York	8
Dundonald	Street	Hickman	End	6
Dunlap	Street	Rupert	Charles	9
Durley	Street	Lamy	End	9
Dusker	Way	Rupert	End	0
East Pleasant	Street	Veno	Willow	7
East Pleasant	Street	Charles	Veno	7
East Pleasant	Street	Academy	Charles	9
East Pleasant	Street	Church	Academy	9
East Pleasant	Street	Gould	Church	10
East Pleasant	Street	Croft	Gould	10
East Pleasant	Street	Stanley	Croft	8
East Pleasant	Street	Chignecto	Stanley	8
East Pleasant	Street	Fillmore	Chignecto	8
East Pleasant	Street	Beacon	Christie	8
East Pleasant	Street	Christie	Fillmore	8
East Pleasant	Street	Albion	Beacon	8
East Victoria	Street	Marshview	Town Boundary	7
East Victoria	Street	Derby	Marshview	7
East Victoria	Street	Freeman	Derby	8
East Victoria	Street	Abbey	Freeman	8

STREETS				
Street	Type	From	To	2019 Paser Rating
East Victoria	Street	Willow	Abbey	9
East Victoria	Street	Lamy	Willow	8
East Victoria	Street	Regent	Lamy	8
East Victoria	Street	Rupert	Regent	8
East Victoria	Street	Adelaide	Rupert	8
East Victoria	Street	Herbert	Adelaide	8
East Victoria	Street	Acadia	Herbert	8
East Victoria	Street	Eddy	Acadia	8
East Victoria	Street	Havelock	Eddy	8
East Victoria	Street	Church	Havelock	8
East Victoria	Street	Lawrence	Church	7
East Victoria	Street	Maple	Lawrence	7
East Victoria	Street	Station	Maple	7
Eddy	Street	Brownell	Palmer	10
Eddy	Street	Palmer	Dale	10
Eddy	Street	Dale	Victoria	10
Eddy	Street	Brownell	End	10
Edgewood	Avenue	Albion	End	5
Electric	Street	Maple	Church	8
Elmwood	Drive	Abbey	Fletcher	8
Elmwood	Drive	Fletcher	Franklyn	7
Elmwood	Drive	Franklyn	Norman	7
Elmwood	Drive	Boylston	Willow	7
Elmwood	Drive	Willow	Allison	7
Elmwood	Drive	Allison	Westminister	7
Elmwood	Drive	Westminister	Regent	7
Elmwood	Drive	Norman	Boylston	7
Erncliffe	Street	Sackville	Copp	5
Erncliffe	Street	Lawrence	Sackville	5
Fairview	Avenue	Ottawa	Poplar	9
Fairview	Avenue	Winston	Ottawa	9
Fernwood	Drive	Rosewood	Rosewood	7
Fernwood	Local	Rosewood	End	5
Fillmore	Street	Poplar	Pleasant	8
Fleming	Avenue	Paradise	Webster	9
Fletcher	Drive	Elmwood	Milford	9
Fletcher	Drive	Milford	Spring	8
Forest Glen	Court	Abbey	End	8
Foundry	Street	Sackville	Copp	5
Foundry	Street	Copp	End	4
Franklyn	Street	Elmwood	Milford	4
Franklyn	Street	Milford	Spring	5
Freeman	Street	Victoria	End	9
Fullerton	Street	Crescent	Albion	7
Gallagher	Street	Brown	Willow	9
Garden	Court	Abbey	End	6
Gerard	Avenue	victoria	End	6

STREETS				
Street	Type	From	To	2019 Paser Rating
Gladstone	Avenue	Church	End	9
Gladstone	Street	Pleasant	Wellington	9
Haliburton	Street	Victoria	Lennox	6
Hamlet	Court	Woodlawn	End	0
Harding	Avenue	Lamy	North Adelaide	7
Havelock	Street	Victoria	Ratchford	8
Havelock	Street	Ratchford	King	8
Havelock	Street	King	Princess	8
Havelock	Street	Princess	Prince Arthur	8
Havelock	Street	Prince Arthur	Agnew	7
Havelock	Street	Agnew	Robie	6
Havelock	Street	Robie	Belmont	7
Havelock	Street	Belmont	Clifford	6
Havelock	Street	Clifford	Spring	6
Herbert	Street	Victoria	Dale	10
Heron	Drive	Derby	Mallard	9
Hickman	Street	Victoria	Anson	6
Hickman	Street	Anson	Mill	6
Hickman	Street	Mill	Pleasant	6
Hickman	Street	Pleasant	Dundonald	6
Hickman	Street	Dundonald	Minto	6
Hickman	Street	Minto	Cornwall	6
Hickman	Street	Cornwall	Mission	7
Hickman	Street	Mission	Park	7
Hickman	Street	Park	Chamberlain	7
Highfield	Street	Park	York	9
Hill	Street	Mission	West Pleasant	6
Industrial Park	Drive	Rosewood	Tantramar Crescent	7
Industrial Park	Drive	Race Track Road	Rosewood	7
Industrial Park	Drive	South Albion	Race Track Road	7
Kay	Street	Redland	End	6
Kent	Drive	West Victoria	Cornwall	0
Kimberly	Court	Fernwood	Y	8
Kimberly	Court	Y	East End	5
Kimberly	Court	Y	West End	9
King	Street	Church	Havelock	9
Lamy	Street	Summit	End	7
Lamy	Street	Harding	Summit	7
Lamy	Street	Durley	Harding	7
Lamy	Street	Victoria	Durley	6
Lansdowne	Local	West Victoria	End	0
LaPlanche	Street	Lawrence	Lower LaPlanche	7
LaPlanche	Street	Palmer	Lawrence	7
LaPlanche	Street	Dale	Palmer	7
LaPlanche	Street	Victoria	Dale	7
LaPlanche	Street	Lower Laplanche	Town Boundary	7
Lawrence	Street	LaPlanche	Erncliffe	9

STREETS				
Street	Type	From	To	2019 Paser Rating
Lawrence	Street	Ernccliffe	Victoria	9
Lennox	Avenue	Terrace	Haliburton	9
Lennox	Avenue	Haliburton	Westland	6
Liberty	Lane	Colin Ct	Victoria	8
Liberty	Lane	Anson	Colin Ct	7
Longleah	Court	Church	End	9
Lord Amherst	Drive	Albion	Cul-de-sac	9
Lorne	Crescent	Costin	Lorne	0
Lorne	Crescent	Costin	Costin	0
Lower LaPlanche	Street	LaPlanche	End	7
Lusby	Street	Victoria	End	5
Mallard	Drive	Heron	End	9
Mallard	Street	Heron	Derby	9
Maltby	Drive	Park	End	8
Maple	Avenue	Victoria	Electric	6
Maple	Avenue	Electric	Prince Arthur	6
Maple	Avenue	Prince Arthur	Crescent	6
Marshview	Drive	Victoria	End	7
Matthews	Crescent	East Pleasant	End	9
McCully	Street	Anson	Park	6
Meadow	Street	Russell	End	7
Melrose	Street	Agnew	Robie	5
Melrose	Street	Robie	Belmont	9
Melrose	Street	Belmont	Clifford	9
Melrose	Street	Clifford	Spring	9
Milford	Street	Fletcher	Coates	6
Milford	Street	Coates	Franklyn	6
Milford	Street	Franklyn	Boylston	9
Milford	Street	Boylston	Willow	9
Milford	Street	Willow	Allison	5
Mill	Street	Victoria	Mill	9
Mill	Street	Mill	PLEasant	9
Mill	Avenue	Hickman	Mill	8
Mill	Street	Hickman	Mill	9
Minto	Street	Hickman	End	6
Mission	Street	York	Hill	5
Mission	Street	Hill	Snowden	5
Mission	Street	Snowden	Hickman	5
Mission	Street	Hickman	Cornwall	5
Mosher	Street	Walter Purdy	Brown	9
Motor	Avenue	North Adelaide	End	8
Myrtle	Street	Central	Fairview	9
Newton	Avenue	Silver	South Albion	9
Newton	Avenue	Ash	Silver	9
Newton	Avenue	Chamberlain	Ash	6
Norman	Street	Willow	Elmwood	9
North Adelaide	Street	Motor	Summit	4

STREETS				
Street	Type	From	To	2019 Paser Rating
North Adelaide	Street	Summit	Dale	4
North Adelaide	Street	Dale	Harding	4
North Adelaide	Street	Harding	Victoria	4
Oceanview	Drive	Willow	End	9
Oceanview	Drive	Willow	End	9
Ottawa	Avenue	Belliveau	Albion	7
Palmer	Street	Eddy	LaPlanche	6
Paradise	Avenue	Sandstone	Fleming	9
Paradise	Avenue	Webster	Sandstone	9
Paradise	Avenue	Fleming	Paradise	9
Park	Street	Duke	West Pleasant	7
Park	Street	Alma	Duke	7
Park	Street	Highfield	Alma	7
Park	Street	Patterson	Highfield	7
Park	Street	Mission	Patterson	7
Park	Street	Hickman	Mission	6
Park	Street	Cornwall	Hickman	6
Park	Street	McCully	Cornwall	6
Parkwood	Street	Cornwall	Anson	0
Patterson	Street	Park	Park	6
Pearl	Place	Copp	End	3
Pender	Street	Cornwall	Cordova	4
Penny	Lane	Abbey	Cul-de-sac	7
Pinehurst	Street	Rosewood	End	5
Pinehurst	Avenue	Rosewood	Sherwood	7
Pinehurst	Avenue	Sherwood	End	9
Pinehurst	Street	5 Pinehurst	Cambridge	8
Poplar	Street	Fairview	Central	8
Poplar	Street	Belliveau	Fairview	8
Poplar	Street	Fillmore	Belliveau	8
Poplar	Street	Christie	Fillmore	8
Poplar	Street	Albion	Christie	8
Prince Arthur	Street	Rupert	Clarence	6
Prince Arthur	Street	Clarence	South Adelaide	6
Prince Arthur	Street	South Adelaide	Acadia	7
Prince Arthur	Street	Acadia	Havelock	6
Prince Arthur	Street	Havelock	Church	7
Prince Arthur	Street	Church	Maple	5
Prince Arthur	Street	Maple	Station	6
Princess	Street	Church	Havelock	9
Queen	Street	Academy	Davison	6
Queen	Street	Davison	Church	7
Queen	Street	Church	Croft	6
Queen	Street	Croft	Albion	5
Queen	Street	Albion	End	6
Race Track	Road	Ind Park Drive	Town Boundary	4
Ralston	Place	Donald	cul-de-sac	9

STREETS				
Street	Type	From	To	2019 Paser Rating
Rambler	Street	Sackville	Copp	8
Ratchford	Street	Havelock	Acadia	7
Redland	Avenue	Copp	Kay	8
Redland	Avenue	Kay	Russell	8
Regent	Street	Victoria	Agnew	6
Regent	Street	Agnew	Elmwood	6
Regent	Street	Elmwood	Clifford	7
Regent	Street	Clifford	Spring	7
Rhodes	Avenue	Donald	Rupert	9
Ridgewood	Court	Abbey	End	9
Robert Angus	Drive	Church	Willow	8
Robert Angus	Drive	Church	South Albion	9
Robie	Street	Clarence	Rupert	5
Robie	Street	Melrose	Clarence	5
Robie	Street	Melrose	Melrose	6
Robie	Street	Havelock	Melrose	6
Robie	Street	Blois	Havelock	8
Robie	Street	Church	Blois	8
Rogers	Avenue	Rupert	Rupert	8
Rogers	Avenue	Rupert	Charles	6
Rosewood	Drive	Anson	Pinehurst	9
Rosewood	Drive	Pinehurst	Kimberly	7
Rosewood	Drive	Kimberly	Fernwood	6
Rosewood	Drive	Fernwood	Pinehurst	6
Rosewood	Drive	Pinehurst	Fernwood	7
Rupert	Street	Victoria	Prince Arthur	7
Rupert	Street	Prince Arthur	Agnew	7
Rupert	Street	Agnew	Robie	7
Rupert	Street	Robie	Clifford	7
Rupert	Street	Clifford	Spring	7
Rupert	Street	Spring	Dunlap	6
Rupert	Street	Dunlap	Dickey	5
Rupert	Street	Dickey	Rhodes	8
Rupert	Street	Rhodes	Rogers	9
Rupert	Street	Rogers	Rogers	9
Russell	Street	Meadow	Victoria	3
Russell	Road	Foundry	End	8
Russell	Street	Redland	Meadow	4
Sackville	Road	Rambler	Foundry	0
Sackville	Road	Erncliffe	Rambler	3
Sandstone	Drive	Paradise	Paradise	9
Senator	Avenue	Church	Academy	4
Senior	Street	Charles	Academy	9
Sherwood	Court	Pinehurst	End	7
Silver	Street	Newton	End	4
Smith	Street	Victoria	End	5
Snowden	Avenue	Mission	End	7

STREETS				
Street	Type	From	To	2019 Paser Rating
South Adelaide	Street	Victoria	Prince Arthur	8
South Albion	Street	Poplar	South Albion	8
South Albion	Street	Ottawa	Poplar	8
South Albion	Street	Newton	Ottawa	8
South Albion	Street	Chamberlain	Newton	8
South Albion	Street	Winston	Chamberlain	8
South Albion	Street	Clinton	Winston	8
South Albion	Street	Costin	Clinton	8
South Albion	Street	Robert Angus	Costin	8
South Albion	Street	Lord Amherst	Robert Angus	7
South Albion	Street	Lord Amehrst	HWY On Ramps	8
South Albion	Street	Poplar	Pleasant	8
Spence	Court	Ottawa	End	0
Spring	Street	Fletcher	Abbey	9
Spring	Street	Coates	Fletcher	9
Spring	Street	Franklyn	Coates	9
Spring	Street	Boylston	Franklyn	9
Spring	Street	Willow	Boylston	9
Spring	Street	Allison	Willow	7
Spring	Street	Westminster	Allison	7
Spring	Street	Donald	Westminster	7
Spring	Street	Regent	Donald	8
Spring	Street	Rupert	Regent	8
Spring	Street	Clarence	Rupert	8
Spring	Street	Charles	Clarence	8
Spring	Street	Melrose	Charles	7
Spring	Street	Havelock	Melrose	7
Spring	Street	Academy	Havelock	7
Spring	Street	Davison	Academy	7
Spring	Street	Church	Davison	7
Spring	Street	Croft	Church	6
Spring	Street	Albion	Croft	7
Spring	Street	Station	Albion	6
Stanley	Street	Pleasant	Beacon	7
Station	Street	Victoria	Prince Arthur	7
Station	Street	Prince Arthur	Crescent	6
Station	Street	Crescent	Abbott	7
Station	Street	Abbott	Spring ext	7
Summer	Street	Church	Croft	8
Summit	Avenue	Lamy	North Adelaide	6
Tantramar	Court	Anson	End	3
Tantramar	Crescent	Tupper	Pure Energy	10
Tantramar	Crescent	Pure Energy	Civic #23	9
Tantramar	Crescent	Civic #23	Civic #13	9
Tantramar	Crescent	Civic #13	Anson	9
Taplin	Drive	Agnew	End	10
Terrace	Street	Victoria	Lennox	5

STREETS				
Street	Type	From	To	2019 Paser Rating
Townshend	Avenue	Centennial	Willow	7
Townshend	Avenue	Donald	Centennial	7
Townshend	Avenue	Donald	Charles	8
Townshend	Avenue	Academy	Charles	6
Townshend	Avenue	Church	Academy	6
Townsvew	Court	Townshend	cul-de-sac	6
Tupper	Boulevard	Town Boundary	Tantramar	5
Tupper	Boulevard	Tantramar	Chandler	5
Veno	Avenue	Pleasant	End	5
Victor	Avenue	Cornwall	End	4
Walter Purdy	Avenue	Willow	Donald	9
Webster	Street	Willow	Paradise	9
Webster	Street	Fleming	Casper	8
Wellington	Street	Church	Gould	6
Wellington	Street	Gould	Croft	6
Wellington	Street	Church	Academy	6
West Pleasant	Street	Park	Albion	8
West Pleasant	Street	Mill	Park	8
West Pleasant	Street	Hill	Mill	8
West Pleasant	Street	Hickman	Hill	8
West Victoria	Street	Landsdowne	Station	9
West Victoria	Street	Copp	Landsdowne	9
West Victoria	Street	Gerard	Copp	7
West Victoria	Street	Arlington	Gerard	6
West Victoria	Street	Lusby	Arlington	8
West Victoria	Street	Russel	Lusby	6
West Victoria	Street	Smith	Russel	6
West Victoria	Street	Mill	Smith	6
West Victoria	Street	Haliburton	Mill	6
West Victoria	Street	Terrace	Haliburton	6
West Victoria	Street	Hickman	Terrace	6
West Victoria	Street	Liberty Lane	Hickman	8
West Victoria	Street	Kent	Liberty	9
West Victoria	Street	Town boundary	Kent	9
Westminister	Avenue	Spring	Elmwood	6
Willow	Court	Willow	Cul-de-sac	7
Willow	Court	Willow	End	7
Willow	Street	Willow Court	Victoria	8
Willow	Street	Norman	Willow Court	8
Willow	Street	Agnew	Norman	8
Willow	Street	Elmwood	Agnew	7
Willow	Street	Milford	Elmwood	7
Willow	Street	Spring	Milford	8
Willow	Street	Spring Intersection	n/a	7
Willow	Street	Spring	Webster	10
Willow	Street	Webster	Walter Purdy	10
Willow	Street	Townshend	Walter Purdy	10

STREETS				
Street	Type	From	To	2019 Paser Rating
Willow	Street	Oceanview	Townshend	10
Willow	Street	Oceanview	Pleasant	10
Winston	Avenue	Albion	Fairview	6
Winston	Avenue	Winston	Fairview	9
Woodlawn	Drive	Anson	End	0
Woodlawn	Drive	Anson	Woodlawn	0
York	Street	West Pleasant	Duke	6
York	Street	Duke	Alma	6
York	Street	Alma	Highfield	6
York	Street	Highfield	Park	5

MEMORANDUM

To: Jason MacDonald
From: Ben Pitman, P.Eng., Town Engineer
Date: November 1, 2019
Subject: West Pleasant Underpass Asphalt Repair

Jason

You asked me to provide an estimate for the cost to repair the asphalt under the CNR underpass, including a metal grate to collect water on either side of CNR underpass.

