



Town of Amherst  
Committee of the Whole

Date: Monday, November 21, 2016  
Time: 4:00 p.m.  
Location: Council Chambers, Town Hall

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1. Call to Order
  - 1.1 Approval of Agenda
  - 1.2 Approval of Minutes (3933)
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2. In Camera
  - 2.1 Approval of In Camera Agenda
  - 2.2 Approval of In Camera Minutes
    - 2.2.1 September 12, 2016
    - 2.2.2 September 26, 2016
  - 2.3 Personnel Matter - MGA 22(2)(c)
  - 2.4 Personnel Matter - MGA 22(2)(c)
  - 2.5 Personnel Matter - MGA 22(2)(c)
  - 2.6 Personnel Matter - MGA 22(2)(c)
  - 2.7 Potential Litigation - MGA 22(2)(f)
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6.	Adjournment	

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# Amherst Town Council

## Committee of the Whole

### Minutes

**Date of Meeting:** Monday, September 26, 2016  
**Location:** Council Chambers, Town Hall

**Members Present:** Mayor Robert Small  
Deputy Mayor Terry Rhindress  
Councillor George Baker  
Councillor Frank Balcom  
Councillor Robert Bird  
Councillor Lisa Emery

**Staff Present:** Greg Herrett, CAO  
Roger MacIsaac, Director CED  
Ian Naylor, Police Chief  
Jason MacDonald, Deputy CAO Operations  
Vince Arbing, Treasurer  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Rebecca Purdy, Executive Assistant

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**1. Call to Order**

Mayor Small called the meeting to order at 4:15 PM.

**1.1. Approval of Agenda**

**Moved By: Deputy Mayor Terry Rhindress**

**Seconded By: Councillor Frank Balcom**

**To approve the agenda with the addition of 4.10 Response Letter to Hal Davidson**

**MOTION CARRIED**

**1.2. Approval of Minutes**

**Moved By: Councillor George Baker**

**Seconded By: Councillor Lisa Emery**

**To approve the minutes of the June 27, 2016 and August 29, 2016  
Committee of the Whole meetings**

**MOTION CARRIED**

**3. In Camera**

**Moved By: Councillor Frank Balcom**

**Seconded By: Councillor Lisa Emery**

**To go In-Camera**

**MOTION CARRIED**

**4. Council Direction Requests**

**4.1. Proposed Amendments to User Fee Policy 3470-03 (3587)**

**Moved By: Councillor George Baker**

**Seconded By: Councillor Frank Balcom**

**That the proposed amended User Fees Policy 3470-03 be referred to the October 3, 2016 regular meeting for Council's consideration**

**MOTION CARRIED**

**4.2. Rename a Ballfield in Honour of Dwight Jones (3590)**

Councillor Bird excused himself temporarily and was not in Chambers for the voting on the following two agenda items.

**Moved By: Deputy Mayor Terry Rhindress**

**Seconded By: Councillor Frank Balcom**

**That Council direct staff to prepare a brief report discussing the most appropriate facility to rename in Dwight Jones' honour and the necessary arrangements to achieve this**

**MOTION CARRIED**

**4.3. Crosswalk on Albion Street (3591)**

**Moved By: Deputy Mayor Terry Rhindress**

**Seconded By: Councillor Lisa Emery**

**That staff be directed to prepare a report on a potential crosswalk across Albion Street to accommodate customers of the business operating at 32 Albion Street**

**MOTION CARRIED**

**4.4. Regular COW and Council Meetings for October 2016 (3607)**

**Moved By: Deputy Mayor Terry Rhindress**

**Seconded By: Councillor Lisa Emery**

**That the regular meetings of Committee of the Whole and Council scheduled for October 17 and 24, 2016 respectively, be cancelled due to the 2016 municipal election on October 15**

**MOTION CARRIED 5-1**

**Opposed: Councillor George Baker**

**4.5. Christie Foundation Grant to CCMHA (3612)**

**Moved By: Councillor Robert Bird**

**Seconded By: Councillor Frank Balcom**

**That the request to receive a donation of \$10,000 from the Christie Foundation to fund a corresponding \$10,000 contribution to the youth hockey program of CCMHA be referred to the October 3, 2016 regular meeting for approval**

**MOTION CARRIED**

**4.6. Christie Foundation Grant to Gymnastics Club (3613)**

**Moved By: Deputy Mayor Terry Rhindress**

**Seconded By: Councillor George Baker**

**That the request to receive a donation of \$10,000 from the Christie Foundation to fund a corresponding \$10,000 contribution to the Aerial Gymnastics Club be referred to the October 3, 2016 regular meeting for approval**

**MOTION CARRIED**

**4.7. CAO Performance Review Policy (3632)**

**Moved By: Deputy Mayor Terry Rhindress**

**Seconded By: Councillor George Baker**

**That the draft policy to formalize the CAO Review process be referred to the October 3, 2016 regular meeting for Council's consideration, as recommended by the CAO Review Committee**

**MOTION CARRIED**

**4.8. ATV Friendly Community (3138)**

**Moved By: Councillor Robert Bird**

**Seconded By: Councillor Lisa Emery**

**That staff be directed to prepare policies and/or by-laws required to make Amherst an ATV Friendly Community for the November 2016 Committee of the Whole meeting for first reading, and further,**

**That the Mayor write a letter of support requesting the Province of Nova Scotia**

**amend the required statues to facilitate the legal access to trails, and**

**That the Town of Amherst make a commitment to work with the Cumberland County Riders to connect Amherst with the existing trails in Nova Scotia and New Brunswick**

**MOTION CARRIED**

**4.9. UNSM Code of Conduct (3516)**

**Moved By: Councillor Robert Bird**

**Seconded By: Councillor Lisa Emery**

**That Councillor Baker be reprimanded under the UNSM Code of Conduct**

Mayor Small said Council sought and received a legal opinion that addresses this matter; there are approved motions of Council from the August 8, 2016 special meeting that (1) This is not a matter for Council to deal with; and (2) to refer the matter to the Amherst Board of Police Commissioners. Therefore, Mayor Small ruled the motion out of order.

**4.10. Response Letter to Hal Davidson (added) (3516)**

**Moved By: Councillor Lisa Emery**

**Seconded By: Councillor Robert Bird**

**That a follow up letter be sent to Mr. Hal Davidson to let him know where this matter stands**

**MOTION CARRIED**

**Opposed: Councillor George Baker**

CAO said a letter was sent to Mr. Davidson acknowledging receipt of his letter on August 3. Subsequently the matter has been referred to the Police Commission; the process is currently before the Commission. Councillor Emery said the second part of the letter has not been addressed, the request for a review. CAO said the minutes of August 8 gave a determination that Council has no authority.

**5. Information Items**

**5.1. MGA Review (3629)**

CAO had requested that Council respond to him with any specific issues or questions with regard to the housekeeping amendments being considered for the MGA. Having received none, the direction of Council was to write to the MGA Review Committee advising that Amherst Council has no comments. The deadline for responses is September 30.

**5.2. 1st Quarter Procurement Report (3606)**

Information item; no specific direction was given.

**5.3. Cumberland Public Libraries - 50th Anniversary, 2017 (3614)**

CAO reviewed his memo included in the agenda. No action at this time.

**6. Monthly Reports**

**6.1. Corporate Services (3608)**

Vince Arbing reviewed his report included in the agenda. No action required.

**6.2. Community and Economic Development (Verbal) (3631)**

Roger MacIsaac gave a verbal report which included updates on VIA, Innovation Centre, and potential industrial park developments. His files are being transferred temporarily to Andrew Fisher. Roger will be leaving the Town's employ at the end of the month. CAO said recruitment and staffing is still underway for the BDO position.

**6.3. Operations (3609)**

Jason MacDonald reviewed his report included in the agenda and addressed comments and enquiries from Council. No action required.

**6.4. Police Services (3610)**

Chief Naylor reviewed his report included in the agenda and addressed comments and enquiries from Council. No action required.

**6.5. Recreation (3611)**

Bill Schurman reviewed highlights of his department's activities and addressed comments and enquiries from Council. No action required.