The two grates will be installed on West Pleasant on either side of the CNR mainline to catch storm water flowing on the street surface towards low point under the CNR underpass. Water from the grate will be directed into existing storm sewer. This will reduce water flowing in to the sanitary sewer main.

The asphalt will be planed to a depth of 50mm and reinstalled.

The cost of this project will be approximately \$ 40,000 and should be included in the asphalt paving program to achieve the best price.

Ben Pitman, Town Engineer



REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogan and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: Willow Street Trail East to Abbey

ORIGIN: Active Transportation Plan

LEGISLATIVE AUTHORITY: MGA Section 65 – Council may expend money required by the municipality for: Sewer Work; Procurement Policy

RECOMMENDATION: That \$50,000 be allocated in the General Capital Budget to allow public works to purchase material to extend the sanitary sewer main along Dickey Brook from Willow Street to Abbey Road, and to further that \$50,000 be allocated to build a trail on top of the sanitary sewer main to connect the Abbey Road area and Willow Street for a total project cost of \$100,000.

BACKGROUND: The Municipal Planning Strategy contains policy aimed at establishing a trail along Dickey Brook in the proposed location. During the subdivision process for the adjacent residential development land along the brook was acquired for this purpose.

A number of years ago a sewer main was extended along the brook from Willow Street to service a building located at the bottom of Boylston. At that time the trail system was constructed on top of the sanitary sewer main however has since grown in as there was no public connection at the other end. This sanitary sewer main will be extended another 400 meters to the east to allow for the development of more lands to the east of Fleming Street. The trail will be extended as well and will connect to Abbey Road.

DISCUSSION: Work for this trail will be provided by the Public Works Department. The budget amount for this project is materials only for the extension of the 300 mm sanitary sewer main, manholes and the creation of a trail constructed on the top of the trench for the sanitary sewer main. The new sewer main will allow for the future development of the vacant lands to the north and south of the brook.

FINANCIAL IMPLICATIONS: \$ 100,000 to be included in the general capital budget. This project will be financed by gas tax.

COMMUNITY ENGAGEMENT: Prior to procurement a public notification program would be undertaken.



ENVIRONMENTAL IMPLICATIONS: As Public Works crews will be working within 10 meters of the brook special precautions will need to in place to reduce the environmental impact of the work.

SOCIAL JUSTICE IMPLICAITONS: The new trail will result in improved access to schools and services for residents of this area. Opening new land for development can lead to improved housing options for all residents.

ALTERNATIVES: This sanitary sewer route will allow for new land development and the sanitary sewer to flow by gravity. Other routes are possible but would require pumping of the sanitary sewage through lift stations which are expensive to maintain and operate.

ATTACHMENTS: None

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

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

SIDEWALKS			
Street	From	To	2019 Rating
Academy	Spring	Queen	1
Academy	Spring	Queen	1
Beacon	Stanley	Croft	1
Beacon	Croft	Church	1
Donald	5 Donald	Dickey	1
Hickman	Mission	West Pleasant	1
Palmer	Laplanche	End	1
Park	Patterson	End	1
Prince Arthur	Church	Maple	1
Academy	Dickey	Senior	2
Academy	42 Academy	Senior	2
Beacon	Chignecto	Stanley	2
Beacon	East Pleasant	Chignecto	2
Charles	Rogers	Dickey	2
Church	258 Church	East Pleasant	2
Church	121 Church	Spring	2
Church	101 Church	Spring	2
Church	Clifford	Spring	2
Church	Belmont	Spring	2
Church	Beacon	Queen	2
Church	Queen	Spring	2
Clifton	Havelock	End	2
Cornwall	Hickman	Cordova	2
Cornwall	Cordova	Anson	2
Cornwall	Kent	Anson	2
Croft	49 Croft	East Pleasant	2
Dickey	Charles	Rupert	2
Dickey	Rupert	Donald	2
Dickey	15 Dickey	Donald	2
Dickey	Church	Academy	2
Dickey	Academy	Charles	2
Dickey	15 Dickey	Rupert	2
Donald	Townshend	Walter Purdy	2
East Victoria	South Adelaide	Rupert	2
East Victoria	Herbert	North Adelaide	2
East Victoria	Acadia	South Adelaide	2
Havelock	Prince Arthur	Robie	2
Havelock	Clifford	Spring	2
Havelock	Belmont	Clifford	2
Havelock	Agnew	Robie	2
Hickman	Mission	Park	2
Laplanche	Dale	Palmer	2
Lawrence	End	Lawrence	2
Lawrence	End	East Victoria	2
Lawrence	2 Lawrence	East Victoria	2

SIDEWALKS			
Street	From	To	2019 Rating
Lusby	West Victoria	End	2
Mission	Hickman	Park	2
North Adelaide	East Victoria	Harding	2
Park	Patterson	Patterson	2
Prince Arthur	Acadia	Havelock	2
Prince Arthur	Havelock	Church	2
Queen	Croft	Albion	2
Queen	Church	Croft	2
Rupert	East Victoria	Prince Arthur	2
Rupert	Prince Arthur	Agnew	2
Rupert	Rogers	Rogers	2
Rupert	Dickey	Rhodes	2
Rupert	76 Rupert	Dickey	2
Rupert	Spring	Dunlap	2
Russell	Meadow	West Victoria	2
Russell	West Victoria	End	2
South Albion	Admore	Edgewood	2
South Albion	Poplar	East Pleasant	2
South Albion	103 South Albion	Industrial Park	2
South Albion	Chamberlain	Clinton	2
Spring	Albion	Croft	2
Spring	Croft	Albion	2
Spring	Church	Croft	2
Spring	Croft	Church	2
Spring	Willow	Davison	2
Spring	Davison	Academy	2
Wellington	Croft	Church	2
West Pleasant	Mill	CNR	2
West Victoria	Terrace	End	2
West Victoria	Gerard	CNR	2
West Victoria	Lusby	Gerard	2
West Victoria	Mill	Lusby	2
West Victoria	Hickman	Mill	2
Willow	Pathway	Spring	2
Willow	Oceanview	East Pleasant	2
Academy	Spring	Queen	3
Acadia	Parking Lot	Ratchford	3
Acadia	Ratchford	Prince Arthur	3
Acadia	East Victoria	Prince Arthur	3
Agnew	Havelock	Acadia	3
Agnew	Acadia	Clarence	3
Agnew	Clarence	Rupert	3
Agnew	Rupert	Regent	3
Albion	Pleasant	Queen	3
Albion	Queen	Spring	3

SIDEWALKS			
Street	From	To	2019 Rating
Albion	Spring	Croft	3
Albion	Croft	Church	3
Albion	5 Albion	Fullerton	3
Albion	Crescent	Church	3
Albion	1 Albion	Crescent	3
Albion	Station	Queen Ext	3
Anson	Parkwood	Cornwall	3
Anson	Parkwood	Woodlawn	3
Chamberlain	Newton	Albion	3
Charles	East Pleasant	Townshend	3
Charles	Townshend	Rogers	3
Charles	Dickey	Dunlap	3
Charles	Spring	Dunlap	3
Church	East Victoria	King	3
Church	King	Princess	3
Church	East Victoria	Prince Arthur	3
Church	Townshend	East Pleasant	3
Church	Townshend	Senator	3
Church	Senator	Wellington	3
Church	Wellington	Dickey	3
Church	Spring	Belmont	3
Church	Prince Arthur	Robie	3
Church	Crescent	Prince Arthur	3
Church	Crescent	Prince Arthur	3
Church	Crescent	Prince Arthur	3
Church	258 Church	Robert Angus	3
Church	85 Church	Albion	3
Church	121 Church	Queen	3
Church	Queen	Beacon	3
Clarence	Clifford	Belmont	3
Clarence	Clifford	Spring	3
Copp	West Victoria	Copp	3
Copp	Copp	Redland	3
Copp	Redland	Foundry	3
Cornwall	Cornwall	End	3
Crescent	Church	Maple	3
Crescent	Station	Maple	3
Croft	Spring	Albion	3
Croft	49 Croft	Beacon	3
Dale	Laplanche	Eddy	3
Dickey	Charles	Rupert	3
Donald	Spring	Dickey	3
Donald	Walter Purdy	Dickey	3
East Pleasant	Willow	Charles	3
East Pleasant	Charles	Academy	3

SIDEWALKS			
Street	From	To	2019 Rating
East Pleasant	Academy	Church	3
East Pleasant	Stanley	Croft	3
East Pleasant	Chignecto	Stanley	3
East Pleasant	Beacon	Chignecto	3
East Pleasant	Central	Church	3
East Victoria	Marshview	End	3
East Victoria	Abbey	Marshview	3
East Victoria	Willow	Abbey	3
East Victoria	Willow	Lamy	3
East Victoria	Regent	Willow	3
East Victoria	Lamy	North Adelaide	3
East Victoria	Rupert	Regent	3
East Victoria	Herbert	Eddy	3
East Victoria	Eddy	Laplanche	3
East Victoria	Laplanche	Lawrence	3
East Victoria	Church	Havelock	3
East Victoria	Havelock	Acadia	3
East Victoria	Church	Maple	3
East Victoria	Maple	Station	3
East Victoria	Train Tracks	Lawrence	3
Eddy	Dale	East Victoria	3
Eddy	Brownell	Palmer	3
Eddy	Palmer	Dale	3
Electric	Church	Parking Lot	3
Electric	Maple	Parking Lot	3
Electric	Maple	Parking Lot	3
Electric	Parking Lot	Parking Lot	3
Electric	Parking Lot	Parking Lot	3
Electric	14 Electric	Parking Lot	3
Electric	Parking Lot	Church	3
Havelock	East Victoria	Ratchford	3
Havelock	Ratchford	Prince Arthur	3
Havelock	King	East Victoria	3
Havelock	Princess	King	3
Havelock	Prince Arthur	Princess	3
Havelock	Robie	Belmont	3
Herbert	East Victoria	End	3
Hickman	West Victoria	Anson	3
Hickman	Mill	West Pleasant	3
Hickman	Dundonald	Anson	3
Hickman	Minto	Dundonald	3
Hickman	Mission	Minto	3
Hickman	Cornwall	Mission	3
Hickman	Park	Mission	3
Industrial Park	Pinehurst	South Albion	3

SIDEWALKS			
Street	From	To	2019 Rating
King	Havelock	Church	3
King	Havelock	Church	3
Laplanche	East Victoria	Dale	3
Laplanche	Palmer	End	3
Laplanche	Lawrence	East Victoria	3
Maltby	Park	End	3
Maple	East Victoria	Electric	3
Mill	West Victoria	Mill	3
Mill	Mill	West Pleasant	3
North Adelaide	Dale	Civic #20	3
North Adelaide	Civic #10	Dale	3
Park	Pleasant	Patterson	3
Park	Hickman	Maltby	3
Poplar	South Albion	Belliveau	3
Poplar	Belliveau	Fairview	3
Poplar	Fairview	Central	3
Prince Arthur	Rupert	South Adelaide	3
Prince Arthur	Church	Havelock	3
Prince Arthur	South Adelaide	Acadia	3
Prince Arthur	Church	Maple	3
Prince Arthur	Station	Maple	3
Princess	Havelock	Church	3
Queen	Davison	Church	3
Queen	Academy	Davison	3
Ratchford	Acadia	Havelock	3
Ratchford	Acadia	Havelock	3
Regent	Agnew	Elmwood	3
Robert Angus	158 Robert Angus	South Albion	3
Robert Angus	158 Robert Angus	Church	3
Robert Angus	Church	Civic #182	3
Robie	Church	Havelock	3
Rupert	Agnew	Robie	3
Rupert	Robie	Clifford	3
Rupert	Clifford	Spring	3
Rupert	Rhodes	Rogers	3
South Albion	Robert Angus	Costin	3
South Albion	Costin	Winston	3
South Albion	Winston	Edgewood	3
South Albion	Admore	Ottawa	3
South Albion	Ottawa	Poplar	3
South Albion	103 South Albion	Clinton	3
Spring	Charles	Rupert	3
Spring	Rupert	Donald	3
Spring	Donald	Willow	3
Spring	Willow	Boylston	3

SIDEWALKS			
Street	From	To	2019 Rating
Spring	Boylston	Franklyn	3
Spring	Franklyn	Coates	3
Spring	Coates	Fletcher	3
Spring	Fletcher	Abbey	3
Spring	Academy	Charles	3
Townshend	Townsvew	Centennial	3
Townshend	Centennial	Willow	3
Townshend	Charles	Townsvew	3
Wellington	Church	Academy	3
West Pleasant	Mill	Hickman	3
West Pleasant	West Pleasant	End	3
West Victoria	CNR	Copp	3
West Victoria	Copp	Arlington	3
West Victoria	Arlington	Russell	3
West Victoria	Russell	Smith	3
West Victoria	Smith	Haliburton	3
West Victoria	Haliburton	Terrace	3
Willow	Milford	Spring	3
Willow	Elmwood	Milford	3
Willow	Agnew	Elmwood	3
Willow	Willow Court	Agnew	3
Willow	Willow Court	East Victoria	3
Willow	Spring	Webster	3
Willow	140 Willow	Webster	3
Willow	140 Willow	Oceanview	3

SIDEWALKS			
Street	From	To	2019 Rating
Academy	Spring	Queen	1
Academy	Dickey	Senior	2
Academy	42 Academy	Senior	2
Academy	Spring	Queen	3
Academy	Spring	Queen	1
Acadia	Parking Lot	Ratchford	3
Acadia	Ratchford	Prince Arthur	3
Acadia	East Victoria	Prince Arthur	3
Agnew	Havelock	Acadia	3
Agnew	Acadia	Clarence	3
Agnew	Clarence	Rupert	3
Agnew	Rupert	Regent	3
Albion	Pleasant	Queen	3
Albion	Queen	Spring	3
Albion	Spring	Croft	3
Albion	Croft	Church	3
Albion	5 Albion	Fullerton	3
Albion	Crescent	Church	3
Albion	1 Albion	Crescent	3
Albion	Station	Queen Ext	3
Anson	Parkwood	Cornwall	3
Anson	Parkwood	Woodlawn	3
Beacon	Stanley	Croft	1
Beacon	Chignecto	Stanley	2
Beacon	East Pleasant	Chignecto	2
Beacon	Croft	Church	1
Chamberlain	Newton	Albion	3
Charles	East Pleasant	Townshend	3
Charles	Townshend	Rogers	3
Charles	Rogers	Dickey	2
Charles	Dickey	Dunlap	3
Charles	Spring	Dunlap	3
Church	East Victoria	King	3
Church	King	Princess	3
Church	East Victoria	Prince Arthur	3
Church	Townshend	East Pleasant	3
Church	Townshend	Senator	3
Church	Senator	Wellington	3
Church	258 Church	East Pleasant	2
Church	121 Church	Spring	2
Church	101 Church	Spring	2
Church	Clifford	Spring	2
Church	Belmont	Spring	2
Church	Beacon	Queen	2
Church	Queen	Spring	2

SIDEWALKS			
Street	From	To	2019 Rating
Church	Wellington	Dickey	3
Church	Spring	Belmont	3
Church	Prince Arthur	Robie	3
Church	Crescent	Prince Arthur	3
Church	Crescent	Prince Arthur	3
Church	Crescent	Prince Arthur	3
Church	258 Church	Robert Angus	3
Church	85 Church	Albion	3
Church	121 Church	Queen	3
Church	Queen	Beacon	3
Clarence	Clifford	Belmont	3
Clarence	Clifford	Spring	3
Clifton	Havelock	End	2
Copp	West Victoria	Copp	3
Copp	Copp	Redland	3
Copp	Redland	Foundry	3
Cornwall	Hickman	Cordova	2
Cornwall	Cordova	Anson	2
Cornwall	Kent	Anson	2
Cornwall	Cornwall	End	3
Crescent	Church	Maple	3
Crescent	Station	Maple	3
Croft	49 Croft	East Pleasant	2
Croft	Spring	Albion	3
Croft	49 Croft	Beacon	3
Dale	Laplanche	Eddy	3
Dickey	Charles	Rupert	2
Dickey	Rupert	Donald	2
Dickey	15 Dickey	Donald	2
Dickey	Charles	Rupert	3
Dickey	Church	Academy	2
Dickey	Academy	Charles	2
Dickey	15 Dickey	Rupert	2
Donald	5 Donald	Dickey	1
Donald	Spring	Dickey	3
Donald	Walter Purdy	Dickey	3
Donald	Townshend	Walter Purdy	2
East Pleasant	Willow	Charles	3
East Pleasant	Charles	Academy	3
East Pleasant	Academy	Church	3
East Pleasant	Stanley	Croft	3
East Pleasant	Chignecto	Stanley	3
East Pleasant	Beacon	Chignecto	3
East Pleasant	Central	Church	3
East Victoria	Marshview	End	3