**7. Adjournment**

**Moved By: Councillor Lisa Emery**

**Seconded By: Deputy Mayor Terry Rhindress**

**To adjourn at 6:15 PM**

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Gregory D. Herrett, CPA, CA  
Town Clerk and CAO

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Robert Small  
Mayor



## COMMITTEE OF THE WHOLE

CDR# 2017058

Date: November 21, 2016

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

**SUBMITTED BY:** Vince Arbing, CPA, CA – Director of Finance

**DATE:** November 21, 2016

**SUBJECT:** Signing Authorities – Designated Councillor

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**ORIGIN:**

2016 Municipal Election

**LEGISLATIVE AUTHORITY:**

Town of Amherst Signing Authority Policy, #03400-01

**RECOMMENDATION:**

No recommendation is being put forward; Council may leave the Mayor and Deputy Mayor as the two signing authorities or appoint a Designated Councillor as a third signing officer. Should the latter be Council's direction, a motion to refer the matter to the November 28, 2016 meeting to appoint a Designated Councillor will be required.

**BACKGROUND:**

The Signing Authority Policy states:

All General, Payroll, Water, Stadium, Trust & Reserve Fund cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:

a) Mayor, Deputy Mayor, Designated Councillor (any one of them)

And

b) Town Manager/Town Clerk, or Treasurer/Deputy Clerk (any one of them).

**DISCUSSION:**

The purpose of the policy is to identify signing authorities for the Town. Cheques require two signatures, one elected official (Mayor, Deputy Mayor or Designated Councillor) and one administrative official (either the CAO or Treasurer). In the event neither the Mayor nor the Deputy Mayor is available, identifying an alternate (Designated Councillor) may be of benefit in the timely issuance of cheques.

At the special meeting held November 1, Mayor and Council were sworn and the Deputy Mayor was appointed. Following this, a new Master Client Agreement with RBC (signature card) was signed, identifying Mayor Kogon and Deputy Mayor Christie and authorizing them to sign bank documents on behalf of the Town. In the event Council wishes to identify a Designated Councillor, it will need to be made official by a motion of Council, and each signing officer will have to sign a new Master Client Agreement with RBC.



**FINANCIAL IMPLICATIONS:**

There are no financial implications to adding a Designated Councillor to the signing authorities.

**COMMUNITY ENGAGEMENT:**

This is an internal operation; no community engagement.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications .

**ALTERNATIVES:**

1. Status quo, with the Mayor and Deputy Mayor as signing authorities
2. Refer the matter to the November 28, 2016 regular meeting to appoint a Designated Councillor

**ATTACHMENTS:**

Signing Authority Policy, 03400-01

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Report prepared by: Vince Arbing, Director of Finance  
Report and Financial approved by:

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**DEPARTMENT:** CORPORATE SERVICES

**TITLE:** **SIGNING AUTHORITY POLICY**

Minutes reference date: 21 September 1992  
Revision dates: 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002  
26 January 2015

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**PURPOSE:**

To identify signing officers of the Town of Amherst

**POLICY STATEMENT:**

1. All documents signed under the seal of the Town shall be signed by the:
  - a) Mayor or Deputy Mayor (any one of them)

And

  - b) Chief Administrative Officer/Town Clerk or Treasurer/Deputy Clerk (any one of them).
  
2. All General, Payroll, Water, Stadium, Trust and Reserve Fund cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:
  - a) Mayor, Deputy Mayor, Designated Councillor (any one of them)

And

  - b) Chief Administrative Officer/Town Clerk, or Treasurer/Deputy Clerk (any one of them).



**COMMITTEE OF THE WHOLE**

**CDR# 2017059**

**Date: November 21, 2016**

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

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

**DATE:** November 21, 2016

**SUBJECT:** Community Credit Union Business Innovation Centre – Food & Beverages

**ORIGIN:**

Opening of the Community Credit Union Business Innovation Centre (CCUBIC)

**LEGISLATIVE AUTHORITY:**

User Fees Policy, #03470-03; Procurement Policy 03700-01

**RECOMMENDATION:**

That an amended User Fee Policy be referred to the November 28, 2016 regular meeting for Council’s consideration, and further, that staff be directed to issue a Request For Proposals for Food and Beverage Services at the CCUBIC and develop a Food and Beverage Policy.

**BACKGROUND:**

In October 2016, Council amended the Town’s User Fees Policy to include fees charged for use of the Community Credit Union Business Innovation Centre (below). This includes a fee of \$70 for bar services and \$100 for the catering kitchen. What this means is, any organization renting the facility and requiring food and/or bar services would be required to pay the respective amounts to the Town.

Community Credit Union Business Innovation Centre								
Facility	Rate Class	Classroom or U shape	Theatre Daily	Confer Daily	Day Rate	4 Hr	1 Hr	Other
Boardroom	All	NA	NA	NA	\$125	\$75	\$25	
Conference Room	Commercial	\$175	\$550	\$550		\$375	\$100	
	Community	\$125	\$425	\$425		\$300	\$75	
Box Office	All				\$50	\$25	\$10	
Bar Service	All							\$70
Catering Kitchen	All							\$100
Sound and Light Tech	All						\$30 min 4 hr.	

**DISCUSSION:**

Since the opening of the facility, uses requiring food/beverage services have been coordinated directly with a supplier. In order to provide consistency of service and standards, as well as a potential revenue stream for CCUBIC space, we are recommending the User Fee Policy be amended by removing the Bar



Service Fee of \$70 and the Catering Kitchen Fee of \$100, and establishing a new Food and Beverage Policy for the facility.

Under the new policy, approved food and beverage providers would be selected through the Request for Proposals (RFP) process. In place of the \$70 and \$100 fees set out in the User Fees Policy, the approved food and beverage providers would be required to pay to the Town a minimum of 5% royalty based on the cost of the food/beverage services provided to CCUBIC users. The policy would prohibit external food and beverages to be brought in to the facility, other than by the providers authorized by the Town through the RFP process.

The RFP process would solicit proposals from interested vendors to provide food and beverage services. The proposals would include the types of food and/or beverage services and products offered and the percentage that the supplier would be willing to pay to the Town with 5% being the minimum. We would hope to establish a list of providers to meet the various requirements, i.e. coffee and muffins for a breakfast meeting of 10 people to full meals with a full bar for a wedding reception of 100 guests. RFP's would be evaluated on experience; menu/list of products; price; percentage of sales to the Town; and liquor license.

**FINANCIAL IMPLICATIONS:**

The current User Fees Policy establishes \$100 for the use of the kitchen and \$70 for the use of the bar. It is unrealistic to require a user of the facility to pay \$100 when all they want is coffee and muffins for a breakfast meeting. On the other side of the issue is the same amount would be charged for a full catered dinner. Replacing that flat fee with a percentage of the cost of the service provided will be more realistic and will, hopefully, generate revenue from the facility. i.e. 5% of serving a full meal at \$40 per person to 100 guests would be \$200. Similarly, 5% of liquor sales would apply. The royalty would be paid by the food/beverage provider, as opposed to the person/organization renting the facility.

**COMMUNITY ENGAGEMENT:**

Community engagement would be the RFP process. Proposals will be solicited from interested vendors in hopes of establishing a list of providers to choose from.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications

**ALTERNATIVES:**

1. Amend the User Fees Policy and direct staff to develop a new policy and issue an RFP
2. Status quo

**ATTACHMENTS:**

User Fees Policy

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

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Annual Review of User Fees**

Minutes reference date:	30 April 2007	29 October 2007	18 April 2008
	28 May 2009	26 April 2010	24 May 2011
	23 May 2012	01 May 2013	30 April 2014
	12 June 2015	25 May 2016	03 October 2015

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**PURPOSE:**

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

**POLICY STATEMENT:**

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

**OBJECTIVES:**

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

<b>Corporate Services</b>		
<b>SERVICE/PRODUCT/ADMINISTRATIVE</b>	<b>FEE</b>	<b>HST STATUS</b>
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

<b>By-Law Fees Collected by Corporate Services</b>		
<b>C-4 Dog-By-Law, Schedule A</b>		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 <sup>st</sup> Impoundment	\$30	Plus HST
Licensed Dog-2 <sup>nd</sup> Impoundment	\$70	Plus HST
Licensed Dog-3 <sup>rd</sup> & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
<b>C-11 False Alarms - After 2<sup>nd</sup> Notice</b>	<b>\$50/alarm</b>	<b>HST Exempt</b>

<b>Operational Services</b>		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
<b>Equipment Charge out Rates</b>	<b>Rate per Hour</b>	<b>HST Status</b>
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

<b>Operational Services By-Laws</b>		
<b>D-3 Wastewater Discharge By-Law</b>		
One Connection	\$750.00	Plus HST
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	Plus HST
<b>D-19 Sanitary Sewer Rates By-Law</b>		
Residential Metered Customers	\$.99 m <sup>3</sup>	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m <sup>3</sup>	HST Exempt
<b>Annual Base Charges – Meter Size</b>		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

<b>Solid Waste Rates</b>		
Solid Waste Collection billed on Tax Bill	\$160.00 /yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

<b>Services/Products – Operational Services</b>		
Parking Space Rental – Yearly	\$200.00	Plus HST
Parking Space Rental – Monthly	\$20.00	Plus HST
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

<b>Planning and Development Department</b>		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

<b>Building Permits</b>		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

<b>Police Department</b>		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$25.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST

<b>C-9 Taxi By-Law, Schedule E</b>		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

<b>Fire Department</b>		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

<b>Recreation</b>		
<b>Ice Time/Stadium</b>		
Early Bird Monday-Friday (6:00 – 8:15 am)	\$55.00/hr	Plus HST
Fair Time Monday-Friday (8:30 am – 5:00 pm)	\$74.00/hr	Plus HST
Prime Time (after 5:00 pm on Fridays, and all Saturdays, Sundays & Holidays)	\$122.00/hr	Plus HST
Prime Time Youth Rate	\$93.00/hr	Plus HST

<b>Photocopies/Stadium (Policy 72000-06)</b>		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

<b>Ballfield User Policy (Policy 72300-01)</b>		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

<b>Stadium Advertising Rates plus artwork, design and production</b>		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

<b>Off Season Stadium Rentals</b>		
Rink Floor Only	\$40.00 per hr or \$600.00 for full day	Plus HST
Entire Facility including meeting rooms, team rooms	\$62.50 per hr or \$750.00 per day	Plus HST
2 <sup>nd</sup> Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

<b>Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)</b>		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

<b>Community Credit Union Business Innovation Centre</b>								
Facility	Rate Class	Classroom or U shape	Theatre Daily	Confer Daily	Day Rate	4 Hr	1 Hr	Other
Boardroom	All	NA	NA	NA	\$125	\$75	\$25	
Conference Room	Commercial	\$175	\$550	\$550		\$375	\$100	
	Community	\$125	\$425	\$425		\$300	\$75	
Box Office	All				\$50	\$25	\$10	
Bar Service	All							\$70
Catering Kitchen	All							\$100
Sound and Light Tech	All						\$30 min 4 hr.	

\*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

<b>Municipal Government Act Fees – FOI-POP Section 466, MGA</b>
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”



## COMMITTEE OF THE WHOLE

CDR# 2016060

Date: November 21, 2016

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

**SUBMITTED BY:** Gregory D. Herrett, CAO

**DATE:** November 21, 2016

**SUBJECT:** December Meeting Dates

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**ORIGIN:**

2016 Calendar – Christmas holidays

**LEGISLATIVE AUTHORITY:**

Proceedings of Council Policy, 10350-24, paragraph 5: “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by resolution of Committee of the Whole at a previous meeting three or more days in advance of the addition or special meeting.”

**RECOMMENDATION:**

That the regular Committee of the Whole and Council meetings scheduled for December 19 and 26 be changed to December 12 (Committee of the Whole) and 19 (Regular Council) due to the Christmas holidays.

**BACKGROUND:**

The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council or Committee of the Whole.

**DISCUSSION:**

The scheduled meeting dates for December often conflict with the Christmas holidays. This year, according to policy, the Committee of the Whole meeting is scheduled for Monday, December 19, and the regular Council meeting is scheduled for Monday, December 26, which is a statutory holiday (Boxing Day). In past years, Council has opted to rearrange the meeting schedule in December. Sometimes both meetings are moved to a week earlier, and on some occasions, both Committee of the Whole and the regular Council meetings have been held the same date.

The options available to Council appear to be:

1. Move both meetings ahead by one week, with COW on December 12 and Council on December 19;
2. Hold both COW and Council on December 19
3. Pick alternate dates for both meetings

Option 1, moving both meetings ahead by a week, would allow time to carry out any directions or obtain any further information Council may request between Committee of the Whole and the regular Council meeting.



Option 2, moving both meetings to December 19 would reduce the number of meetings during the busy month of December, but it may not give Council ample time to consider issues and obtain additional information between COW and Council meetings

**FINANCIAL IMPLICATIONS:**

There are no financial implications to changing the meeting dates.

**COMMUNITY ENGAGEMENT:**

The policy authorizes Council to adjust its meeting schedule; the public and media will be notified of any changes by media release.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications are anticipated with adjusting the meeting schedule for the month of December.

**ALTERNATIVES:**

1. Move both meetings ahead by one week, with COW on December 12 and Council on December 19.
2. Hold both COW and Council on December 19
3. Pick alternate dates for both meetings

**ATTACHMENTS:**

December 2016 Calendar






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Report prepared by: Rebecca Purdy, Executive Assistant  
Report and Financial approved by:

# December 2016 (Canada)

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29  New Moon	30	1	2	3
4	5	6	7  1st Quarter	8	9	10
11 Anniversary of the Statute of Westminster	12	13  Full Moon	14	15	16	17
18	19	20  3rd Quarter	21	22	23	24 Christmas Eve
25 Christmas	26 Boxing Day (Most regions)	27	28	29  New Moon	30	31 New Year's Eve



**COMMITTEE OF THE WHOLE**

**CDR# 2017061**

**Date: 21 November 2016**

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

**SUBMITTED BY:** Jason MacDonald

**DATE:** November 21, 2016

**SUBJECT:** Parking Lot Snow Removal 2016/17 Season

**ORIGIN:**

The Town annually issues a Request for Proposals (RFP) for clearing of snow from public parking lots operated by the Town and parking lots at Town owned facilities, to engage private contractors to carry out such snow clearing to ensure they are cleared in a timely manner.

**LEGISLATIVE AUTHORITY:**

Municipal Government Act Section 65; Power to Expend Money (F) Snow and Ice Removal.

**RECOMMENDATION:**

That the RFP for Parking Lot Snow Removal be referred to the November 28 regular meeting for Council's consideration of awarding the following snow clearing packages for the 2016 / 2017 snow removal season:

Package	Bidder	Bid Amount per Snow Event 5cm – 15 cm	Bid Amount Per Snow Event 16cm – 25cm	Bid Amount per Snow Event 26cm+
A	Baxter Trucking Ltd	\$425	\$685	\$900
B	Baxter Trucking Ltd	\$220	\$365	\$530
C	Baxter Trucking Ltd	\$295	\$485	\$680
D	Baxter Trucking Ltd	\$575	\$960	\$1,475
E	K. L. Carter & Son Ltd.	\$500	\$740	\$1,250
F	Baxter Trucking Ltd	\$130	\$200	\$270

**BACKGROUND:**

An RFP for snow clearing was issued with three proposals submitted on six parking lot packages. The following proposals were received and evaluated, with the highest scoring proposals in bold.

Package	Bidder	Bid Amount per Snow Event 5cm – 15 cm	Bid Amount Per Snow Event 16cm – 25cm	Bid Amount per Snow Event 26cm+
<b>A</b>	<b>Baxter Trucking Ltd</b>	<b>\$425</b>	<b>\$685</b>	<b>\$900</b>
<b>B</b>	<b>Baxter Trucking Ltd</b>	<b>\$220</b>	<b>\$365</b>	<b>\$530</b>
<b>C</b>	<b>Baxter Trucking Ltd</b>	<b>\$295</b>	<b>\$485</b>	<b>\$680</b>
D	Hawkes' Blueberries	\$675	\$1,425	\$2,750
<b>D</b>	<b>Baxter Trucking Ltd</b>	<b>\$575</b>	<b>\$960</b>	<b>\$1,475</b>
<b>E</b>	<b>K. L. Carter &amp; Son Ltd.</b>	<b>\$500</b>	<b>\$740</b>	<b>\$1,250</b>
<b>F</b>	<b>Baxter Trucking Ltd</b>	<b>\$130</b>	<b>\$200</b>	<b>\$270</b>



**DISCUSSION:**

For the 2015/16 season the proposals were based on a “per event” basis. For the 2016-17 year, a further change was made to the RFP by having the proposals price snow events by amount cleared per event. This will ensure a more accurate cost for the level of service provided.