SIDEWALKS			
Street	From	To	2019 Rating
East Victoria	Abbey	Marshview	3
East Victoria	Willow	Abbey	3
East Victoria	Willow	Lamy	3
East Victoria	Regent	Willow	3
East Victoria	Lamy	North Adelaide	3
East Victoria	Rupert	Regent	3
East Victoria	South Adelaide	Rupert	2
East Victoria	Herbert	North Adelaide	2
East Victoria	Acadia	South Adelaide	2
East Victoria	Herbert	Eddy	3
East Victoria	Eddy	Laplanche	3
East Victoria	Laplanche	Lawrence	3
East Victoria	Church	Havelock	3
East Victoria	Havelock	Acadia	3
East Victoria	Church	Maple	3
East Victoria	Maple	Station	3
East Victoria	Train Tracks	Lawrence	3
Eddy	Dale	East Victoria	3
Eddy	Brownell	Palmer	3
Eddy	Palmer	Dale	3
Electric	Church	Parking Lot	3
Electric	Maple	Parking Lot	3
Electric	Maple	Parking Lot	3
Electric	Parking Lot	Parking Lot	3
Electric	Parking Lot	Parking Lot	3
Electric	14 Electric	Parking Lot	3
Electric	Parking Lot	Church	3
Havelock	East Victoria	Ratchford	3
Havelock	Ratchford	Prince Arthur	3
Havelock	King	East Victoria	3
Havelock	Princess	King	3
Havelock	Prince Arthur	Princess	3
Havelock	Prince Arthur	Robie	2
Havelock	Clifford	Spring	2
Havelock	Belmont	Clifford	2
Havelock	Robie	Belmont	3
Havelock	Agnew	Robie	2
Herbert	East Victoria	End	3
Hickman	West Victoria	Anson	3
Hickman	Mill	West Pleasant	3
Hickman	Mission	West Pleasant	1
Hickman	Mission	Park	2
Hickman	Dundonald	Anson	3
Hickman	Minto	Dundonald	3
Hickman	Mission	Minto	3

SIDEWALKS			
Street	From	To	2019 Rating
Hickman	Cornwall	Mission	3
Hickman	Park	Mission	3
Industrial Park	Pinehurst	South Albion	3
King	Havelock	Church	3
King	Havelock	Church	3
Laplanche	East Victoria	Dale	3
Laplanche	Dale	Palmer	2
Laplanche	Palmer	End	3
Laplanche	Lawrence	East Victoria	3
Lawrence	End	Lawrence	2
Lawrence	End	East Victoria	2
Lawrence	2 Lawrence	East Victoria	2
Lusby	West Victoria	End	2
Maltby	Park	End	3
Maple	East Victoria	Electric	3
Mill	West Victoria	Mill	3
Mill	Mill	West Pleasant	3
Mission	Hickman	Park	2
North Adelaide	East Victoria	Harding	2
North Adelaide	Dale	Civic #20	3
North Adelaide	Civic #10	Dale	3
Palmer	Laplanche	End	1
Park	Pleasant	Patterson	3
Park	Patterson	Patterson	2
Park	Patterson	End	1
Park	Hickman	Maltby	3
Poplar	South Albion	Belliveau	3
Poplar	Belliveau	Fairview	3
Poplar	Fairview	Central	3
Prince Arthur	Rupert	South Adelaide	3
Prince Arthur	Acadia	Havelock	2
Prince Arthur	Havelock	Church	2
Prince Arthur	Church	Havelock	3
Prince Arthur	South Adelaide	Acadia	3
Prince Arthur	Church	Maple	1
Prince Arthur	Church	Maple	3
Prince Arthur	Station	Maple	3
Princess	Havelock	Church	3
Queen	Croft	Albion	2
Queen	Church	Croft	2
Queen	Davison	Church	3
Queen	Academy	Davison	3
Ratchford	Acadia	Havelock	3
Ratchford	Acadia	Havelock	3
Regent	Agnew	Elmwood	3

SIDEWALKS			
Street	From	To	2019 Rating
Robert Angus	158 Robert Angus	South Albion	3
Robert Angus	158 Robert Angus	Church	3
Robert Angus	Church	Civic #182	3
Robie	Church	Havelock	3
Rupert	East Victoria	Prince Arthur	2
Rupert	Prince Arthur	Agnew	2
Rupert	Agnew	Robie	3
Rupert	Robie	Clifford	3
Rupert	Clifford	Spring	3
Rupert	Rogers	Rogers	2
Rupert	Rhodes	Rogers	3
Rupert	Dickey	Rhodes	2
Rupert	76 Rupert	Dickey	2
Rupert	Spring	Dunlap	2
Russell	Meadow	West Victoria	2
Russell	West Victoria	End	2
South Albion	Robert Angus	Costin	3
South Albion	Costin	Winston	3
South Albion	Winston	Edgewood	3
South Albion	Admore	Edgewood	2
South Albion	Admore	Ottawa	3
South Albion	Ottawa	Poplar	3
South Albion	Poplar	East Pleasant	2
South Albion	103 South Albion	Industrial Park	2
South Albion	103 South Albion	Clinton	3
South Albion	Chamberlain	Clinton	2
Spring	Charles	Rupert	3
Spring	Rupert	Donald	3
Spring	Donald	Willow	3
Spring	Willow	Boylston	3
Spring	Boylston	Franklyn	3
Spring	Franklyn	Coates	3
Spring	Coates	Fletcher	3
Spring	Fletcher	Abbey	3
Spring	Albion	Croft	2
Spring	Croft	Albion	2
Spring	Church	Croft	2
Spring	Croft	Church	2
Spring	Willow	Davison	2
Spring	Davison	Academy	2
Spring	Academy	Charles	3
Townshend	Townsvie	Centennial	3
Townshend	Centennial	Willow	3
Townshend	Charles	Townsvie	3
Wellington	Croft	Church	2

SIDEWALKS			
Street	From	To	2019 Rating
Wellington	Church	Academy	3
West Pleasant	Mill	CNR	2
West Pleasant	Mill	Hickman	3
West Pleasant	West Pleasant	End	3
West Victoria	Terrace	End	2
West Victoria	CNR	Copp	3
West Victoria	Copp	Arlington	3
West Victoria	Arlington	Russell	3
West Victoria	Gerard	CNR	2
West Victoria	Lusby	Gerard	2
West Victoria	Mill	Lusby	2
West Victoria	Russell	Smith	3
West Victoria	Smith	Haliburton	3
West Victoria	Haliburton	Terrace	3
West Victoria	Hickman	Mill	2
Willow	Pathway	Spring	2
Willow	Milford	Spring	3
Willow	Elmwood	Milford	3
Willow	Agnew	Elmwood	3
Willow	Willow Court	Agnew	3
Willow	Willow Court	East Victoria	3
Willow	Spring	Webster	3
Willow	140 Willow	Webster	3
Willow	Oceanview	East Pleasant	2
Willow	140 Willow	Oceanview	3



REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Academy St – Queen to Spring: Storm Sewer, Sidewalk, Resurfacing**

ORIGIN: Asset Management Plan (per GIS system)

LEGISLATIVE AUTHORITY: MGA Section 65 - Council may expend money required by the municipality for streets, Procurement Policy.

RECOMMENDATION: That \$80,000 be allocated in the 2020/21 general capital budget to carry out the following work on Academy Street between Spring and Queen:

Item	Price	Note
Pulverize and pave	\$60,000	If approved, the resurfacing will be included in the capital paving contract.
Replace corrugated storm sewer	\$10,000	If approved, work to be completed by Town crews.
Replace sidewalk	\$10,000	If approved, work to be completed by Town crews.

BACKGROUND: The corrugated storm sewer has deteriorated and has caused the surrounding subgrade to begin to fail. The sidewalk and road surface in this area are in poor condition.

DISCUSSION: Due to the poor condition of the storm sewer in this area, it would not be economical to resurface the roadway without replacing the corrugated storm sewer. The sidewalk on the south side of the street is in poor condition, and given the high volume of pedestrian traffic to the elementary school, the replacement of the sidewalk has been identified as a high priority.

FINANCIAL IMPLICATIONS: \$80,000 to be included in the 2020/21 general capital budget. This project will be funded by gas tax.

COMMUNITY ENGAGEMENT: Notices would be issued to all residents/ businesses affected by this project.

ENVIRONMENTAL IMPLICATIONS: There are no expected environmental implications.



SOCIAL JUSTICE IMPLICAITONS: There are no social justice implications to this decision.

ALTERNATIVES:

1. Defer the project to year 2 of the capital budget.

ATTACHMENTS: None

Report prepared by: Andrew Bickle, Capital Asset Coordinator / Property Manager
Report and Financial approved by: Jason MacDonald, Deputy CAO - Operations



REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Dickey Brook Gravel Trail – Donald to Charles**

ORIGIN: Active Transportation Plan

LEGISLATIVE AUTHORITY: Municipal Government Act section 65 and the Town of Amherst Procurement Policy.

RECOMMENDATION: That \$10,000 be allocated in the 2020/21 general capital budget for the construction of a gravel trail along Dickey Brook from Donald Avenue to Charles Street.

BACKGROUND: The instillation of a gravel trail along Dickey Brook from Donald Ave to Charles St is included in the active transportation plan.

DISCUSSION: The construction of this trail would be completed by Town crews. The budget of \$10,000 represents the cost of materials required to complete this project. Completion of this project will further extend the Town of Amherst trail network.

FINANCIAL IMPLICATIONS: \$10,000 to be included in the 2020/21 general capital budget. This project will be funded by gas tax.

COMMUNITY ENGAGEMENT: Notices would be issued to all residents / businesses affected by this project.

ENVIRONMENTAL IMPLICATIONS: There are no expected environmental implications.

SOCIAL JUSTICE IMPLICAITONS: Improved active transportation and recreational opportunities for all Town residents.

ALTERNATIVES: Defer the project to year 2 of the capital budget.

ATTACHMENTS: None

Report prepared by: Andrew Bickle, Capital Asset Coordinator / Property Manager
Report and Financial approved by: Jason MacDonald, Deputy CAO - Operations





REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Church St Sidewalk – Robert Angus Drive to Town Boundary**

ORIGIN: 2019/20 Capital Budget Item

LEGISLATIVE AUTHORITY: The Municipal Government Act section 65 and the Town of Amherst Procurement Policy.

RECOMMENDATION: That \$50,000 be allocated in the 2020/21 general capital budget to facilitate the construction of a concrete sidewalk on Church Street from Robert Angus Drive to Brentwood Estates.

BACKGROUND: The instillation of a concrete sidewalk along Church St from Robert Angus Drive to the Town boundary is included in the Active Transportation Plan.

DISCUSSION: The construction of this sidewalk would be completed by Town crews. The budget of \$50,000 represents the cost of materials required to complete this project. Upon completion, this sidewalk would facilitate safer passage for pedestrians in the area.

FINANCIAL IMPLICATIONS: \$50,000 to be included in the 2020/21 general capital budget. This project will be financed by gas tax.

COMMUNITY ENGAGEMENT: Notices would be issued to all residents / businesses affected by this project.

ENVIRONMENTAL IMPLICATIONS: Storm sewer will be channelled to the adjacent ditch via sluice boxes.

SOCIAL JUSTICE IMPLICATIONS: The project will result in increase pedestrian safety in the area which will improve access to services for residents of Brentwood Estates.

ALTERNATIVES: Defer the project to year 2 of the capital budget.

ATTACHMENTS: None

Report prepared by: Andrew Bickle, Capital Asset Coordinator / Property Manager
Report and Financial approved by: Jason MacDonald, Deputy CAO - Operations





REQUEST FOR DECISION

RFD#

Date:

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: December 16, 2019

SUBJECT: **Hickman Street Sidewalk – West Pleasant to Park**

ORIGIN: 2019/20 Capital Budget Item

LEGISLATIVE AUTHORITY: The MGA – section 65 and the Town of Amherst Procurement Policy.

RECOMMENDATION: That \$50,000 be allocated in the 2020/21 general capital budget to facilitate the construction of a concrete sidewalk on Hickman Street from West Pleasant to Park.

BACKGROUND: The existing sidewalk on east side of Hickman St from West Pleasant to Park has deteriorated and requires replacement. This sidewalk is among the lowest rated sidewalks in our sidewalk inventory.

DISCUSSION: The replacement of this sidewalk would be completed by Town crews. The budget of \$50,000 represents the cost of materials required to complete this project. Upon completion, this sidewalk would facilitate safer passage for pedestrians in the area.

FINANCIAL IMPLICATIONS: \$50,000 to be included in the 2020/21 general capital budget. This project will be financed by gas tax.

COMMUNITY ENGAGEMENT: Notices would be issued to all residents / businesses affected by this project.

ENVIRONMENTAL IMPLICATIONS: There are no expected environmental implications.

SOCIAL JUSTICE IMPLICAITONS: There are no social justice implications to this decision.

ALTERNATIVES: Defer the project to year 2 of the capital budget.

ATTACHMENTS: None

Report prepared by: Andrew Bickle, Capital Asset Coordinator / Property Manager
Report and Financial approved by: Jason MacDonald, Deputy CAO - Operations



SYNOPSIS

Forestry Committee Appointments

The recent closure of Northern Pulp will have significant impacts on Cumberland County. A Committee has been formed to discuss strategies for the future of forestry in our communities.

MOTION:

That Council appoint Deputy Mayor Christie to the Future of Forestry Committee, and appoint Mayor Kogon as her alternate.



AMHERST TOWN COUNCIL

RFD# 20200008

Date: January 27, 2020

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: January 27, 2020

SUBJECT: **Forestry Committee Representative**

ORIGIN: Impact of the announced closure of Northern Pulp and the impact on Cumberland County

LEGISLATIVE AUTHORITY: Policy # 10350-28 Appointments of Members of Council to External Boards, Committees and Commissions

RECOMMENDATION: That Council appoint Deputy Mayor Christie to the Future of Forestry Committee, and appoint Mayor Kogon as her alternate.

BACKGROUND: With the closure of Northern Pulp, a Committee of Cumberland County representatives has been formed to discuss strategies for Cumberland County's forestry industry.

FINANCIAL IMPLICATIONS: These are volunteer appointments so they will have no financial implications.

SOCIAL JUSTICE IMPLICATIONS: The impact of Northern Pulp closure on the local forestry industry has the potential to create significant challenges for our regions municipalities and citizens.

COMMUNITY ENGAGEMENT: None anticipated at this time

ENVIRONMENTAL IMPLICATIONS: No impact

ALTERNATIVES: 1. Do not appoint members to this Committee; 2. Appoint other members.

ATTACHMENTS: n/a

Report prepared by Greg Herrett, CPA, CA, CAO
Report and Financial approved by:



SYNOPSIS

Community Support Grants Policy

At the December Council meeting Council approved a motion from Councillor Blanch requesting that staff amend the current Community Support Grant Policy to allow for more time for recipients of the “A” Fresh Start funding to have their events. Staff reviewed the options proposed by Councillor Blanch (change the timing of the event or allow 12 months after the funds are awarded for them to be spent). Staff indicated changing the timing may create confusion around grant applications, and recommended that the Policy be updated to allow 12 months from the date of the award for the funds to be spent.

1. Appendix A – “A” Fresh Start was adjusted to add, “(9) Those receiving grants will have 12-months after the approval date to plan and execute the event”.

The changes to the policy are meant to ensure that those receiving funding from “A” Fresh Start Grants have adequate time to deliver a creative, new or enhanced event that engages Amherst residents.

MOTION:

That Council approve the attached Community Support Grants Policy.



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector CPA, CMA – Chief Financial Officer

DATE: January 27, 2020

SUBJECT: Community Support Grants Policy

ORIGIN: Follow-up from a Motion moved by Councillor Blanch and approved by Council to amend the Community Support Grants Policy.

LEGISLATIVE AUTHORITY: MGA sections 47(1) states “The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law”.

RECOMMENDATION: That Council approve the attached Community Support Grants Policy.

BACKGROUND: Council approved to amend the Community Support Grants policy to allow for recipients of the “A” Fresh Grant adequate time to plan and execute their event after receiving notice of their successful application.

DISCUSSION: Council discussed either changing the timing to allow for twelve months after approval for people to complete their events or changing the “A” Fresh start to April. Staff are currently dealing with applications for the community support grants and are having some challenges determining which fund the applicants are applying for. Having “A” Fresh Start so close to the budget process would only increase this confusion and thus we are proposing the attached draft policy contains the following changes:

1. Appendix A – “A” Fresh Start was adjusted to add, “(9) Those receiving grants will have 12-months after the approval date to plan and execute the event”.

FINANCIAL IMPLICATIONS: The policy will not result in a change to the amount of budget.

COMMUNITY ENGAGEMENT: Social media will be used to communicate the changes to the policy. A copy of the new policy will be sent to those requesting a grant application for next year and those listed in section 7.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications anticipated at this time.