Staff have reviewed the equipment and manpower information submitted in the proposal from Baxter Trucking Ltd. And K. Lawrence & Sons Ltd. and are of the opinion that these companies have the resources to meet the performance standards contained within the RFP.

The various packages are made up of the following parking lots:

Package A	Paramount Theatre; YMCA; 4 Havelock Street; Church St. Tennis Courts
Package B	King Street Lot; Electric Street Lot
Package C	Dominion Public Building; Community Credit Union Business Innovation Centre; Four Fathers’ Library
Package D	Stadium; Gould Street Lot; Dickey Park
Package E	Ratchford Street Lot (Behind Dayles); George Blanche Lot; Museum; Fire Station
Package F	Police Station (21 Havelock Street)

**FINANCIAL IMPLICATIONS:**

The budget amount is \$37,000, which also includes hiring trucks for snow removal (downtown cleanups). The total cost will depend on the type of winter we have, including the number and severity of snowfall events.

**COMMUNITY ENGAGEMENT:**

As this is an operational issue community engagement is not contemplated others than the public procurement process.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications as a result of the snow removal operations within parking lots.

**ALTERNATIVES:**

That Council not award the packages as recommended and direct staff to clear the parking lots with our own resources. While this could potentially save some money, it would result in a decrease in the level of service for either parking lot snow removal or street clearing.

**ATTACHMENTS:**

No attachments are required.

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



**COMMITTEE OF THE WHOLE**

**CDR# 2017062**

**Date: November 21, 2016**

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

**SUBMITTED BY:** Jason MacDonald, Deputy CAO

**DATE:** November 21, 2016

**SUBJECT:** Micro Sealing - Church Street from Dickey Street to Albion Street

**ORIGIN:**

The 2016/17 approved Capital Budget includes the installation of micro seal on Church Street, between Dickey and Albion Streets. This street treatment was recommended in the recently completed Asset Management Assessment. This proposed location is being considered as a test area to determine if the product is appropriate for more widespread use throughout the town.

**LEGISLATIVE AUTHORITY:**

Town of Amherst Procurement Policy, #3700-01

**RECOMMENDATION:**

That the Request for Proposals, RFP-16-18, for Micro Sealing of Church Street from Dickey Street to Albion Street be referred to the November 28, 2016 regular meeting for Council's consideration of accepting the proposal from Industrial Cold Milling to a maximum project amount of \$50,000.

**BACKGROUND:**

Micro Seal has been recommended by our consultant, SNC Lavalin, as an early intervention to extend the life of an asphalt street surface. Micro seal is the application of an emulsified tack coat mixed with a fine gravel and cement dust, which is then placed on a clean road surface. The thickness is approximately 15mm and provides a sealant and additional wear surface to the existing asphalt that extends the life of good asphalt five to eight years. The micro seal provides no structural benefit and it is not intended to repair road deficiencies. Church Street, between Dickey and Albion Streets, is still in reasonable condition and the micro seal treatment will extend the life, at a reasonable cost. Micro seal is used in Moncton, Saint John, Fredericton and Halifax for the above reasons.

**DISCUSSION:**

A Request for Proposals (RFP) was issued for the installation of micro seal, with a closing date of October 20<sup>th</sup>. The Town received proposals from two regional suppliers. Both proponents are bidding the same product, with both indicating they would install the product between June 1 and July 15, 2017.

<u>Proponent</u>	<u>Proposed Unit Price</u>	<u>Estimate Cost (excluding HST)</u>
Dexter Construction	\$10.50 per square meter	\$53,235.00
Industrial Cold Milling	\$ 9.55 per square meter	\$48,418.50



The proposals were scored on the basis of schedule, project cost, proponent profile, project methodology and social considerations. Both vendors scored 50/55 on the above criteria, with price becoming the determining factor. Staff are therefore recommending that the project be awarded to Industrial Cold Milling (Miller Group) at their proposed unit price of \$9.55 per square meter.

In the proposal the Town had asked that the micro seal be installed in the 2016 construction season; however, both proponents indicated that, due to temperature concerns, it could not be installed until the 2017 construction season. Both companies agreed to hold the pricing submitted for the 2017 season.

**FINANCIAL IMPLICATIONS:**

The approved budget for this project is \$50,000. The estimated overall project cost including the non-recoverable taxes is \$50,493. As the bid is on a per unit basis, we will achieve the budget target by slightly reducing the extent of micro sealing work.

As this project will be completed in the summer of 2017, the funding will be carried over into the 2017/18 Capital Budget, should Council decide to award the project.

**COMMUNITY ENGAGEMENT:**

Community engagement took place by way of the procurement process. A Media Release will be issued, pending Council's approval. In addition, property owners / residents in the area will be contacted prior to the work taking place to ensure they understand the projects and how they may be affected (driveway access, etc.)

**ENVIRONMENTAL IMPLICATIONS:**

As this project would extend the life of the street for an additional five to eight years, this would reduce the environmental impact of the alternative street repaving.

**ALTERNATIVES:**

Council could proceed with the installation of the micro seal on Church Street, select a different street, or cancel the project.

**ATTACHMENTS:**

None

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

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Councillor Blanch  
**Date:** November 21, 2016  
**Subject:** Electronic Voting

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The municipal elections 2016 are now behind us. While the Town of Amherst did not choose to make electronic voting available to the electors, many Nova Scotia municipalities did.

With those experiences fresh in the mind of officials from other municipal units, I believe the time is right to revisit the decision regarding electronic voting. The decision must be made with good information available to Council. With that in mind I propose to have Council direct staff to consult and confer with officials from units where electronic voting was available, review applicable legislation, model by laws, and other available information and prepare a report and recommendation on the potential use of electronic voting in Amherst. I believe that consideration of this decision is more appropriate at this time than during the lead up to an election.

**Motion:**

**That Council direct staff to consult and confer with officials from units where electronic voting was available, review applicable legislation, model by laws, and other available information, and prepare a report and recommendation on the potential use of electronic voting in Amherst.**

# MEMORANDUM

**To:** Members of Council  
**From:** Mayor Kogon  
**Date:** November 21, 2016  
**Subject:** Heritage Advisory Committee

---

The Town's Planning Advisory Committee (PAC) acts as the Heritage Advisory Committee (HAC). I have been approached by a member of the public with the suggestion that the HAC should be separate from the PAC. The relevant policy is attached.

It is suggested that Council direct staff to prepare a report on the pros and cons of having a separate Heritage Advisory Committee, to be presented in December and available for Council to consider when it sets its priorities in January.

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**DEPARTMENT:** PLANNING AND DEVELOPMENT DEPARTMENT

**TITLE:** **PLANNING ADVISORY COMMITTEE POLICY**

Minutes reference date: 27 March 2006; 29 November 2010; 24 October 2011; March 24, 2014; 22 January 2015

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**PURPOSE:**

The purpose of this policy is to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*.

**ROLE OF COMMITTEE**

1. The role of a Planning Advisory Committee is to advise Council respecting the preparation or amendment of the Town's Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw as well as general land use planning matters.
2. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.
3. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act* and pursuant to the Heritage Properties Bylaw, the Committee will also act as the Heritage Advisory Committee.
4. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act*, the Planning Advisory Committee will also undertake the duties assigned to it pursuant to the Dangerous or Unsightly Premises Policy of the Town of Amherst.

**MEMBERSHIP**

5. The Council shall appoint members of the Planning Advisory Committee by resolution.
6. Membership shall include three members of Town Council and three members of the public who are residents of the Town of Amherst.
7. The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
8. In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.

9. At the beginning of the first meeting of each fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

### STAFF RESOURCES

10. The Deputy Chief Administrative Officer – Operations is responsible for all functions of the Committee including:
  - a. Calling meeting;
  - b. Taking minutes
  - c. Distribution of reports and other information as required;
  - d. Public notification as required;
  - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
11. Where additional information or work is required of staff by the Committee the Deputy Chief Administrative Officer – Operations (Deputy CAO) will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
12. Meetings are to be attended by the Deputy CAO or designate as well as an Executive Assistant. At the discretion of the Deputy CAO, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer and all Directors.