SOCIAL JUSTICE IMPLICATIONS: The changes to the policy are meant to ensure that funding from Community Support Grants have adequate time to deliver a creative, new or enhanced event that engages Amherst residents.

ALTERNATIVES:

1. Determine a different timeline for “A” Fresh Start.
2. Make recommendations on what to change in the policy and bring a revised version to Council.

ATTACHMENTS: Revised Policy

Report prepared by: Cheryl LaLiberte
Report and Financial approved by: Shelley Rector CPA, CMA - CFO

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives of residents. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.
2. This program does not govern the following, which are separately administered:
 - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
 - (2) Residential Property Tax Rebates (low-income homeowners).

POLICY OBJECTIVES

3. The objectives of this policy are:
 - (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
 - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
 - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

EXCLUSIONS

4. The following are exclusions from the grant program:
 - (1) It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services, housing).
 - (2) The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns.

- (3) Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization like
 - School Boards or quasi government organizations;
 - Non-profit organizations for the purpose of funding accumulated deficits;
 - Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - Organizations with political affiliations.
- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to fundraising campaigns of national charitable organizations.
- (6) Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

5. Council is not obligated to:
 - (1) Provide funding in the form of Community Support Grants;
 - (2) Spend all the funds allocated for grants in any given year;
 - (3) Award the full amount requested in an application; or
 - (4) Renew any grant.

SPECIAL CONSIDERATION

6. The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.
 - a) Amherst Food Assistance Network
 - b) Cumberland Early Intervention Program
 - c) Sexual Health Centre for Cumberland County
 - d) Cumberland County Transition House (Autumn House)
 - e) Senior's Safety Advisory Committee
 - f) Cumberland County Museum
 - g) Amherst Little League Baseball Association
 - h) Amherst Little League T-Ball Baseball
 - i) NSCC Grant last payment fiscal 2021/22
 - j) Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization

and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

LIMITATIONS

7. The following limitations apply to funding for the Programs listed below:
 - a) Funding shall be limited to no more than 40% of overall costs for an event or program.
 - b) Funding will be provided for a maximum of five consecutive years.
 - c) Funding cannot be used to purchase alcohol.
 - d) An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Festivals and Events Grant.
 - e) Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.

PROGRAMS

8. The following are a list of the grants available:
 - a) "A" Fresh Start

There are two annual intakes with a maximum annual allocation \$35,000. See Appendix A.

- b) Sport and Physical Activity Grants and Assistance

- i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.
 - ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
 - iii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
 - iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.

- c) Festivals and Events Grants

- i. Less than 1,000 people anticipated to participate:
 1. Maximum funding considered under this component will be \$1,000
 2. Must demonstrate broad community support; and
 3. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
 - ii. More than 1,000 people participating:

1. Maximum funding will be determined by Council but will not exceed \$5,000;
 2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- d) Organizational Equipment
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.
- e) Community Well-Being
Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.
- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

9. The following outlines the application process:
- a) Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.
 - b) Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.\
 - c) An applicant for amounts under \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - d) An applicant for amounts over \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - b. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
 - e) The Town of Amherst may request additional information.

APPROVAL PROCESS

10. The follow outlines the approval process for applications:

- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
- (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
- (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.

11. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.

12. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

13. The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

PAYMENT PROCESS

14. For amounts over \$1,000 payment will be made as follows:

- (1) 75% at the time of award
- (2) 25% at the time of receipt of the final report. Reports must be received by no later than March 31 in the year of award. Failure to submit final reports by March 31, will result in the final 25% not being awarded.

CONDITIONS

15. Grant recipients shall:

- (1) Make no misrepresentation on their application;
- (2) Use the grant as described in the application;
- (3) Provide a final report after the completion of the activity; and
- (4) Use the funds in the year granted.

-
16. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:
- (1) A copy of receipts for funding used; and
 - (2) An outline of the impact of the grant upon the organization and community.
17. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:
- (1) A copy of receipts for funding used;
 - (2) An outline of the impact of the grant upon the organization and community; and
 - (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.
18. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
19. Non-compliance in number 17 above, could result in no funding being awarded in the future year(s).
20. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted.
21. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

PUBLIC DISCLOSURE

22. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.
23. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*.

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This money would be granted in a program called “A” Fresh Start- Community Initiative. This program would be twice per year, with up to \$17,500 available each time. The process would be administered, and events convened, by the Amherst Recreation Department.

(1) Applications

- (a) Organizations may apply twice a year
- (b) Organizations may only be chosen once every two years
- (c) Application Deadlines
 - (i) April 1st for first public voting- in June
 - (ii) August 1st for second public voting- in October.

(2) Qualifying applications

- (a) In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.
- (b) Normal ongoing operations of an organization do not qualify.

(3) Selection Process

- (a) All qualifying applicants, are eligible to be one of 5 FINALISTS reviewed by a staff committee and approved by Council at both the May and the September council meetings.
- (b) The 5 selected are required to present at the public event in June and October.

(4) Presentations

- (a) The public meeting would be for 1 ½ hours from 7pm- 8:30 pm- June and October at the Community Credit Union Business Innovation Centre.
- (b) All presenters and public are welcomed to attend.
- (c) Those persons 16 years of age and over will be charged a \$2.00 fee at the door and will receive a ballot to vote.
- (d) The door proceeds will be donated to a local charity
- (e) Selected applicants are required to make presentations of 10 minutes each.

(5) Decision making

- (a) After all presentations are complete, members of the public who have paid for a ballot at the door will vote to rank the quality of the presentation.
- (b) Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the final 5.

- (c) Awards
 - (i) Up to \$17,500.00 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.
 - (ii) Public vote on top 5– council then votes on final ranking of all 5.
- (6) Other
 - (a) Where applicable While voting is going on- previous winner makes a presentation on how they spent the money for their cause.
- (7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.
- (8) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.
- (9) Those receiving grants will have 12-months after the approval date to plan and execute the event

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



**98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1
Phone: (902) 667-3352 Fax: (902) 667-5409**

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives of residents. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.
2. This program does not govern the following, which are separately administered:
 - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
 - (2) Residential Property Tax Rebates (low-income homeowners).

POLICY OBJECTIVES

3. The objectives of this policy are:
 - (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
 - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
 - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

EXCLUSIONS

4. The following are exclusions from the grant program:
 - (1) It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services, housing).
 - (2) The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns.

- (3) Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization like
 - School Boards or quasi government organizations;
 - Non-profit organizations for the purpose of funding accumulated deficits;
 - Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - Organizations with political affiliations.
- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to fundraising campaigns of national charitable organizations.
- (6) Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

5. Council is not obligated to:

- (1) Provide funding in the form of Community Support Grants;
- (2) Spend all the funds allocated for grants in any given year;
- (3) Award the full amount requested in an application; or
- (4) Renew any grant.

SPECIAL CONSIDERATION

6. The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.
 - a) Amherst Food Assistance Network
 - b) Cumberland Early Intervention Program
 - c) Sexual Health Centre for Cumberland County
 - d) Cumberland County Transition House (Autumn House)
 - e) Senior's Safety Advisory Committee
 - f) Cumberland County Museum
 - g) Amherst Little League Baseball Association
 - h) Amherst Little League T-Ball Baseball
 - i) NSCC Grant last payment fiscal 2021/22
 - j) Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization

and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

LIMITATIONS

7. The following limitations apply to funding for the Programs listed below:
 - a) Funding shall be limited to no more than 40% of overall costs for an event or program.
 - b) Funding will be provided for a maximum of five consecutive years.
 - c) Funding cannot be used to purchase alcohol.
 - d) An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Festivals and Events Grant.
 - e) Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.

PROGRAMS

8. The following are a list of the grants available:
 - a) "A" Fresh Start

There are two annual intakes with a maximum annual allocation \$35,000. See Appendix A.

- b) Sport and Physical Activity Grants and Assistance

- i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.
 - ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
 - iii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
 - iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.

- c) Festivals and Events Grants

- i. Less than 1,000 people anticipated to participate:
 1. Maximum funding considered under this component will be \$1,000
 2. Must demonstrate broad community support; and
 3. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
 - ii. More than 1,000 people participating:

1. Maximum funding will be determined by Council but will not exceed \$5,000;
 2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- d) Organizational Equipment
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.
- e) Community Well-Being
Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.
- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

9. The following outlines the application process:
- a) Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.
 - b) Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.\
 - c) An applicant for amounts under \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - d) An applicant for amounts over \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - b. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
 - e) The Town of Amherst may request additional information.

APPROVAL PROCESS

10. The follow outlines the approval process for applications:

- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
- (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
- (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.

11. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.

12. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

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13. The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

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CONDITIONS

15. Grant recipients shall:

- (1) Make no misrepresentation on their application;
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PUBLIC DISCLOSURE

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- (a) All qualifying applicants, are eligible to be one of 5 FINALISTS reviewed by a staff committee and approved by Council at both the May and the September council meetings.
- (b) The 5 selected are required to present at the public event in June and October.

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- (7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.
- ~~(8)~~ (9) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.
- ~~(8)~~ (9) Those receiving grants will have 12-months after the approval date to plan and execute the event

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



**98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1
Phone: (902) 667-3352 Fax: (902) 667-5409**

SYNOPSIS

Recognition of Athletic Achievers Policy

The Recognition of Athletic Achievers Policy, 72000-01, is used to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / games. Currently the policy allows for recognition for gold medals only. In many sporting events, a provincial gold would be obtained before competing in a national competition.

Staff are recommending that Council change the policy to allow for recognition of medals including bronze, silver and gold for national and international competitions. This would allow those winning medals below the gold level at a national level that do not require winning a gold provincial medal to be recognized.

MOTION:

That Council approve the attached Recognition of Athletic Achievers Policy.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector CPA, CMA – Chief Financial Officer

DATE: January 27, 2020

SUBJECT: Recognition of Athletic Achievers Policy Number 72000-01

ORIGIN: We received a request from the public to consider changing our policy as she has a son who received a silver medal for his performance at a national karate competition, but our policy excludes him from recognition as he was not required to compete at the provincial level prior to attending nationals. She feels his achievement is significant and warrants recognition.

LEGISLATIVE AUTHORITY: The Recognition of Athletic Achievers Policy, 72000-01 and the MGA sections 47(1) which states “The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law”.

RECOMMENDATION: That Council approve the attached Recognition of Athletic Achievers Policy.

BACKGROUND: The Recognition of Athletic Achievers Policy, 72000-01, is used to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / games. Currently the policy allows for recognition for gold medals only. In many sporting events, a provincial gold would be obtained before competing in a national competition. However, karate does not follow this process.

DISCUSSION: Staff are recommending that Council change the policy to allow for recognition of medals including bronze, silver and gold for national and international competitions. This would allow those winning medals below the gold level at a national level that do not require winning a gold provincial medal to be recognized.

Staff are recommending the Recognition of Athletic Achievers Policy be revised to state that Amherst Town Council will recognize athletes “who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games.”

The attached proposed draft policy contains the following change:



1. Previously Read: who have achieved a first place gold medal performance, as an amateur, in sanctioned Provincial, Maritime, Atlantic, Eastern Canadian, National or International Athletic Championships/Games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.
2. Revised: who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.

FINANCIAL IMPLICATIONS: It is not anticipated that the budget requirement will increase as there currently is budget for the recognition event.

COMMUNITY ENGAGEMENT: Social media will be used to communicate the changes to the policy.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications anticipated at this time.

SOCIAL JUSTICE IMPLICATIONS: The change to the policy is meant to ensure that community residents who have placed bronze, silver or gold feel recognized for their dedication and hard work, and that Council supports recognizing athletic achievements of all three levels.

ALTERNATIVES:

1. Make recommendations on what to change in the policy and bring a revised version to Council.
2. Leave the current policy in place.

ATTACHMENTS: Revised Policy

Report prepared by: Shelley Rector, CPA, CMA - CFO
Report and Financial approved by:

DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT

TITLE: **RECOGNITION OF ATHLETIC ACHIEVERS**

Minutes reference date: 16 February 2004

Page: 864

PURPOSE:

To set out the Policy of the Town to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / Games.

POLICY STATEMENT:

Amherst Town Council will recognize annually:

1. Amherst residents participating in individual or team sporting events,
2. Athletic Teams based in Amherst,
3. Amherst Residents who are members of Athletic Teams in other municipalities,
4. Non residents who are members of Amherst Athletic Teams,

who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.

The Mayor and Council will host an Awards Ceremony annually to honor these Athletes and Teams.

A Town certificate will be presented to each Athlete, Team Member and/or Team in recognition of their achievements.

The following should receive personal invitations to the Ceremony from the Mayor:

- (a) The Award Recipients
- (b) Mayor and members of Council
- (c) Department Heads
- (e) The Local Media
- (f) Any special Guests or Dignitary as dictated by council

Members of the general public will be encouraged to attend and congratulate those being recognized.

The awards ceremony will be held by no later than March 15th annually.

DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT

TITLE: **RECOGNITION OF ATHLETIC ACHIEVERS**

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SYNOPSIS

Multi-Purpose Centre

For some time, staff have been discussing the potential of establishing a multi purpose community centre to replace a number of aging facilities and to provide additional capacity to host events in Amherst to take advantage of our central location in Atlantic Canada. A potential project of this nature has also been discussed during a number of Council strategy sessions. At last Monday's in-camera committee of the whole staff brought a proposal forward to take the discussion to the next level.

Attracting people to Amherst to live, work and play has become the number one economic development goal; we see the need for it in our conversations with business and industry as they struggle to find workers and we see it in the successes that other areas have had in doing so. Attracting people is key to economic and community sustainability. Population stability and growth is critical to financial sustainability.

We often compare ourselves to similar sized communities in the province and those that provide similar services at similar service levels. While these communities form part of our peer group and we cooperate with them all in a number of ways, they are also our competitors in terms of attracting people. When folks think about relocating to an area of Nova Scotia, outside of Halifax, it is often to either Amherst, Truro, New Glasgow, Bridgewater, Yarmouth, Antigonish or the areas immediately surrounding them.

Key to attracting people to a community is that person's perception of the quality of life in that community. Amherst can say that it is very competitive in many respects - modern hospitals and schools, a great sense of community(#seewhyweloveit), close to the ocean, near major transportation routes, good municipal infrastructure and services and, contrary to popular opinion, a favourable tax burden. However, we are not on a par with them in terms of some other key community amenities.

The Amherst Stadium was built in 1959 and although significant upgrades have been performed and it is well maintained, it is still a 60 year facility that does not meet the standard attained in communities such as New Glasgow, Truro, Bridgewater or even Liverpool by the establishment of large multi purpose community centres capable of hosting regional or national class events. The Four Fathers Memorial Library building predates the Amherst Stadium. It is in need of significant upgrades. These facilities will need to be replaced sooner rather than later. These are just two examples.

Amherst is well positioned geographically to host major cultural and sporting events but lacks the facilities to do so. Community investment in a large multipurpose centre with amenities that meets modern standards would also very likely promote private investment in more accommodations and the related hospitality industry.

A potential investment of this magnitude is often met with skepticism related to affordability. However, without a definition of the project, its estimated cost and the potential benefits to the community, a final decision based on evidence cannot be made.

One of Council's priorities is environmental stewardship. The construction of such facility can be an opportunity for Amherst to demonstrate its leadership in this area and ensure that it is the most environmentally friendly facility of its kind in Nova Scotia.

Finally, it must be noted that there are many potential stakeholders, partners and funders for a project of this size. A significant consultation would be required before proceeding to any decisions.

At this stage staff are just being asked to develop a terms of reference. Once the terms of reference have been approved by Council they would be issued in a request for proposals. The estimated cost of such an assignment would be determined when the terms of reference are complete.

MOTION:

That Council direct staff to draft the terms of reference for a consultant assignment to consult stakeholders, potential partners and funders and prepare a preliminary project scope, initial cost estimate and preliminary business case for a multi-purpose community sport/cultural centre in Amherst. Once the terms of reference have been approved by Council they would be issued in a request for proposals. The estimated cost of such an assignment would be determined when the terms of reference are complete.



AMHERST TOWN COUNCIL

RFD# 20200009

Date: January 27, 2020

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: January 27, 2020

SUBJECT: **Multi-Purpose Center**

ORIGIN: Staff report following review of Council Strategic Priorities and review of existing facilities

LEGISLATIVE AUTHORITY: 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;

RECOMMENDATION: That Council direct staff to draft the terms of reference for a consultant assignment to consult stakeholders, potential partners and funders and prepare a preliminary project scope, initial cost estimate and preliminary business case for a multi-purpose community sport/cultural centre in Amherst. **Once the terms of reference have been approved by Council they would be issued in a request for proposals. The estimated cost of such an assignment would be determined when the terms of reference are complete.**

BACKGROUND: Attracting people to Amherst to live, work and play has become the number one economic development goal; we see the need for it in our conversations with business and industry as they struggle to find workers and we see it in the successes that other areas have had in doing so. Attracting people is key to economic and community sustainability. Population stability and growth is critical to financial sustainability.

We often compare ourselves to similar sized communities in the province and those that provide similar services at similar service levels. While these communities form part of our peer group and we cooperate with them all in a number of ways, they are also our competitors in terms of attracting people. When folks think about relocating to an area of Nova Scotia, outside of Halifax, it is often to either Amherst, Truro, New Glasgow, Bridgewater, Yarmouth, Antigonish or the areas immediately surrounding them.

Key to attracting people to a community is that person's perception of the quality of life in that community. Amherst can say that it is very competitive in many respects - modern hospitals and schools, a great sense of community(#seewhyweloveit), close to the ocean, near major transportation routes, good municipal infrastructure and services and, contrary to popular opinion, a favourable tax burden. However, we are not on a par with them in terms of some other key community amenities.



The Amherst Stadium was built in 1959 and although significant upgrades have been performed and it is well maintained, it is still a 60 year facility that does not meet the standard attained in communities such as New Glasgow, Truro, Bridgewater or even Liverpool by the establishment of large multi purpose community centres capable of hosting regional or national class events. The Four Fathers Memorial Library building predates the Amherst Stadium. It is in need of significant upgrades. These facilities will need to be replaced sooner rather than later. These are just two examples.

Amherst is well positioned geographically to host major cultural and sporting events but lacks the facilities to do so. Community investment in a large multipurpose centre with amenities that meets modern standards would also very likely promote private investment in more accommodations and the related hospitality industry.

A potential investment of this magnitude is often met with skepticism related to affordability. However, without a definition of the project, its estimated cost and the potential benefits to the community, a final decision based on evidence cannot be made.

One of Council's priorities is environmental stewardship. The construction of such facility can be an opportunity for Amherst to demonstrate its leadership in this area and ensure that it is the most environmentally friendly facility of its kind in Nova Scotia.

Finally, it must be noted that there are many potential stakeholders, partners and funders for a project of this size. A significant consultation would be required before proceeding to any decisions.

FINANCIAL IMPLICATIONS: At this stage staff are just developing a terms of reference for a consultant study. The cost of the consulting work will be estimated for budget purposes when the terms of reference come back to Council for approval. Obviously, should the project come to fruition its capital cost would be in the tens of millions of dollars

SOCIAL JUSTICE IMPLICATIONS: The social justice implications will be fully explored prior to proceeding with the project.

COMMUNITY ENGAGEMENT: It is anticipated that there will be significant community and stakeholder engagement as the project unfolds.

ENVIRONMENTAL IMPLICATIONS: One of Council's priorities is environmental stewardship. The construction of such facility can be an opportunity for Amherst to demonstrate its leadership in this area and ensure that it is the most environmentally friendly facility of its kind in Nova Scotia.

ALTERNATIVES: Do not approve.

ATTACHMENTS: n/a

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Manager of Planning & Strategic Initiatives
DATE: January 27, 2020
RE: **Covering Memo – Climate Change Emergency Response**

On the agenda tonight are a number of items that respond to the climate change emergency declared by Council on June 24, 2019. The declaration included direction for staff to develop a report that outlined the following:

- **Steps the Town of Amherst could undertake to reduce its carbon footprint to meet the IPCC targets to keep warming below 1.5°C as expressed in the 2018 IPCC Report; and,**
- **Steps the Town of Amherst could undertake to support the businesses and residents of the Town of Amherst to further reduce or eliminate the communities carbon footprint; and,**
- **Related budgetary implications.**

The report initiated by Council is on page 53 of Council's agenda package. That report set out a number of steps taken up to the present time to increase energy efficiency and reduce the town's carbon footprint. Moving forward, Council is being asked to approve two more specific actions to address the climate change emergency. At page 55 Council is being asked to approve a resolution to join the Partners for Climate Protection program. At page 87 Council is being asked to approve an agreement with EfficiencyOne to provide an Onsite Energy Manager that will provide the technical expertise to reduce the Town's carbon footprint.

At next month's meeting, Council will be asked to consider the approval of a plan to undertake a community-wide energy strategy. The Town has applied to the provincial Low Carbon Communities Fund and we understand that an announcement will be made this month.

Report on Climate Change Emergency

To: Mayor David Kogon and members of Council
From: Andrew Fisher, Manager, Planning & Strategic Initiatives
Date: January 20, 2020
Subject: Climate Emergency Response – Report #3

Introduction and Background

This report is intended to provide outline further development of a response to the climate change emergency declared June 24, 2019, which directed staff to develop a report outlining:

- **Steps the Town of Amherst could undertake to reduce its carbon footprint to meet the IPCC targets to keep warming below 1.5°C as expressed in the 2018 IPCC Report; and,**
- **Steps the Town of Amherst could undertake to support the businesses and residents of the Town of Amherst to further reduce or eliminate the communities carbon footprint; and,**
- **Related budgetary implications.**

What Does the IPCC Target Mean?

According to the IPCC supplemental report for urban areas¹, at current warming rates (0.2°C/year) global warming will reach 1.5°C between 2030 and 2052. Surpassing the 1.5°C mark could lead to significant detrimental impacts on a local and global scale. In order to limit warming to 1.5°C the report notes the following must be achieved:

1. 80-90% reduction in global building emissions;
2. Approximate 30% reduction in energy use from transport; and,
3. 70-85% supply of energy from renewables.

Responding to the Climate Emergency

Through several past and present actions Amherst has taken steps to reduce energy use and adopt green energy, including but not limited to the following:

- The first community in Nova Scotia to switch to LED road lights.
- 2010 Municipal Energy Audit Report.
- Implementation of the Amherst Active Transportation Plan.
- Adoption of renewable energy sources such as the sewage treatment plant wind turbine, and future solar PV installations on the Stadium, Police Station, and Fire Hall.
- Partnering in the NSPI Smart Grid Energy Implementation Project.
- Implementation of the Property Assessed Clean Energy Bylaw.

While the Town has taken the initiative to reduce emissions where opportunity arises, meeting the IPCC target will require a more concerted effort. Through the October 21 and December 16

¹ IPCC, December 2018. Summary for Urban Policy Makers: What the IPCC Special Report on Global Warming of 1.5°C Means for Cities: <https://www.ipcc.ch/site/assets/uploads/sites/2/2018/12/SPM-for-cities.pdf>

COW discussions, Council have indicated an interest in responding to the climate emergency through the following interrelated initiatives:

1. Join the Partners for Climate Protection (PCP) Five Milestone Framework to formalize the town's commitment to GHG emission reduction and action on climate change.
2. Hire an Onsite Energy Manager to provide the technical expertise required to increase corporate energy efficiency.
3. Undertake a Community-wide Energy Strategy to develop ways to support local businesses and residents to reduce their energy costs and the overall community's carbon footprint.

Included in this agenda is a Council Decision Request to join the PCP Five Milestone Framework, as well as, a Decision Request to enter into an agreement with Efficiency One to hire an Onsite Energy Manager for a two-year term. With funding awarded from the Low Carbon Communities program, staff continue to develop a project plan for Council's future consideration.

SYNOPSIS

Partners for Climate Protection Program

The Partners for Climate Protection (PCP) program is a network of over 300 municipal governments that have committed to reducing green house gas emissions and acting on climate change. The program is administered by the Federation of Canadian Municipalities and ICLEI – Local Governments for Sustainability. The program provides a five-milestone framework for reducing GHG emissions in both the community and corporate operations supported by program tools, resources, and funding opportunities.

Joining the PCP program aligns with, and provides structure to, Council's response to its climate change emergency declaration. Hiring an Onsite Energy Manager and developing a Community Energy Strategy will directly support the PCP initiative.

MOTION:

That Council approve the attached resolution to join the Partners for Climate Protection Program.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: January 27, 2020

SUBJECT: Resolution to Join FCM-ICLEI Partners for Climate Protection Program

ORIGIN: At the October 21, 2019 and December 16, 2019 Committee of the While (COW) meetings, staff provided Council with options with which to respond to the climate emergency declared on June 24, 2019. At those meetings, Council expressed an interest in pursuing three interrelated initiatives:

1. Join the Partners for Climate Protection Five Milestone Framework to formalize the town's commitment to GHG emission reduction and action on climate change.
2. Hire an Onsite Energy Manager to provide the technical expertise required to increase corporate energy efficiency.
3. Undertake a Community-wide Energy Strategy to develop ways to support local businesses and residents to reduce their energy costs and the overall community's carbon footprint.

This Council Decision Request deals with the first initiative, to join the Partners for Climate Protection (PCP) program.

LEGISLATIVE AUTHORITY: MGA Section 47 (1) The Council shall make decisions in the exercise of its powers and duties by resolution, by policy, or by by-law.

RECOMMENDATION: That Council approve the resolution to join the Partners for Climate Protection Program.

BACKGROUND: The PCP framework offers an organized approach for municipalities to reduce emissions through the following five milestones:

- Milestone One: Create a greenhouse gas emissions inventory and forecast.
Milestone Two: Set an emissions reductions target.
Milestone Three: Develop a local action plan.
Milestone Four: Implement the plan or a set of activities
Milestone Five: Monitor progress and report results.

Joining the PCP is free and provides access to tools, resources, and funding opportunities. Attached is a draft resolution to join the PCP, and a guidebook that outlines how municipalities can reach Milestone 3 (Creating an action plan). As a PCP member, responsibilities include reaching Milestone Five within 10-years of joining, reporting progress at least every 2-years, and actively in program activities by sharing experiences.



DISCUSSION: Joining the PCP program aligns with, and provides structure to, Council's response to its climate change emergency declaration. Hiring an Onsite Energy Manager and developing a Community Energy Strategy will directly support the PCP initiative.

FINANCIAL IMPLICATIONS: Joining the PCP program is free. The development and implementation of a community energy strategy will have financial implications that will be brought for Council's further consideration within the context of the Community Energy Strategy project plan.

COMMUNITY ENGAGEMENT: Developing a Community Energy Strategy (ie. Milestone three – local action plan) will require community and stakeholder engagement.

ENVIRONMENTAL IMPLICATIONS: Energy efficiency and reduced emissions.

SOCIAL JUSTICE IMPLICATIONS: Addressing climate change by reducing emissions is arguably a social justice issue.

ALTERNATIVES: Do not join the PCP program.

ATTACHMENTS: 1) Resolution to join the PCP program; 2) FCM Reaching Milestone 3.

Report prepared by: A. Fisher
Report and Financial approved by:

Council Resolution to Join the FCM–ICLEI Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Amherst review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Amherst appoint the following:

- a) Corporate staff person: Andrew Fisher
 Manager, Planning & Strategic Initiatives
 902.667.3352
 afisher@amherst.ca

- b) Elected official: David Kogon, MD
 Mayor
 902.667.3352
 dkogon@amherst.ca

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

_____ Signature

_____ Date



REACHING MILESTONE 3:

How to Create a Local Action Plan to Manage Energy and Emissions



www.fcm.ca/pcp



Contact PCP

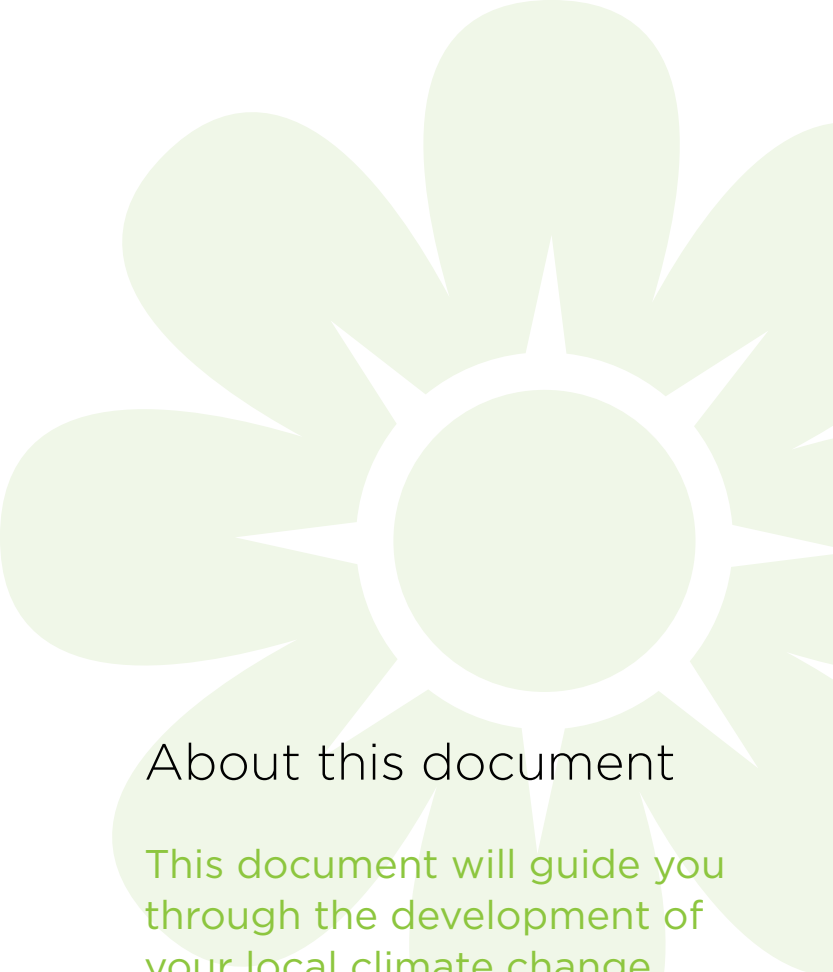
Find out more about PCP by visiting www.fcm.ca/pcp or by contacting the PCP secretariat at 613-907-6346 or email at pcp@fcm.ca.



Reaching Milestone 3: How to Create a Local Action Plan to Manage Energy and Emissions

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Federation of Canadian Municipalities
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Ottawa, Ontario K1N 5P3
www.fcm.ca/pcp





About this document

This document will guide you through the development of your local climate change action plan, which we refer to as a local action plan. It includes examples of strategies that PCP-member municipalities have used successfully, and highlights model local action plans.

The text describes all aspects of your plan, such as:

- the rationale for developing a plan, including a description of constraints and challenges
- an inventory of all community and municipal infrastructure, the amount of energy used and the greenhouse gas (GHG) emissions they produce
- the plan's long- and short-term goals
- assigning responsibilities and time frames to all actions
- metrics for defining progress and measuring success

For PCP members, these aspects are necessary components to include in the local action plan in order to receive recognition for Milestone 3.

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INTRODUCTION



Why this commitment matters



The local action plan for reducing greenhouse gas (GHG) emissions is the lynchpin of the milestone process designed by *Partners for Climate Protection (PCP)*. It helps municipal governments

detail long- and short-term goals for GHG reduction, assign responsibility for completing actions and involve key stakeholders in mitigating climate change.

An effective local action plan can benefit the economy, the environment and society at large by integrating opportunities for alternative energies and green job creation, and by creating a regulatory environment that fosters sustainability, efficient use of energy and other resources, cross-departmental information sharing and community outreach.

At its core, a local action plan commits a municipality to reducing emissions and developing an implementation plan for achieving those commitments. Monitoring progress using accessible and verifiable indicators is an integral part of creating the plan. The plan defines the scope of action and provides a benchmark against which to measure progress. Many plans also tie in potential impacts and vulnerabilities that emerge from a changing climate. This allows you to take both mitigation and adaptation actions.

These pieces can come together in many forms. While some municipalities opt to produce a dedicated climate change plan, others will nest mitigation and adaptation actions within other plans. This ensures close integration of climate change actions with existing departmental responsibilities and higher-level strategic planning. How your municipality develops its local action plan will depend mostly on local priorities and the local context. They will guide you in deciding how to address climate change.

The PCP program recommends that municipalities aim for a GHG reduction target of 20% below the baseline year¹ for corporate emissions and 6%

¹ ICLEI recommends that the focus for a GHG management program be on practical results. To this end, it is very important that your municipality document the base year with enough detail to provide a good foundation for local action planning and later monitoring of progress. Aim for a base-year analysis that is likely to be representative of the general level of emissions before and after the base year.

A LOCAL ACTION PLAN HAS THREE MAJOR ELEMENTS:

- (1) Specific tasks: what will be done and by whom?
- (2) Time horizon: when will it be done?
- (3) Resource allocation: what specific funds are available for specific activities?

below the baseline year for community emissions. Ideally, municipalities achieve these targets within 10 years of joining the program.

Since PCP began in 1994, membership is growing with over 200 members representing over 75% of Canada's population. To date, PCP members have voluntarily reported 1.7 million tonnes of GHG emissions reductions resulting from more than 700 green projects or measures that represent investment totalling \$1 billion.

Resources to review before you get started



The PCP Brochure (pdf) and ***PCP Five-Milestone Framework*** (pdf) provide general information on the PCP program. To help you complete Milestone 3, PCP also offers these tools and resources:

- ***The Business Case for Cutting Greenhouse Gas Emissions from Municipal Operations*** (pdf) presents evidence on how climate protection activities have an equally beneficial impact on the economy, the environment and on society.

- ***Six Steps to a Sustainable Community: A Guide to Local Action Planning*** (pdf) provides guidance on community involvement in creating local action plans. It offers advice to help you identify key stakeholders and funding, form working groups and initiate community-based social networking.
- ***Greenhouse Gas Reduction Initiative of the Month*** details case studies highlighting measurable municipal actions to reduce GHGs and increase cost savings.
- ***National Measures Reports*** provide detailed examples of what Canadian municipalities are doing to reduce GHG emissions. They provide details on costs, energy savings and GHG reductions for both the corporate and community sectors, and provide information on implementation, funding and replicability.
- The FCM enviro-fleet pilot program targeted municipalities seeking to reduce GHG emissions from heavy-duty vehicles. ***The Enviro-Fleets Guide to Helpful Resources*** (pdf) provides an overview of tools and resources available across Canada, while ***Enviro-Fleets Guide to Best Practices*** (pdf) helps municipal fleet managers find cost-effective ways to reduce emissions from heavy-duty vehicles.