### MEETINGS

13. Meetings will be automatically scheduled for the first Monday of every month. Meetings will commence at 4:30 PM unless otherwise informed.
14. Meeting times may be changed when appropriate by the Chairperson in consultation with the Deputy CAO.
15. Meetings may be cancelled by the Chairperson in consultation with the Deputy CAO when there are no agenda items.
16. All meetings are open to the public as per Section 203 of the *Municipal Government Act*, unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Act*.
17. The date, time and location of Committee meetings shall be posted in the lobby of Town Hall three days prior to the meeting, and on the Town's website.
18. An agenda package will be provided to all Committee members and staff no later than 4:00 PM, two business days prior to the meeting.

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Deputy Mayor Christie  
**Date:** November 21, 2016  
**Subject:** Code of Conduct for Elected Municipal Officials Policy

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Town of Amherst Policy #10350-20 - Code of Conduct for Elected Municipal Officials has been in effect since 2009 and, to my knowledge, has not been reviewed since it was approved.

I would like to initiate a review of the policy. In order that the review is done from a well-informed point of view, I propose that Council direct staff to research best practices across the province and provide a report with recommendations for change to bring the policy in line with that in other jurisdictions.

## **Motion**

**That Council direct staff to research and gather other municipalities and Provincial Code of Conduct documents/policies and present best practices used and to make recommendations to Council for the January meeting of changes needed to the existing Town of Amherst code of conduct policy to be in line with other locations**

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DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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**PURPOSE:**

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council (“Members”). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Amherst.

**STANDARDS OF CONDUCT:**

Members shall uphold the law and at all times:

- a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
  - i. **Integrity** – giving the municipality’s interests absolute priority over private individual interests;
  - ii. **Honesty** – being truthful and open;
  - iii. **Objectivity** – making decisions based on a careful and fair analysis of the facts;
  - iv. **Accountability** – being accountable to each other and the public for decisions taken;
  - v. **Leadership** – confronting challenges and providing direction on the issues of the day.
- c) Uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader community.

**COUNCIL RESPONSIBILITIES:**

The Council (or its designated committee) will:

- a) review the municipality’s Code of Conduct as required and make any amendments considered appropriate;
- b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

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DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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## **MEMBER RESPONSIBILITIES:**

### **Conduct To Be Observed**

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

### **Dedicated Service**

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

### **Respect For Decision-Making Process**

All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

### **Conduct At Meetings**

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

### **Release of Confidential Information Prohibited**

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

### **Gifts and Benefits**

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

### **Use Of Public Property**

No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

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DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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**Obligations To Citizens**

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

**Interpersonal Behaviour**

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

**Community Representation**

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

**GOOD GOVERNANCE**

Members accept that effective governance of the municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

**GOVERNMENT RELATIONSHIPS**

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the municipality.

**CONFLICT OF INTEREST AVOIDANCE**

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

**REPORTING BREACHES**

Persons who have reasons to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

**DEPARTMENT:** COUNCIL

**TITLE:** **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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### **CORRECTIVE ACTION**

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

### **COMPLIANCE WITH CODE**

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 300.

**ATTACHMENT A**

**STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT**

I, (full name) \_\_\_\_\_ declare that as a Councillor of  
the \_\_\_\_\_ I acknowledge and support the  
Councillors' Code of Conduct.

Signed: \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Before me:

\_\_\_\_\_  
Chief Administrative Officer

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Councillor Byrne  
**Date:** November 21, 2016  
**Subject:** Council Expenses on the Website

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While we already report a summary of expenses online each quarter, I wanted to highlight and perhaps suggest that we move to something like the Town of Yarmouth. Here's the link to Mayor Mood's page <https://www.townofyarmouth.ca/mayor-mood.html> and there's a link to her detailed expenses on her page. Each of the members of council has a similar page.

There is little doubt that the Department of Municipal Affairs will provide some fairly direct guidance after the joint committee reports. By doing this now Council would be beginning to be proactive on the issue and can adjust to the best practices provided by the Province when they are issued.

**Motion:**

**That Council direct staff to research current best practices in Nova Scotia for reporting the travel expenses of members of municipal councils and provide a report with recommendations at the December meeting of the Committee of the Whole.**

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Councillor Rhindress  
**Date:** November 21, 2016  
**Subject:** Concerns re Cumberland Regional Health Care Centre

---

In addition to the stories in the local media, it has been brought to my attention personally by health care professionals that there are serious concerns about the status of the Cumberland Regional Health Care Centre.

I believe that Council should write to the Minister of Health and seek his assurances and commitment that our local hospital will retain its current and regional status for the foreseeable future.

**Motion:**

**That Council direct the Mayor to write to the Provincial Minister of Health expressing the concerns of the community regarding the status the Cumberland Regional Health Care Centre and seeking his assurances and commitment that our local hospital will retain its current and regional status.**

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Deputy Mayor Christie  
**Date:** November 21, 2016  
**Subject:** Citizen Access to Council Proceedings

---

I think we are all interested in improving the access of citizens to the proceedings of Council. While we currently record all regular council sessions and forward them to Eastlink for broadcast, it's fair to say that the quality is not the greatest, and not everyone subscribes to Eastlink.

I understand that there are several vendors that offer relatively inexpensive solutions to this issue, including at least one that allows for a viewer to search and watch only the segment of the meeting that he or she is interested in.

While I understand that this has been casually discussed in the past, I'm told that it's not something that has ever been formally researched or investigated. I propose that Council direct staff to investigate and determine the approximate cost of the options available and provide Council with a report and recommendations at the January meeting of Committee of the Whole.

**Motion:**

**That Council direct staff to investigate and determine the approximate cost of the options available and provide Council with a report and recommendations at the January meeting of Committee of the Whole.**

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Councillor Jones  
**Date:** November 21, 2016  
**Subject:** Croft Street Sidewalk

---

I have been approached by a member of the public regarding the reasons why there is no sidewalk on Croft Street between Beacon and Spring, considering that the Amherst Little League fields, accessible playground and Amherst Fifty Plus Club are all in that vicinity.

I would like to have council direct staff to prepare a report on it.

**Motion:**

**That Council direct staff to prepare a report and recommendation on the need for a sidewalk on Croft Street, between Beacon and Spring Streets, for presentation at the December Committee of the Whole meeting.**

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Andrew Fisher, Senior Planner & Economic Development Officer (acting)  
**Date:** November 21, 2016  
**Subject:** Information: Shared Use Trail Pilot Project

---

Upon request by the Cumberland ATV Club and the Cumberland Snowmobile Club, the previous Council directed staff to make Amherst an ATV and snowmobile friendly community. Doing so includes two main actions:

1. encourage the Province to make the necessary statutory changes to facilitate easier for trail access & connectivity; and,
2. provide legal access to services within Town limits for Off-Highway Vehicles (OHVs).

With regard to the second action, staff have been working with both OHV user groups, and the Amherst & Area Trail Society (representing many non-motorized trail users) to develop a one-year shared use trail pilot project. The shared use trail provides a route for legal access for OHVs from the Eddy Road to the South Albion commercial area via the Industrial Park. The route was chosen to access gas, food, and lodging establishments, and maintain as much distance from residential areas as reasonably possible, all while utilizing existing informal trails and corridors.

The Memorandum of Understanding (MOU) prescribes the roles and responsibilities of the Town and the user groups. Access is granted over Town lands provided that the user groups obtain permission to access privately owned lands, including Railway lands. The User groups are also responsible for providing liability insurance, trail signage, and ongoing maintenance. Individual motorized trail users must be an association member or have a recognized trail pass. These users must also obey the Off-Highway Vehicle Act, which requires licensing and insurance. The MOU term is one-year, and may be renewed after a public consultation process to be determined by the Town.