- **Members Milestone Database:** This web-based resource allows for peer-to-peer knowledge sharing. It contains the action plans and GHG inventories for all PCP-member municipalities. Use it to reach out to neighbouring municipalities or those with similar economic, political, or environmental conditions to share best practices and lessons learned.
- **Green Municipal Bylaw collection:** Developed by the Green Municipal Fund, this online list contains examples of specific bylaws, policies and procedures within various sectors. The examples serve as templates for regulatory actions that foster sustainability in the areas of brownfields, energy, transportation, waste, water and multi-sector planning.
- Podcasts of FCM webinars are available on many topics, including climate change. **Integrated Approaches to Climate Protection** outlines the objectives of Milestone 3 and provides case studies, while **Small and Rural Communities Working Through Milestones 1-3** highlights the power of networks to offer best practices and partnerships that enhance compatible goals. It also describes participatory approaches to planning in small and rural communities.

INTEGRATING SUSTAINABLE COMMUNITY PLANS, ENERGY PLANS AND LOCAL ACTION PLANS

Because these kinds of plans can be very similar in purpose and content, it often makes sense to combine them into one document. While some municipalities create local action plans, others create community energy plans, sustainable community plans or other similar plans. All can serve the same purpose and meet the PCP Milestone 3 requirements. For example, the Resort Municipality of Whistler developed a combined energy, emissions and air quality plan.



TEN TIPS TO AVOIDING A DARK DESK DRAWER!

Here are some useful strategies to ensure that the plan you create is put into action and not into a desk drawer.

- 1 Start with what you know.** PCP members often start by developing a local action plan for their corporate operations first. Then, they move on to creating a plan for the community.
- 2 Maximize and share resources.** If your community lacks the staff or financial resources to undertake a plan on your own, consider partnering with nearby communities to share costs.
- 3 Integrate your plans.** A local action plan does not need to be a stand-alone document. It can be integrated with other plans such as a sustainable community plan, an integrated community sustainability plan or a community energy plan.
- 4 Frame the plan around local issues.** While the goal is to reduce emissions, you can use other local issues to position the plan, such as economic development, health and air quality.
- 5 Speak a financial language.** Although the plan seeks to have a direct environmental benefit, emissions reductions also offer opportunities for financial savings. Ensure the plan looks at energy reductions, cost savings and investment opportunities. The latter involves a focus on the green economy and green jobs.
- 6 Keep council informed and engaged.** Build some champions for the plan on municipal council. You will need them when the time comes to find funding to implement the actions.
- 7 Achieve two in one.** If properly designed, a PCP local action plan can meet new regulatory requirements for emissions reductions and energy planning that your provincial government is developing.
- 8 Give the plan a home.** Once the plan is complete, it needs to be housed in a place that has the capacity to promote and monitor implementation. The city administrator's office is often that place.
- 9 Manage expectations.** It is important to engage stakeholders and build interest in the plan. At the same time, you need to create a level of interest that can be sustained once the plan is complete. Ensure that the municipality or community partners can reasonably implement targets and actions.
- 10 Report your successes.** Once you have implemented actions and achieved reductions, share these successes with council, the public and other municipalities. You can also report reduction actions to the PCP secretariat for inclusion in the Annual Measures Report.

PLANNING YOUR PLAN



General considerations



Developing the greenhouse gas (GHG) inventory (Milestone 1) and setting targets (Milestone 2) naturally feed into the development of the local action plan (Milestone 3).

The first two will have

highlighted opportunities for reductions, directed the scope of efforts and generated government and community buy-in. In some cases, it may make sense to set targets once the inventory and action plans have been developed so that practical goals for GHG reductions can be based on identified opportunities.

A well-structured plan differentiates between the emissions inventory for municipal operations and for the community at large. **Corporate sources** include municipal government facilities and operations, such as buildings, street lighting, water and wastewater treatment, municipal fleets and corporate solid waste. **Community sources** include industrial, commercial and institutional operations; transportation; residential energy use; and waste. The PCP process encourages municipal governments to begin developing a corporate operations plan before developing a plan that deals with community sources of emissions.

Community engagement



Consider public participation to be one of your main resources in drafting and implementing a local action plan. While community engagement requires time and sustained energy, it is well worth the effort.

Six steps to developing a local action plan

- (1) Identify the key stakeholders and sources of funding
- (2) Form steering committees and working groups
- (3) Develop the plan
- (4) Hold public consultations
- (5) Implement the plan
- (6) Evaluate and monitor the plan

Source: *Six Steps to Sustainable Community: A Guide to Local Action Planning*, (pdf) page 5.

Before drafting a plan, create a project inventory by surveying climate change initiatives that already exist at the municipal, provincial or community levels. This process gives you the chance to build on existing efforts and incorporate best practices and lessons learned through implementation.

WHEN SHOULD YOU ENGAGE THE COMMUNITY?

Engage the community early on in the planning process by forming a steering committee made up of both municipal staff and community members. Recruit members for your steering committee from as wide a range of interest groups as possible.

Once you have drafted the local action plan, set up public consultations to generate broader community input and raise awareness of climate change. Social media, open houses, community circles, and online surveys are some useful tools for public engagement. You will need to choose what works best for your community.

If you are beginning with the plan for corporate operations only, engagement is still important. In this case, consultation will be with other departments, members of council and corporate entities outside of city hall (such as the transit commission, a municipally owned utility and your economic development corporation).

The wider the range of interests and perspectives, the healthier the plan. Depending on the municipal context, some groups you will want to engage are transit authorities, utility companies, environmental non-profit organizations, media outlets, and representatives from the business and educational sectors.

To receive recognition from PCP for completing Milestone 3, you must follow these steps in preparing your local action plan:

- (1) Describe planned activities to achieve target reductions set out in Milestone 2. This may take the form of a written report, a presentation or a website.
- (2) Describe how the public or internal stakeholders participated in the plan.
- (3) Describe costs and funding sources.
- (4) Identify the municipal department or organization responsible for the actions outlined in the plan.

ELEMENTS OF THE PLAN



Format



The way you display and structure information in the plan will vary depending on the purpose of the document, the intended audience and whether it is a stand-alone piece or a part of a larger plan. We recommend that you include the following:

Title: The title should refer to greenhouse gas (GHG) reductions. We suggest including a subtitle that contains a reference to the PCP initiative.

Create a Citation Line: Include the title of the document, the name of the committee, the full corporate name of the municipal government and the year. This citation line often appears on the inside front cover. Your document will add to a growing number of sample plans across the country. Other municipal governments that are developing plans will want to read your plan and may want to reference it in their own reports.

Work Team Members: If a committee or inter-departmental team helped to develop the plan, provide their names and affiliations. The principal author should be named so that others who read the plan can contact the correct person.

Acknowledgements: It is always good to acknowledge those who contributed to a document. Readers will assume that work team members contributed to the document. Use the Acknowledgements section to recognize those who helped create the plan but were not part of the work team, and to thank those who made special efforts.

References: Your plan may use data, publications and other organizations as sources for various parts of the plan, including context or as a rationale for specific actions. To substantiate the plan be sure to cite your sources. Such references usually go at the end of the plan, before any Appendices.

Executive Summary: Include a summary of the plan's purpose and intended actions relative to the baseline and intended targets. This will inform senior decision makers who may not have time to read the full plan.

Table of Contents: List the main headings in a table of contents.

Suggested Content:

- Describe your municipality's rationale for addressing climate change issues. We suggest including a section on the business case for climate change action, with a focus on green economic growth and competitiveness. You can draw on PCP's overall goals and program objectives (such as reducing GHG emissions and the five milestones) as they pertain to your situation.
- Illustrate and describe the municipality's emissions by sector and by source for municipal operations and the community. Explain any significant changes that have occurred in the inventory during recent years, if the details are available.
- State the emissions forecast, the emission reduction targets that the municipal government has set or may adopt, and outline a brief rationale for the targets, if any.
- Summarize the main quantitative and qualitative actions you expect to use to achieve emission reduction targets. This will include the education and outreach program(s) you plan to deliver to the community.
- Link the actions to a time frame that assigns responsibilities and financial resources.

Local context



Describe where the municipality is located and its geographic features. Landform is an important aspect of plans since it can illustrate any constraints or challenges based on community structure and growth potential.

Map(s) of the community that show provincial and local political boundaries are an ideal way to illustrate these characteristics. It is also important to note the electricity and fuel supply characteristics for the area, as they will have an impact on future strategies to reduce emissions.

Remember to describe the community at large, including its character and culture. Providing this type of broad landscape perspective can highlight unique ways to adapt to and mitigate climate change. As an example, a *past webinar* highlighted how small municipalities in rural Nova Scotia banded together to form integrated local action plans with a greater cumulative impact.

This section should also include details on any provincial or federal regulations, programs or actions that would influence the plan. Factor in any provincial emissions targets, incentives or regulatory requirements directed at municipalities. In some cases, the plan may be able to satisfy provincial or federal programs and regulatory requirements.

Describe the corporate and community profile and other useful demographics of the municipality so that the scope of the plan is apparent. Provide as much of the following demographic data as possible:

- Population and growth rate. Growth rates will help you develop emissions forecasts and allow you to prioritize long-term planning processes by taking into account emission reductions.
- Area within the municipal boundaries. Calculate gross densities.
- Number of municipal employees.



PCP AT A GLANCE

- The Partners for Climate Protection (PCP) program is a results-oriented network of Canadian municipal governments that has committed to reducing GHGs and acting on climate change.
- By participating in the program, municipalities commit to taking action on climate change and work to achieve a **series of five milestones** to reduce their GHG emissions.



Milestone 1

Create a Baseline Emissions Inventory and Forecast



Milestone 2

Set Emissions Reduction Targets



Milestone 3

Develop a Local Action Plan



Milestone 4

Implement the Local Action Plan



Milestone 5

Monitor Progress and Report Results

- PCP is managed through a partnership between FCM and ICLEI-Local Governments for Sustainability. The program receives financial support from FCM's Green Municipal Fund™.
- Municipalities control over 44% of Canada's GHG emissions and are leading the way in reducing them.

Description of PCP



In this section, include the history of the community's involvement with PCP. State when your municipal council passed its resolution to participate in PCP (a council resolution is a requirement of partici-

pation) and council's and staff's involvement in the program at local, regional, provincial and national levels. Identify any other municipal committees or volunteer groups that have been involved with GHG emissions and climate change issues. For a generalized description of PCP, refer to the PCP brochure and the five-milestone framework.

Providing some of these statistics will emphasize to a municipal council and the community that the municipal government is not acting alone.

Greenhouse gases and climate change



Briefly describe the greenhouse effect on your community. Avoid discussing the causes of climate change since the impetus to reduce emissions should be well established (see *The Business Case for*

Cutting Greenhouse Gas Emissions from Municipal Operations (pdf)). Mention the co-benefits of reducing GHG emissions, including reduced air pollutants (nitrous oxide, sulphur dioxide and ozone), better water quality and improved public health. This would also be the right place to refer to synergies between mitigation and adaptation strategies. Resources include the *United Nations International Strategy for Disaster Reduction* and the multi-stakeholder platform on *Resilient Communities and Cities*.

The following websites provide reputable information on climate change science:

- *The Intergovernmental Panel on Climate Change*
- *United Nations Environment Program*
- *The David Suzuki Foundation*
- *Government of Canada*
- *Natural Resources Canada Climate Impacts and Adaptation Division*

Your local action plan should reflect the current global rationale for taking action on climate change, beyond the facts related to climate impacts. Consider the economic benefits of action on climate change. How can the plan save money on energy consumption, reduce dependency on external energy supplies or create local jobs in renewable energy or energy efficiency sectors? More information on the economic benefits of climate action is available through the *United Nations Environment Program* and the Organization for Economic Co-operation and Development's green economy initiatives. Your local action plan provides an opportunity to leverage these economic and political forces.



SUPPORTING MATERIALS



Summary of emissions



The plan must include a summary of municipal emissions. If you already completed a separate report detailing the emissions inventory for Milestone 1, you can include the full report or an executive summary as an appendix to your local action plan. In

table form, summarize the municipality's corporate and community emissions in the base year and other inventory year(s), if available. Using the same table, you must also summarize the emissions from municipal operations and the community by their respective sectors (such as commercial, industrial, institutional etc. for community emissions and solid waste, fleets, facilities, street lighting etc. for municipal emissions).

When comparing inventories developed in different years, it may be difficult to reconcile the methodologies used and assumptions made for each inventory. To make comparisons easier, include an appendix that details the assumptions, measurement protocols used, methods for calculating data and a note on where the data was collected and stored. It is also good to include energy consumption data if emission coefficients for electricity have changed over time.

Forecast and emissions comparisons



We recommend that you use a table or chart to show the corporate (municipal operations) and community emissions forecast. A suggested forecast date is the 10 years following the year in which the

municipal government committed to PCP, or from the first baseline inventory year. Include a brief discussion of how the forecast was derived. Include the baseline year and other inventory years, if any, and calculate the percentage change in each corporate and community sector. Explain why emissions decreased or increased in each sector between the two comparison years. Refer to any actions the municipality took to reduce emissions.

To calculate GHG emissions in the inventory, use the amount of energy (natural gas and electricity) and the types of fuel (automobile gasoline, diesel fuel, natural gas, propane, etc.) consumed within the municipality. List the emissions coefficients in the body of the text or as an appendix to the plan. For more details on how to calculate GHG emissions using energy coefficients, see the *inventory quantification support spreadsheet*. Historical electricity coefficients by province are listed under the tab “electricity factors.”

EXAMPLE OF A FORECAST AND EMISSIONS COMPARISON

Total Corporate Emissions (municipal operations)			
Base Year	GHG Emissions (tonnes CO ₂ e) ²	Forecast Year	GHG Emissions (tonnes CO ₂ e)
2007		2017	
Total Community Emissions			
Base Year	GHG Emissions (tonnes CO ₂ e)	Forecast Year	GHG Emissions (tonnes CO ₂ e)
2007		2017	

Reduction targets

Provide a statement of the GHG emission reduction targets your municipal council has adopted. A council report endorsing the targets can be included as an appendix. If targets have not been set, discuss proposed targets, or options for targets, based on council’s support for proposed initiatives.

² Carbon dioxide equivalent (CO₂e) is the standard unit that allows amounts of GHGs of different strengths to be added together based on each gas’s impact on climate change. CO₂e is expressed in terms of the amount of carbon dioxide it would take to have the same impact on global climate change. For example, nitrous oxide (N₂O) is 310 times more potent than carbon dioxide as a global warming gas. Therefore, one unit of N₂O is equivalent to 310 units CO₂e.

PREPARING TO IMPLEMENT THE LOCAL ACTION PLAN



Milestone 4 focuses on implementing the local action plan. However, some of the background work on implementation should happen during Milestone 3 while you are developing the action plan. Without a sound implementation strategy, the plan is only a list of possible actions. Integrating a detailed implementation strategy within the plan will encourage follow-through by assigning responsibility for actions along with a timeline, costs estimates and financing options. This section suggests some important factors to consider when it comes to implementation.

Align administrative objectives to the local action plan



Administrative objectives are proposed changes to the municipal structure that will help your municipality reach the overall program objectives of PCP. These internal objectives will be directed

to the city administrator and other senior staff for council's approval.

A successful plan requires that the engineering, finance and planning departments, as well as administration and environmental programs,

cooperate. Even when a staff member works exclusively on issues of climate change or energy efficiency, aligning related program objectives and setting up regular inter-departmental sessions to check in will increase buy-in across issue areas. If targets in the plan are time specific and actionable, members can hold each other accountable.

Set short- and long-term goals



Long-term goals (more than five years)

The long-term goals are statements of intent aimed at changing the way a municipal government operates and having a positive effect

on reducing GHG emissions. For example, these long-term goals below are actions that will have the long-term effect of reducing GHG emissions:

- updating the Official Community Plan to include considerations of energy efficiency
- including energy-efficiency standards in area plans
- developing a variety of bylaws to reduce emissions in diverse sectors
- developing a green procurement policy

Short-term goals (less than five years)

Create a list of reduction actions in both the corporate and community sectors. Separate quantitative actions from qualitative actions. Mark the actions as follows:

- initiatives completed, including measurable emission reduction outcomes
- initiatives underway, including a forecast of projected emission reduction outcomes
- initiatives planned, for which support or funding does not yet exist
- initiatives to be proposed in the near future given the appropriate technology

The table below lists short-term quantitative and qualitative actions in various sectors of municipal operations and in the community.

QUANTITATIVE AND QUALITATIVE ACTIONS TO MITIGATE CLIMATE CHANGE

Corporate Sector (Municipal Operations)	Quantitative Action (set targets where feasible)	Qualitative Action
Buildings	Undertake comprehensive municipal building retrofits to improve energy efficiency as per FCM's <i>Municipal Building Retrofit Guide</i> .	Encourage high-density, mixed-use building developments, energy-aware landscaping methods, building for passive solar gain, etc.
Fleet	Reduce vehicle kilometres travelled (VKT) by 10% per year.	Adopt an anti-idling policy.
Street lighting/Traffic Signals	Replace all red/green traffic signals with LEDs.	Adopt energy-efficient measures for street lighting requirements in new developments by means of a bylaw.
Wastewater and Water	Optimize wastewater treatment motors and pumps.	Increase water conservation awareness.
Solid Waste	Launch an expanded waste reduction program.	Hold an inter-departmental waste reduction challenge, and launch a new strategy to expand the waste reduction program.
Community Sector	Quantitative Action (set targets where feasible)	Qualitative Action
Residential	Install energy-efficient windows when replacing old windows.	Require installation of energy-saving and low-water-flow devices in new and renovated buildings.
Commercial	Undertake cost-effective building energy retrofits (such as space heating and cooling, office and computer equipment, energy management systems, lighting upgrades, and building shells).	Establish minimum energy performance ratings for all new commercial buildings (through participation in a Commercial Building Incentive Program). Investigate community energy plans.
Industrial	Increase plant efficiency.	Pre-service industrial areas for waste-heat recovery and district heating systems.
Transportation	Develop trip reduction measures (such as vanpool and rideshare programs, employer trip reduction programs, car-share cooperatives).	Develop a transportation demand management strategy (through commuter travel reductions, improvements to goods movement and reductions to school travel and other travel aside from commuting.)
Waste	Implement beneficial use of captured landfill gas.	Implement a public education program on waste reduction.

Whenever possible, try to quantify the GHG reductions associated with specific actions in your plan and identify the data sources and assumptions upon which you based your calculations. This will allow staff in the future to accurately calculate change over time, and synchronize updates on emissions with the original GHG inventory.

- > For guidance on actions to reduce GHG emissions within the land use, transportation, and building sectors, see the *BC Climate Action Toolkit*.
- > An initiative of British Columbia's Ministry of the Environment, the *Community Energy and Emissions Inventory* details indicators used in assessing energy and emissions data.
- > The *International Local Government Greenhouse Gas Emission Analysis Protocol* (IEAP) outlines the general principles and philosophy that a local government should adhere to when it creates an inventory of GHGs from its government operations and the community as a whole.
- > The International Organization for Standardization has recently published the *14064 standards*, which provide tools for assessing and supporting GHG reduction and emissions trading.

Define the indicator



Before writing the local action plan, consider what indicators you will use to benchmark progress toward your ultimate goal. In order to be effective, these indicators must have a direct correlation with

the action you are taking to reduce GHG emissions and should be relatively simple to collect. For instance, as part of a campaign to reduce vehicle use among municipal staff, you could ask staff to track

the kilometres they walk, bike or use public transport to get to work, instead of driving. Often, you will need to perform a baseline survey to assess where the indicator sits now. This will then allow you to measure progress toward your goal.

Indicators may consider economic and social factors like cost savings, reductions in energy consumption or changes in modes of transportation. For an example of progress indicators from the Region of Waterloo, see Appendix 1.

Assign responsibility and a time frame



Be sure to specify the department, group or individual that is responsible for implementing each action, and outline an approximate time frame for completion. These two steps are essential, as they provide a means

to track progress and ensure continuity through staff turnover.

EXAMPLE OF ASSIGNING RESPONSIBILITY FOR AN ANTI-IDLING EDUCATION CAMPAIGN

Conduct an education campaign targeting city staff and develop a formal policy on anti-idling for city vehicles. The campaign will access information and free graphic materials from Natural Resources Canada's Idle-Free Zone, and will be incorporated into driver training programs. As part of this campaign, recognize and reward individuals and departments that have successfully minimized idling.

Vehicle idling consumes fuel and creates air emissions without providing any benefit to the operation of the vehicle. Targeting drivers through education is the first step to achieving behavioral change and long-term reductions in vehicle idling.

- Resources:
 - > Natural Resources Canada, *Idle-Free Zone*
- **RESPONSIBILITY FOR IMPLEMENTATION**
 - > **COMMUNICATIONS DEPT.**
 - > **FACILITIES DEPT.**
 - > **ENVIRONMENTAL SERVICES DEPT.**
- Linkages to Other Programs:
 - > Goal #1 - Energy Efficient Transportation Education Program
 - > Goal #5 -Transportation Emission Reduction Program

The Saskatoon Energy and Greenhouse Gas Management Plan includes sections on both strategizing for and monitoring progress. In this example, program objectives are linked to available resources, the department or community group responsible for implementation and long-term goals.

Source: *Annex B, Saskatoon Energy and Greenhouse Gas Management Plan, page 44.*

Calculate costs and find funding sources



Researching the cost of your investment to emissions reductions, and calculating the financial saving and payback period, will allow you to create a long-term financial strategy for implementing your local action plan. While it may be difficult at first to fund the plan, doing so can pay off through cost savings in the long term (see *The Business Case for Cutting Greenhouse Gas Emissions from Municipal Operations*).

menting your local action plan. While it may be difficult at first to fund the plan, doing so can pay off through cost savings in the long term (see *The Business Case for Cutting Greenhouse Gas Emissions from Municipal Operations*).

Common questions to ask about costs:

- What measures can be incorporated into existing projects or expenditures?
- What measures will require new expenditures?
- What is the payback period?
- What savings or co-benefits will result from these measures (such as lower fuel costs for hybrid vehicles or reduced energy costs for heating and cooling)?

City of Laval GHG Offset Program

The City of Laval implemented a measure to offset GHG emissions in the building of new development projects through the purchase of carbon credits.

The offset amount is set at the time that each connection permit is issued, based on the surface area that is developed.

For example, a developer who submits an application for a connection permit for a 5,000-square-foot (464.5-square-metre) piece of land, will have to pay monetary compensation of approximately \$150 to offset GHGs.

The proceeds will be used by the City of Laval to buy carbon credits and to finance GHG reduction projects.

- Is funding available in the current municipal budget?
- What alternative funding sources exist?
- What are the project's life-cycle costs?

Examples of options that municipalities can use to finance action:

- Property tax, land value taxation
- Unit pricing of water, wastewater and solid waste services
- Development cost charges as an incentive for adopting best practices
- Fuel taxes, parking fees and vehicle levies
- **Pollution permits**
- Business licence fees
- Demolition/deconstruction fees
- **Incentives for "green" buildings**
- Greenfield fees and brownfield incentives

FCM's *Green Municipal Fund* has funding to help municipalities develop Milestones 1 to 3, and to implement studies and capital projects at Milestone 4. Resources may also be available at the provincial level, and from private foundations.

Toronto Green Standard and the Better Buildings Partnership – New Construction Program

The City of Toronto used the Toronto Green Standard (TGS) and the Better Buildings Partnership – New Construction program (BBP-NC) as an approach to encourage sustainable building design. They include both mandatory and optional performance measures for sustainable building along with incentives for energy-efficient building design.

Toronto condominiums constructed under the BBP-NC program have achieved 45% greater efficiency than the levels outlined in the MNECB, while office buildings have achieved up to 63% greater efficiency. The return on investment for buildings that meet TGS specifications is 20–30%.

The combined implementation of the TGS and BBP-NC is expected to save the city approximately \$1.2 billion in infrastructure expansion and health care costs over the next 25 years.

The table below describes the financial aspects of three retrofits. While the costs of installation are substantial, financial savings from reduced energy use generate a fairly short payback period compared to working with the traditional lending sector.

Through up-front investment, municipalities were able to save money and reduce GHG emissions with a payback period of three years or less.

Building Details: location, size, etc.	Cost of Installation	Cost saving after installation	Payback period	GHG Reduction
Curling Rink in Oliver, BC (1,059 m ²) Retrofit was complete in 1994	\$90,000	About \$18,634 in annual total saving (energy and maintenance): \$10,359 vs. \$28,993 conventional	Less than three years in energy savings alone (50% energy use reduction) and less than two years including operating costs	27.1 tonnes annually
Office building in Winnipeg, MB (38,000 sq. ft.)	\$205,000 for ground-source pump compared to \$136,000 for electric	\$17,000 annually in savings: \$9,000 to heat and cool with heat pump; \$26,000 with electric	Just over two years	unknown
Ice rink (built 1952) and community hall (total 3,447 m ²) in Miami, MB This retrofit was done in 1998-1999	\$212,500 for ground – source pump; \$179,500 for conventional	\$13,500 annually in energy costs alone: \$22,000 annually for conventional; \$8,500 for ground-source pump With less maintenance, total system is less than half of conventional	In energy savings alone, payback is less than three years. Including total maintenance costs (\$54,025 vs. \$23,130), payback drops to less than two years	47.6 tonnes of CO ₂ annually reduced in energy reduction

Source: *City of Fernie Greenhouse Gas Reduction Plan, page 11.*

FUNDING MILESTONE 3 THROUGH THE GREEN MUNICIPAL FUND

FCM’s Green Municipal Fund provides a 50% grant toward the completion of Milestones 1–3 when they are completed as a package.

Grants and below-market loans are available for feasibility studies, pilot projects and capital projects to support implementation of Milestone 4.

MOVING FORWARD



By closely monitoring the indicators and following the general performance measures set out below, your municipal government will be able to evaluate and fine-tune its progress over time. General performance measures include the following:

- conducting a periodic emissions inventory as a check and balance
- reviewing administrative objectives and allocations of resources to implement actions including funding and staff
- updating the plan with policies adopted by the municipality (such as green power purchases, using Leadership in Energy and Environmental Design (LEED) in new building design)

The implementation strategy should identify barriers to implementation and suggest the best ways to overcome them, highlight programs and policy levers that may assist the municipal government in implementing the action plan, and identify next steps.

PCP staff is available throughout the milestone process to provide advice, contact with other municipalities and technical support as you work through the program. Feel free to contact them before starting on the local action plan and later for input on the draft plan. Once complete, the plan can be submitted to the PCP secretariat for review and recognition of the milestone.

Leading examples of local action plans



Below is a list of action plans completed by PCP members. The PCP secretariat sees these plans as leading examples of how to create a solid action plan, following the guidance outlined in this document.

- *City of Saskatoon, SK, 2007*
- *City of Fernie, BC, 2009*
- *Town of Cochrane, AB, 2007*
- *City of Fredericton, NB, 2008*
- *City of Yellowknife, NT, 2006*
- *District of Invermere, BC, 2010*
- *City of Guelph, ON, 2007*
- *City of St. John's, NL, 2006*
- *Town of Lantzville, BC, 2008*

APPENDIX 1:

Progress indicators from the Region of Waterloo (ROW) Local Action Plan

List of Primary and Secondary Progress Indicators, Region of Waterloo

Priority Area	Objectives	Primary Indicators (unit): Absolute Improvements	Secondary Indicators: Efficiency Improvements
Air/Energy Effectively use and manage energy resources and reduce greenhouse gases and other air emissions from ROW activities	Sustainably manage ROW corporate energy use	<ul style="list-style-type: none"> Total annual consumption of electricity (kWh) and natural gas (m³), and; Associated air emissions (Tonnes) 	(e.g. energy use by facility type, energy use per m ² of building area)
	Reduce environmental impact from Regional fleet vehicles	<ul style="list-style-type: none"> Total fuel consumed (Litres), and; Associated air emissions (Tonnes) 	Litres of fuel and emissions/100km
	Reduce ROW corporate greenhouse gases	GHG Emissions (Tonnes)	To be determined
	Increase ROW corporate production / use of alternative and renewable energy sources	Volume of methane gas captured (m ³) and power produced each year (kWh and Btu)	
		% or total power of alternative/renewable energy used	To be determined
Reduce community emissions with increase in use of sustainable transportation options	See transit ridership and modal shift progress indicators under priority area “sustainable culture”		
Waste and Material Resources Reduce the amount of waste requiring landfill and the demand and impact on natural resources	Reduce (residential) waste going to landfill	Total weight of waste landfilled/diverted per year (Tonnes)	<ul style="list-style-type: none"> Residential diversion rate (%) Waste diverted (Tonnes) and landfilled per capita,
	Reduce ROW corporate waste	Corporate waste diversion rate (%) and weight (Tonnes)	To be determined
	Increase ROW corporate sustainable building and construction practices	Waste diverted (%) from construction projects (Tonnes)	To be determined
		Tonnes of asphalt re-used/recycled in Regional road construction	
		new aggregate saved (m ³ gravel/soil)	lane km of recycled asphalt used in Regional road construction
	Use ROW green purchasing practices to reduce environmental impact of operations	To be determined	

Priority Area	Objectives	Primary Indicators (unit): Absolute Improvements	Secondary Indicators: Efficiency Improvements
Water Protect the quality and quantity of our water resources	Sustainably manage community water consumption	Total community consumption (m ³)	per capita consumption (m ³)
		maximum daily demand (m ³)	ML treated/100,000 population
	Protect quality of regional water resources (Community)	% compliance rate +/- or # of tests (i.e. testing to Provincial Standards)	
		Reduction of regional salt applications (Tonnes)	Tonnes per 2-lane km
	Regional Water Quality Program achievements (various units)		
Sustainably manage ROW corporate water consumption	Total corporate water consumption (m ³)	Per building occupant	
Rural/Urban Land Manage and shape land use to ensure a livable, healthy and sustainable Waterloo Region	Protect natural areas	Number of hectares protected	
	Manage regional growth via Regional Official Plan	Total population density and residents/jobs per hectare in urban core areas	
	Modify built environment to improve health	# of community gardens and people provided with plots	
		% of Walkable neighborhoods in Region	
	Improve tree canopy on regional lands	# of trees planted by Region	(possibly as % of land area)
Sustainability Culture Foster stewardship of the natural environment and encourage behaviors to reduce environmental impact	Increase use of sustainable transportation options in regional community	Transit Ridership and Modal share (% trips by car, transit, bike/walk)	Transit trips per capita
	“Let’s Curb Pesticides” multi-year program	# Residents participating in pesticide-free lawn care	
	Promote anti-idling education campaigns	# of residents participating in anti-idling pledges # of cars idling at schools before and after campaign	
	Build a corporate culture of continuous environmental improvement	To be developed	

Source: Report CR-FM-09-001, Corporate Environmental Sustainability Strategy, Corporate Resources-Facilities Management and Fleet Services, page 7, January 6, 2009.

JOIN PCP TODAY!

MEMBERSHIP IS ONLY FIVE STEPS AWAY:

- 1** After reviewing this document, contact the secretariat for more details, and to ask questions.
- 2** Download a sample council resolution at www.fcm.ca/pcp or contact the PCP secretariat.
- 3** Appoint one staff member and one elected official to be your main contacts with PCP.
- 4** Fax, mail or e-mail your adopted council resolution, along with the staff member's and elected official's contact information, to the PCP secretariat. (See contact information below.)
- 5** The PCP secretariat will send you a PCP information package, including a list of resources and the PCP Milestone Framework. Apply to GMF for a grant to cover up to 50% of the costs of completing milestones 1, 2 and 3.

CONTACT PCP

Find out more about PCP by visiting www.fcm.ca/pcp or by contacting the PCP secretariat at 613 907 6346. Email pcp@fcm.ca



April 2012

Reaching Milestone #3: *How to Create a Local Action Plan to Manage Energy and Emissions*

PCP is a partnership between the Federation of Canadian Municipalities and ICLEI - Local Governments for Sustainability. It is the Canadian component of ICLEI's international Cities for Climate Protection program.



SYNOPSIS

Onsite Energy Manager Agreement

On June 24, 2019 Council declared a climate change emergency that directed staff to develop a report outlining:

- Steps the Town of Amherst could undertake to reduce its carbon footprint to meet the IPCC targets to keep warming below 1.5°C as expressed in the 2018 IPCC Report; and,
- Steps the Town of Amherst could undertake to support the businesses and residents of the Town of Amherst to further reduce or eliminate the communities carbon footprint; and,
- Related budgetary implications.

Meeting the IPCC 1.5°C target means that by 2050 a:

- 80-90% reduction in global building emissions;
- approximate 30% reduction in energy use from transport; and,
- 70-85% supply of energy from renewables.

Any legitimate attempt to achieve the above will require significant technical, financial, and organizational resources. While simple changes like switching to more efficient lighting are part of the response, changing behavior and making informed decisions about energy retrofits in building systems are critical. Understanding building systems, their impact on energy use, and developing a comprehensive plan requires specific technical knowledge that is beyond the town's existing resources. The OEM program is intended to address this knowledge gap. As an embedded independent contractor for the town the OEM is not susceptible to other operational priorities, and is able to focus all of their attention toward energy management.

The attached agreement with Efficiency One (an arm of Efficiency NS) provides for a 2-year OEM position that is based on an established program that identifies and implements energy efficiency projects. The OEM would also be responsible for updating the Town's 2010 emissions inventory, identifying immediate, medium, and long-term projects, and assisting in the development of the Community Energy Strategy.

The Town will provide salary paid to Efficiency One, workplace orientation, safety training, and workspace. EfficiencyOne will provide a qualified OEM, program training, and basic safety training. Town staff have the opportunity to provide input throughout the hiring process. The agreement also provides for the establishment of a Steering Committee consisting of the Town and EfficiencyOne to whom the OEM will report periodically. The Director of Operations would oversee the OEM on a day to day basis.

EfficiencyOne have advised it typically takes approximately two months to place the OEM once the agreement is executed. It is anticipated the OEM would start in April.

The Town would benefit from hiring an OEM through this program as it would manage the hiring process, provide training, oversight, structure, and accountability to the OEM position. EfficiencyOne has OEMs embedded in municipalities and institutions across the province, and have an OEM manager that oversees the program. This program offers the best way to ensure the Town will realize energy efficiencies in its facilities and operations, and reduce its carbon footprint.