# MEMORANDUM OF UNDERSTANDING SHARED USE TRAIL ACCESS

THIS MEMORANDUM OF UNDERSTANDING (MOU) made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AMONG:

The **Town of Amherst**, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (hereinafter called the "Town");

OF THE FIRST PART

**AND**

The **Cumberland County Riders ATV Club**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "ATV Club");

**AND**

The **Cumberland Snowmobile Club**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "Snowmobile Club");

**AND**

The **Amherst and Area Trail Society**, a society registered under the Societies Act of Nova Scotia (hereinafter called the "Trail Society")

(Collectively hereinafter called the "User Groups")

OF THE SECOND PART

**WHEREAS** the Town intends to grant access over Town-owned property for use by the User Groups on the route shown in Schedule "A" of this agreement, subject to the terms of this agreement;

**AND WHEREAS** the ATV Club is a member in good standing of the ATV Association of Nova Scotia;

**AND WHEREAS** the Snowmobile Club is a member in good standing of the Snowmobilers Association of Nova Scotia;

**AND WHEREAS** the Amherst and Area Trails Society is a member in good standing of the Nova Scotia Trails Federation.

**THE PARTIES HERETO HAVE AGREED AS FOLLOWS:**

**1. Grant of User Groups**

1.1 The Town hereby grants to the User Groups permission to enter, establish, maintain, groom, enforce, sign, and use that portion of Town-owned lands indicated in Schedule "A" for the purpose of establishing and operating a Shared Use Trail.

1.2 For the purposes of this MOU, Shared Use Trail is defined as a trail that permits more than one type of trail user at the same time or during different seasons and shall include pedestrians, cyclists, skiers, and Off Highway Vehicles as defined by the *Off-highway Vehicles Act. R.S., c.323, s.1*.

**2. Term**

2.1 Unless terminated or suspended, this MOU is valid for a period of one year, starting \_\_\_\_\_, and ending \_\_\_\_\_, and may be renewed subject to a review process to be determined by the Town.

**3. Termination or Suspension**

3.1 The Town may terminate or suspend this MOU at any time for any reason whatsoever following thirty (30) days written notice to the User Groups. All parties agree; however, that prior to terminating or suspending this MOU, mutual consultation and concerted effort will be made to seek a resolution.

3.2 The Town may terminate or suspend any individual party to this MOU at any time for any reason whatsoever following thirty (30) days written notice to the User Groups. Termination or suspension by the Town of any individual party to this MOU does not extend to the other parties. All parties agree; however, that prior to terminating or suspending any party to this MOU, mutual consultation and concerted effort will be made to seek a resolution.

3.3 The Town or the User Groups with permission from the Town, following notification of all parties, may close the Shared Use Trail, or any specific portion of the Shared Use Trail or related site, for a period which may be specified or indefinite, for any reason whatsoever. The Town and the User Groups shall promptly cooperate in the closure and the Town shall not be liable for any damage, expense or loss the User Groups may incur as a result of the closure.

3.4 Upon termination of this MOU, the Town may request, within a specified time period, that the User Groups remove any or all of the structures, fixtures, signage, facilities, and works which have been installed by the User Groups. Any such structures, fixtures, signage, facilities, and works not removed within the specified time period shall become the property of the Town and no compensation shall be payable to the User Groups.

**ADD CLAUSE TO PROVIDE AUTHORITY TO CLOSE TRAIL TO SPECIFIC USERS**

**4. Liability and Insurance**

4.1 The Town shall not be liable for any injury or damage (including death) to the person or for the loss of or damage to the property of the User Groups attributable in any way to the performance of any act under this MOU.

4.2 The User Groups shall at all times indemnify and save harmless the Town, its officers, employees or agents, from and against all claims, demands, losses, costs, debts, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted, or from anything done or omitted by the User Groups, in any manner based upon, occasioned by or attributable to the execution of this MOU, unless such claims, etc., result from the negligence of any officer, employee or agent of the Town while acting within the scope of his or her duty or employment.

4.3 The User Groups, acting together or separately, shall provide and maintain during the term of this MOU General Liability insurance covering bodily injury, personal injury or death to any person and property damage, with the Town of Amherst named as an insured party. The minimum limit of coverage shall not be less than \$2,000,000 with respect to each occurrence or accident, \$2,000,000 annual aggregate on an occurrence (not claims made) basis.

4.4 The User Groups, acting together or separately, shall provide a certificate of insurance confirming the Town as an insured party to the policy, and shall provide thirty (30) days written notice to the Town should said policy or policies be cancelled.

### **5. Use of Third Party Lands**

5.1 Where the route shown in Schedule 'A' requires access over lands not owned by the Town, the User Groups, acting together or separately, shall provide to the Town written confirmation of permission to access said lands.

5.2 Permission to access lands not owned by the Town must be for the purpose of operating a Shared Use Trail that includes use by non-motorized users.

### **6. Construction and Commencement**

6.1 Any construction project on Town owned lands shall require prior approval by the Town.

### **7. Signage**

7.1 The User Groups must submit to the Town a signage plan. The User Groups are responsible for posting and maintaining signs at the usual point of access, at all road crossings, and at any other hazards to warn users and users of the road crossings. At usual points of access, particularly at 'trail head' locations, signs must be erected to indicate that the route is a Shared Use Trail and stress desired behaviour of riders and clearly communicate which uses are allowed on the Shared Use Trail.

7.2 Signs shall be erected at regular intervals indicating the speed limit, as determined by the Town of Amherst Traffic Authority.

### **8. Ongoing Operation**

8.1 All costs associated with the ongoing operation, maintenance, enforcement and use of Town owned lands subject this MOU shall be at the User Group's expense. The User Groups shall be responsible for providing all needed equipment, labour and materials to maintain the subject lands to ensure safe conditions.

8.2 During the period of the MOU the User Groups shall report to the Town immediately any damage, unauthorized entry or unsafe conditions at any of the lands subject to this MOU of which the User Groups have knowledge, whether or not such damage, unauthorized entry or condition was caused by the User Groups.

8.3 The User Groups shall actively work with the Town to minimize or mitigate any nuisance or damage to adjacent lands, whether Town owned or third party owned.

8.4 The User Groups acknowledge that different trail users may have different trail standard requirements, and that no individual user group shall have the authority through this MOU to impose standards on another user group.

**9. Shared Use Trail User Responsibilities**

9.1 Operators of off-highway vehicles on the Shared Use Trail shall:

- a) be a member in good standing of an approved Provincial Association, and / or have an approved trail permit;
- b) obey the posted speed limit and any other signage;
- c) not operate an off-highway vehicle if the noise level of the vehicle is higher than the level originally set by the manufacturer as per section 15A of the Off-Highway Vehicles Act;
- d) not be in violation of any other section of the Off-highway Vehicles Act, including but not limited to requirements for: training, license, registration, and insurance; and,
- e) comply with all applicable Federal, Provincial, and Municipal laws and regulations;

**10. Enforcement**

The User Groups shall, in cooperation with the appropriate authorities, submit a plan to promote safety and compliance.

**11. Assignment**

The User Groups agree that it may not assign nor transfer their rights and status under this MOU without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town.

SIGNED, SEALED AND DELIVERED

in the presence of

FOR THE TOWN OF AMHERST

David Kogon  
Mayor

Gregory D. Herrett, CA  
Chief Administrative Officer

FOR THE ATV CLUB

FOR THE SNOWMOBILE CLUB

FOR THE TRAIL SOCIETY

DRAFT

# SCHEDULE 'A'





#seewhyweloveit



@TownofAmherstNS



@AmherstRecreationDepartment

# Shared Use Trail Pilot Project

- \* **Previous Council Direction:** Identify Amherst as an ATV and Snowmobile friendly community.
- \* Encourage the Province to make the necessary statutory changes to facilitate easier for trail access & connectivity.
- \* Provide legal access to services within Town limits for OHVs .
  - \* **Memorandum of Understanding: Shared Use Trail Access**

## Shared Use Trail Route

- Yellow = Town Owned
- Blue = Privately Owned
- Red = Railway



# Town of Amherst Snow Removal Standards

Nov 2016



@TownofAmherstNS



@AmherstRecreationDepartment

[amherst.ca](http://amherst.ca)