There may be an opportunity to offset the salary by, for example, partnering with a company in the industrial park or with Oxford or Cumberland County for specific facilities, but establishing such an arrangement will first depend on the specific skill set of the OEM.

FINANCIAL IMPLICATIONS:

While the primary focus of this initiative is to reduce the town's carbon footprint; the town must also attempt to do it in a financially sustainable way. For that reason, the estimated annual cost, before energy savings, of the EfficiencyOne agreement of \$100,000 will be withdrawn from our operating reserve, and will not impact tax rates.

In 2018 the town of Amherst spent over \$860,000 on energy (electricity and fuel), an amount which will continue to increase as costs of energy increases. Almost all of this money leaves Amherst and provides no external benefit to the local community. As a result of the OEM program, other municipalities have reduced energy costs significantly. CBRM reduced energy costs by over 25% in two years, saving \$2.6 million. For Amherst, even a modest reduction of 10% of 2018 energy costs could realize \$86,000 in annual savings compared to a business as usual scenario.

MOTION:

That Council authorize the CAO to enter into an agreement with Efficiency One to hire an Onsite Energy Manager as an imbedded independent contractor for a two-year term at a cost of \$100,000 per year funded by Operating Reserves in the 2020/21 Operating Budget.



AMHERST TOWN COUNCIL

RFD# 20200005

Date: January 27, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: January 27, 2020

SUBJECT: Onsite Energy Manager Agreement

ORIGIN: At the October 21, 2019 and December 16, 2019 Committee of the Whole (COW) meetings, staff provided Council with options with which to respond to the climate emergency declared on June 24, 2019. At those meetings, Council expressed an interest in pursuing three interrelated initiatives:

1. Join the Partners for Climate Protection Five Milestone Framework to formalize the town's commitment to GHG emission reduction and action on climate change.
2. Hire an Onsite Energy Manager to provide the technical expertise required to increase corporate energy efficiency and reduce the town's carbon footprint.
3. Undertake a Community-wide Energy Strategy to develop ways to support local businesses and residents to reduce their energy costs and the overall community's carbon footprint.

This Council Decision Request deals specifically with the second initiative, entering into an agreement with Efficiency One to hire an Onsite Energy Manager (OEM).

LEGISLATIVE AUTHORITY: MGA section 65A (1) ..*The municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality.*

RECOMMENDATION: That Council authorize the CAO to enter into an agreement with Efficiency One to hire an Onsite Energy Manager as an imbedded independent contractor for a two-year term at a cost of \$100,000 per year funded by Operating Reserves in the 2020/21 Operating Budget.

BACKGROUND: As noted previously, the climate emergency resolution directed staff to report on, "steps the Town of Amherst could undertake to reduce its carbon footprint to meet the IPCC targets to keep warming below 1.5°C as expressed in the 2018 IPCC report...". Meeting the 1.5°C target means:

- 80-90% reduction in global building emissions;
- Approximate 30% reduction in energy use from transport; and,
- 70-85% supply of energy from renewables.



Any legitimate attempt to achieve the above will require significant technical, financial, and organizational resources. While simple changes like switching to more efficient lighting are part of the response, changing behavior and making informed decisions about energy retrofits in building systems are critical. Understanding building systems, their impact on energy use, and developing a comprehensive plan requires specific technical knowledge that is beyond the town's existing resources. The OEM program is intended to address this knowledge gap. As an embedded independent contractor for the town the OEM is not susceptible to other operational priorities, and is able to focus all of their attention toward energy management.

The attached agreement with Efficiency One (an arm of Efficiency NS) provides for a 2-year OEM position that is based on an established program that identifies and implements energy efficiency projects. The OEM would also be responsible for updating the Town's 2010 emissions inventory, identifying immediate, medium, and long-term projects, and assisting in the development of the Community Energy Strategy.

The Town will provide salary paid to Efficiency One, workplace orientation, safety training, and workspace. EfficiencyOne will provide a qualified OEM, program training, and basic safety training (OHS, WHMIS). Town staff have the opportunity to provide input throughout the hiring process. The agreement also provides for the establishment of a Steering Committee consisting of the Town and EfficiencyOne to whom the OEM will report periodically. The Director of Operations would oversee the OEM on a day to day basis.

EfficiencyOne have advised it typically takes approximately two months to place the OEM once the agreement is executed. It is anticipated the OEM would start in April.

DISCUSSION: The Town would benefit from hiring an OEM through this program as it would manage the hiring process, provide training, oversight, structure, and accountability to the OEM position. EfficiencyOne has OEMs embedded in municipalities and institutions across the province, and have an OEM manager that oversees the program. This program offers the best way to ensure the Town will realize energy efficiencies in its facilities and operations.

There may be an opportunity to offset the salary by partnering with a company in the industrial park or with the County for specific facilities, but establishing such an arrangement will first depend on the specific skill set of the OEM.

FINANCIAL IMPLICATIONS: While the primary focus of this initiative is to reduce the town's carbon footprint; the town must also attempt to do it in a financially sustainable way. For that reason, the estimated annual cost, before energy savings, of the EfficiencyOne agreement of \$100,000 will be withdrawn from our operating reserve, and will not impact tax rates.

In 2018 the town of Amherst spent over \$860,000 on energy (electricity and fuel), an amount which will continue to increase as costs of energy increases. Almost all of this money leaves Amherst and provides no external benefit to the local community. As a result of the OEM program, other municipalities have reduced energy costs significantly. CBRM reduced energy costs by over 25% in two years, saving \$2.6 million. For Amherst, even a modest reduction of 10% of 2018 energy costs could realize \$86,000 in annual savings compared to a business as usual scenario.

COMMUNITY ENGAGEMENT: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: Reduced emissions through energy efficiency.

SOCIAL JUSTICE IMPLICATIONS: Addressing climate change by reducing emissions is arguably a social justice issue.

ALTERNATIVES: 1) Do not enter into the attached agreement, and hire an OEM independently; 2) Do not hire an OEM.

ATTACHMENTS: 1) Draft Job Description; 2) Draft Work Plan.

Report prepared by A. Fisher
Report and Financial approved by:

Onsite Energy Manager – Workplan

1. Enter all municipal buildings into Portfolio Manager software. This organizes all relevant data, allows for comparison between assets and tracks savings. Set up a process for maintaining the utility information. At this stage, the OEM would also review NSP billing and ensure that the buildings are on the appropriate rate codes and being billed correctly.
2. Using the results of the Portfolio Manager software, find buildings that are low performing from an energy point of view. Complete detailed energy audits on these buildings. This includes reviewing drawings, going on site and confirming equipment types, usage, runtimes, etc. This may include using data loggers and other measurement equipment to determine usage of individual pieces of equipment.
3. Based on the audit, develop a scope of work for each building. Some low-cost measures may be able to be implemented immediately (ex. Change air handling unit and heating runtimes to match the schedule of the building).
4. Compile a ranked list of energy saving projects, usually ranked on simple payback or ROI. This allows for investment decisions to be made.
5. Using the budget set aside for energy savings projects (or in the case of projects with less than one-year payback, the utility budget), work with the municipality to get quotes and procure the necessary services to complete the projects. OEM acts as project manager for the municipality and has direct interaction with the contractors. OEM also performs QA and Measurement and Verification to ensure equipment is installed and commissioned properly and expected savings are achieved.
6. OEM is main point of contact with Efficiency NS to ensure that rebates are maximized. OEM can fill out all required forms and ensure rebates are processed.
7. Once the process is well established, the OEM can also start implementing Strategic Energy Management initiatives in the municipality, which includes training all relevant staff to look for energy savings and maximize behavioral savings. This has been especially effective at NS Health Authority and the South Shore School Board, changing behaviors of staff to get significant energy savings.
8. As desired, the OEM can also focus on public engagement, and/or interact with council. OEM can also attend relevant meetings (ie. QUEST, CaGBC, etc) and has regular professional development and information sharing with other OEMs. OEM can also apply for funding through FCM, Fed and Prov. Gov't, etc.
9. OEM would produce regular reports measuring energy and cost savings and detailing completed work.



Position Title: Energy Manager – Municipality (Example)

Reports To: Engineering Manager (EfficiencyOne)

Date Last Revised: August 2017

Primary Responsibilities:

Energy management is not just about implementing energy efficient technologies—it's also about people. Reporting to the Engineering Manager, the Energy Manager will be responsible for identifying energy efficiency measures and opportunities at Client and prepare the business case for approval. The Energy Manager is involved with the client Energy teams, Sponsors (management) and operations, engineering and other departments with energy management impact as well as:

Your duties will vary depending on the setting you're working in, but in general you'll be:

- Influences what the client should do based on investigating issues with the client then presents a path forward & influences what the clients priorities should be;
- Allocate resources for the completion of outputs and their timely delivery;
- Involved in Energy Management activities on both a technical and organizations aspect for the assigned client;
- Complete technical audits, recommend energy efficiency technologies, prepare feasibility studies and business cases for approval;
- Recommend projects and measures ;
- Develop an understanding of the mechanical and electrical systems within the organization;
- Coordinate and administer project documentation, incentive applications, project development agreements, reports, and incentive applications;
- Develop an understanding of the organizations budgetary framework and procurement policies and contracts;
- Determine external project resources and preferred suppliers to assist direct activities related to project proposals and implementation; i.e. suppliers, consultants, technical specifications and costing;
- Support project implementation for the assigned organization;
- Provide monthly status reports;
- Quarterly-final reports and presentations to client and EfficiencyOne outlining project status, energy management opportunities and achievements to date;
- Develop and track against an energy baseline and profile for the assigned organization;



- Experience developing and implementing energy management programs and/or energy savings projects;
- Experience in energy engineering, utility cost analysis, facilities management, life cycle cost analysis with strong project management and estimating knowledge;
- Arrange staff awareness programmes.

Secondary Responsibilities:

- Evaluate and monitor utility usage and trends for reporting and identification energy efficiency opportunities;
- Prepare reports & presentations for a varied audience;
- Manage and direct the Energy Manager project assignment including: project scope, deliverables, timelines, communications and reporting;
- Provide project coordination support, measurement and verification of energy and operational savings for approved projects;
- Perform other duties as required from time to time.

Minimum Qualifications:

- Bachelor's Degree in Engineering (electrical, mechanical) and eligible to practice as a Professional Engineer in Nova Scotia, or equivalent combination of education and work experience;
- Certified Energy Manager (CEM) designation would be considered an asset;
- Excellent interpersonal skills with the ability to work with a diverse group of individuals at all organizational levels, both inside and outside of the organization;
- Excellent time management skills in order to meet deadlines in a multi-task environment;
- Competent Microsoft Office user (Word, PowerPoint, Excel, Outlook);
- Should have a working knowledge of project management, planning, designing and executing projects;
- Strong analytical skills along with excellent oral and written communication skills are required.

Ideal Qualifications:

- education and work experience;
- Certified Energy Manager (CEM) designation;



- Experience with conducting energy audits and preparing energy reports;
- Familiarity with tools and equipment required for building energy audits;
- Demonstrated ability to interpret electrical and mechanical plans and specifications for building facilities;
- Experience working in the municipal sector is an asset.

DRAFT

MEMO

TO: Mayor Kogon and Members of Council

FROM: Councillor Blanch

DATE: January 27, 2020

RE: **Mail Delivery**

I received a call from a resident who lives at 80 West Victoria Street. She is turning 80 in April and was told today that Canada Post will no longer be delivering mail to her home and that she will have to go to the post office to pick up her mail from now on. She told me everyone on her street is of similar age and getting to the post office to collect her mail is an all day affair at her age. I believe that we should reach out to our MP and Canada Post and see if we can do something to pressure Canada Post to keep delivering mail to the seniors living in this neighbourhood.

Internal Committee Report

Amherst Board of Police Commissioners

January 2020

The Amherst Board of Police Commissioners met on January 22, 2020 at 3:00 p.m. Items on the agenda included review of the changes to the Police Act Regulations, a discussion on Department of Justice Drug Impaired Driving Funding, as well as the Chief's report.

The next meeting was scheduled for Wednesday, February 19, 2020 at 3:00 p.m.

Internal Committee Report

Amherst Youth Town Council

January 2020

In the month of December, the Amherst Youth Town Council had one committee meeting on December 12th. This meeting took place in the Amherst Regional High School Library at 3:05 pm with the attendance of Dan Yarymowich from the Amherst Lions Club to present to us about the Lions Club upcoming Speakout Program.

During this meeting, we discussed topics such as the environment, volunteering at the New Years' Eve Family First Celebration and the AYTC Youth Survey.

- For the environment, the youth council discussed our level of involvement, regarding our contributions to positively impact the environment. We agreed that we are still interested in taking further action throughout the year, such as promoting less single-use plastic.
- For the New Years' Eve Family First Celebration, we had 6 youth councillors attend and volunteer to help out with this event.
- For the AYTC Youth Survey, we have decided to survey youth in Amherst Regional High School in the Year 2020, electronically and in person. Our first meeting in the month of January will be devoted to finishing up the questions and program for the survey so we can get started right away.

As mentioned, Dan Yarymowich from the Amherst Lions Club attended our December 12th committee meeting to present to us about the Lions Club upcoming Speakout Program. This program is a public speaking competition for groups, organizations or individual participants to select a topic they are passionate about to compete to win funds and to move on to the next level.

External Committee Report

Cumberland YMCA

January 2020

Membership

Member numbers are: Total number is 1007 (last month 1139)
Subsidized memberships is 166 (last month 184)

Childcare Numbers as of Dec 18, 2019

ELC 70, Before School 19, Afterschool 57, Kindergarten 13, Preschool 6
Cumberland North 39, Pre-primary Cumberland North 8,
West Highlands 21, Oxford 5

The YMCA hired TA's for Cumberland North Afterschool and West Highlands Afterschool for support for the program. The TA started in Cumberland North on Dec 12 and the TA for West Highlands will begin in the New Year.

Child Protection

The child protection committee completed a two-day mock review here at the YMCA. The final score was a 92%.

Friday Night Fun

Friday Dec 6, 2019	Ages 5-8	29 participants
	Ages 9-14	30 participants
Friday Dec 13-	Ages 5-8	19 participants
	Ages 9-14	20 participants

Aquatics

Winter Swimming Lessons

- Registration: December 17, 20, January 7
- Program Start Dates: January 12th and 16th

FOL and Fitness Programming Planned for winter 2020

- Living Well (Seniors Workshop - In partnership with the TOA)
- Baby and Me
- Women in the Weight Room
- Y Well You - 8 Week Wellness Challenge
- Personal Training and Nutrition Consultations
- Pickleball
- Youth Paint Nites
- STEM - Science Technology Engineering and Mathematics Program
- Intergenerational Zumba
- Dance Dance
- Winterball

- Youth Dryland Training
- Basketball
- FOL Group Fitness: Chair Fitness - Amherst, Parrsboro, Sackville, Springhill / Aquafit / Line Dancing

Development

With the Strong Kids Campaign coming up in February and March there will be multiple events surrounding that. Aside from identifying new donors through campaign, we will have our Staff Pledge event on Feb. 11, 2020. The sixth annual Cues for Kids will take place on Feb. 7, 2019. Tickets will go on sale the first week of January for \$20 each (this includes one drink, door prize ticket entrance and pizza).

Coldest Night of the Year will take place on February 22, 2020 and is a peer-to-peer fundraising event. Registered walkers will accept pledges from family, friends, colleagues, etc. to help raise funds for the YMCA Homelessness Prevention Program and Annual Campaign. Last year we raised just under \$16,000 and our goal this year is \$20,000. Currently we are engaging previous team captains, new team captains, as well as potential sponsors.

External Committee Report

Advisory Committee to Reduce Poverty

January 2020

Meetings were held on January 10th and 24th, 2020. The group has been reviewing selections from previously distributed materials from the “Vibrant Communities” Conference for discussion. These included: ***Dismantling the Poverty Traps in Saint John.***

Project Comeback: A Lifeline for Surrey’s Homeless Day Labourers

(The complete articles have been shared with council in a separate memo). These articles deal with issues and challenges not unlike those in our region. It reinforces areas and goals that can be addressed for short term and long term gains, but also that overall process for real change, is a long term commitment.

Also, 2 Separate Mapping Exercises were started:

- a) Identifying Current Community Resources for Food Access**
- b) Current Community Resources for Housing Access**

The food sources identified are as follows:

Food – Existing Resources

1. Amherst Food Assistance Network (local food bank/Feed NS)
2. Food Pantries
 - Pay It Forward Pantry, Viking ARHS, NSCC
3. After the School Bell Program
4. School Nutrition Program
5. Autumn House
6. Superstore
7. Maggie’s Place
8. Community Lunches
 - Holy Family Church, YMCA, Salvation Army
9. Waste Not, Want Not
10. Christmas Boxes
11. YMCA – Wal-Mart (frozen meat)
12. Community Gardens
13. Edible Landscaping
14. Pumpkins for Poverty
15. Superstore – Free Fruit for Kids while shopping
16. Meals on Wheels
17. YMCA Food Distribution

It was decided that the Tamarack Membership is very valuable to this committee, and all committee members will be given access for upcoming webinars, so this membership has been renewed.

Jonathon McClelland, from the Cumberland Business Connector spoke to the group on January 10th about what is happening in the forestry industry, as Cumberland County is the largest wood harvester in the province, and the possible impacts it could have to this region.

A follow-up to the mapping of the Housing Access will be included at next meeting.