# List of Bylaws / Policies

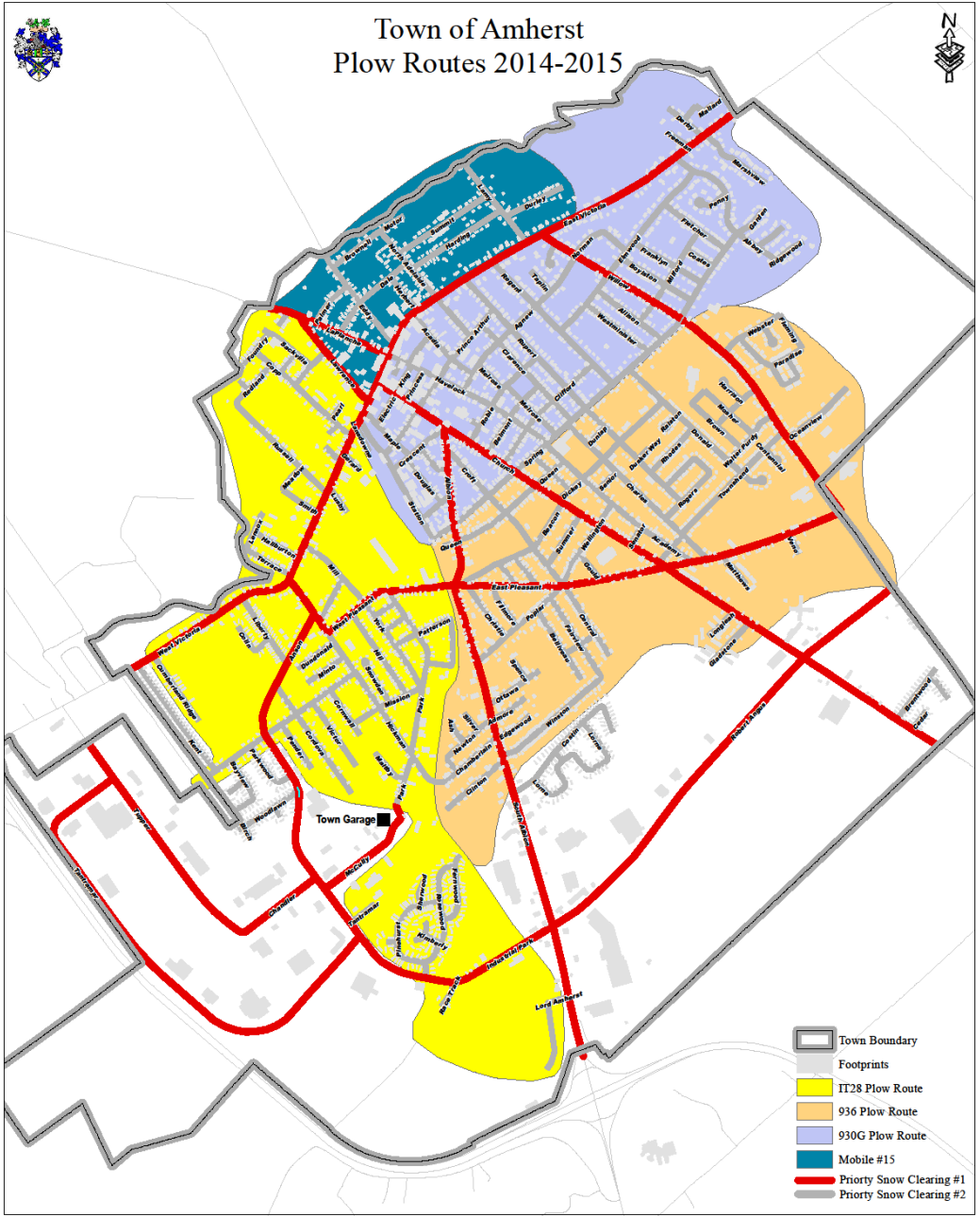
- \* Snow and Ice Management Policy
- \* Snow Removal Bylaw
- \* Winter Parking Ban



# Resources

- \* 13 Operators (12 at present)
- \* 8 Seasonal operators (may call them in)
- \* 3 Loaders
- \* 2 Snow Plow Trucks
- \* 2 Salt Trucks
- \* 3 Sidewalk Snow Blowers
- \* Two Backhoes

# Town of Amherst Plow Routes 2014-2015



# Snow Plowing Policy

- \* Commence plowing at 5 – 10 cm and continuing
- \* Level of Service for Roadway Types
- \* The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimeters.
- \* **Priority 1**
- \* Plow continuously during storm, visibility permitting
- \* Plowed to bare pavement whenever possible
- \* Normally plowed curb to curb within 4 hours after storm ends
- \* **Priority 2**
- \* Plow continuously during storm, visibility permitting
- \* Salting of hills, intersections as needed
- \* Normally plowed curb to curb within 6 hours after storm ends
- \* Hard pack snow is the service level standard (except salt route)



# Plowing Incidents

- \* 2014/15
  - \* 5 events over 30 centimeters
  - \* 24 events under 30 centimeters
  - \* 29 total snow plowing incidents
- \* 2015/16
  - \* 1 events over 30 centimeters
  - \* 13 events under 30 centimeters
  - \* 14 total snow plowing incidents





# Salt Route

- \* We currently only salt Arterial Streets, major intersections and hilly streets.
- \* 2014/15 purchased 1091.2 tonnes of salt (\$64,317.10)
- \* 2015/16 purchased 1075 tonnes of salt (\$66,227.32)



# Town of Amherst Salt Routes 2014-2015



# Snow Clearing Policy - Sidewalks

## **Level of Service for Sidewalk Types**

- \* The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations for snow storms up to 30 centimeters.
- \* Sidewalks are plowed and sanded according to the following priorities:

### **Priority 1**

- \* Sidewalks in school zones;
- \* Sidewalks in the Core Area District (Downtown);
- \* Arterial streets.

### **Priority 2**

- \* Collector streets;
- \* Local streets.
- \* The sidewalks in the Downtown will be maintained with salt. Other sidewalks will receive sand to improve traction as needed.



# Snow Clearing Policy – Fire Hydrants

## Level of Service for Fire Hydrants

- \* The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations for snow storms up to 30 centimeters.
- \* The Streets Foreman will decide if the accumulation of snow around the fire hydrants and/or the snow bank along the street in front of the fire hydrant warrants the clearing operation to be activated.



# Snow Plowing Major Storms

- \* A major storm is declared when snow clearing crews are not longer able to keep all Town streets cleared of snow and the storm is continuing.
- \* During a major storm crews attempt to keep one lane of 24 specific street, or parts of streets, open.
- \* The parking lots at the Town Hall, Stadium and Fire Station are kept open for emergency parking.

# Snow Hauling

- \* Within 48 Hours of the accumulation of 10 cm or more of snow, the snow will be hauled away from the boulevards of the streets in the Downtown, Albion Street and around the elementary schools

# Snow Hauling Incidents

2014/15 we had:

- \* 8 incidents of snow hauling in the Downtown core
- \* 4 incidents of snow hauling on South Albion Street
- \* We also had another 15 events of street widening activities due to the larger than normal amount of snow

2015/16 we had:

- \* 3 incidents of snow hauling in the Downtown core
- \* 1 incidents of snow hauling on South Albion Street
- \* We also had another 1 event of street widening activities due to the larger than normal amount of snow



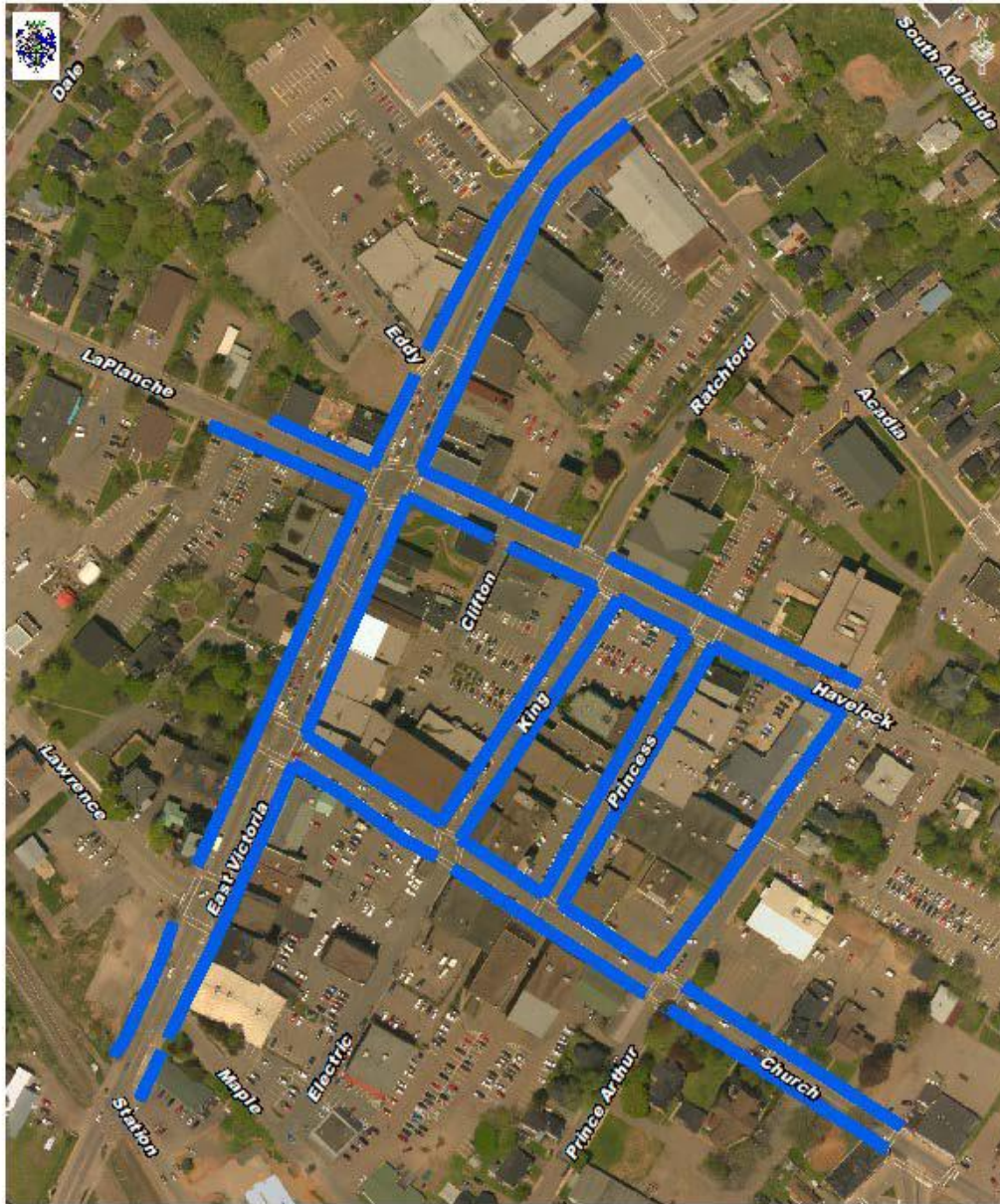
# Priority Street – Bare Pavement

- \* Town crews will attempt to create a ‘bare pavement’ condition within 12 hours following a snowfall event of up to 30 cm on the following streets:
- \* Victoria
- \* Church
- \* Willow
- \* Albion / South Albion
- \* Lawrence / LaPlanche
- \* Robert Angus Drive
- \* West / East Pleasant
- \* Hickman



# Snow Removal Bylaw

Town to clear 42” path along sidewalk; business owner to maintain this path free of snow and ice



# Town Parking Lots

- \* Tender various parking lots to the private sector for clearing
- \* Clearing standards are included in tender – Police and Fire have higher standard. Office buildings must be cleared prior to 8 am
- \* Traditionally the rate has been ‘by the hour’ – difficult for staff to track and verify
- \* Last year we changed the tender to ‘Clearing Event’. This saw the contractor paid by the event, regardless of how many times he has to clear the lot to meet the standard. This method is easier to track and verify for Town staff.
- \* This year we are further refining to include 3 storm levels which will see the contractor paid on the total accumulation per event.

# Night Shift

- \* The new collective agreement provides the opportunity to schedule a night shift between the hours of midnight and 8 am for two public works employees.
- \* In addition to other more routine duties assigned, these employees will be available to salt streets, widen intersections, improve snow conditions around schools and clean up sidewalks.
- \* The nightshift is not meant to reduce overtime for regular snow clearing operations.
- \* Last year we only had one week where 2 employees volunteered for the night shift. It generally worked well however the trail was too short for any real analysis. We are going to try again this year.

# Parking Ban

- \* Historically ban overnight parking from November 15 to April 15 via enactment of regulation by the Traffic Authority
- \* Section 139 of the Motor Vehicle Act makes it illegal to park on the street and impede snow clearing operations
- \* Truro, New Glasgow and Kentville have overnight ban. Bridgewater uses Section 139 of the MVA.

# Questions

Jason MacDonald  
Deputy CAO – Operations  
Town of Amherst  
(902) 664-8367



@TownofAmherstNS



@AmherstRecreationDepartment

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**TOWN OF AMHERST  
CONTRACT AWARDS LESS THAN \$30,000  
Approved by CAO or Designate  
QUARTERLY REPORT**

**July to September 2016**

<b>CONTRACT</b>	<b># OF BIDDERS</b>	<b>SUCCESSFUL BIDDER</b>	<b>AMOUNT OF AWARD</b> (includes Non-recoverable HST)	<b>CLOSING DATE</b>	<b>BUDGET</b> (includes Non-recoverable HST)	<b>TYPE</b>
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RFQ-16-14 Print Management Services –DPB 2 <sup>nd</sup> Floor	1	Xerox	\$26,286 (5 year rental on 1 machine + est. copies)	July 4, 2016	Operating \$34,333 (Over 5 years)	Alternative Procurement
RFP-16-16 Town Hall Wall Repair	1	Stone by Stone Masonry	\$6,000	August 11, 2016	Capital \$7,500	Normal Procurement
RFQ-16-18 Supply of Organic Waste Bins	1	Rehrig Pacific Co.	\$8,805	July 27, 2016	Operating \$1,500	Alternative Procurement
RFQ-16-19 Printing of Municipal Election Ballots	2	Acadian Printing	\$4,476	August 19, 2016	Operating \$9,900	Normal Procurement
RFQ-16-20 Supply of New Franklin Motor Water Pump Motor	1	Rideau Group Inc.	\$5,524	August 17, 2016	Operating \$5,524	Alternative Procurement
RFQ-16-23 Supply & Install of Burner (DPB Boiler)	1	Henderson's Gas Works	\$4,693	Sept 16, 2016	Operating \$5,230	Alternative Procurement

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Bill Schurman, Director of Recreation  
**Date:** November 21, 2016  
**Subject:** 2<sup>nd</sup> Quarter Community Grant Report

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The CAO may approve applications submitted under the Community Grants Policy (72000-08) that are \$500 and less, provided such applicants qualify in accordance with this policy. Successful proponents agree that the Town can arrange for a public presentation of the community support grant.

Community Support Grants Awarded this period (July, August, September 2016):

- Canada Day Celebrations                      Legion                      \$500
- U14 Provincial Soccer                      Fundy Youth Soccer      \$500
- Tragically Hip Concert Streaming      Fusion Cumberland      \$400
- Bates Merrill Tournament              Bates Merrill Trust      \$345

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Bill Schurman, Director of Recreation  
**Date:** November 21, 2016  
**Subject:** Municipal Awareness Week

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November 21<sup>st</sup> through 25<sup>th</sup> is Municipal Awareness Week in Nova Scotia. It is a week to learn, engage and become more involved in the community and your local government.

Every time an Amherst citizen gets a drink of tap water, takes out the garbage, recycles bottles and plastics, composts food, flushes the toilet, sees the police or fire department in action, goes for a walk in the park or trail, plays sports at the Robb Complex and goes walking and skating at the Amherst Stadium, they are engaging in municipal responsibilities.

This particular week is to bring awareness and provide opportunities for community members to engage in the municipality. Events like Touch a Truck at local schools, Community Credit Union Business Innovation Centre facility tours, Stadium open house, Town Departments open house, free skates, presentations and more are offered and open to the public.

A list of Municipal Awareness Week events here in Amherst is attached.

**Municipal Awareness Week: November 21-25, 2016**

Town of Amherst

Municipal Awareness Week Events in Amherst

Monday November 21	Tuesday November 22	Wednesday November 23	Thursday November 24	Friday November 25
<p><b>Committee of the Whole Meeting</b> (Municipal Awareness Week Kick-Off) at Amherst Town Hall (4pm)</p> <ul style="list-style-type: none"> <li>Intro of 2016-17 Snow Plan</li> </ul>	<p><b>Stadium:</b></p> <ul style="list-style-type: none"> <li>-Adult &amp; Senior Skating (8:45-9:45am)</li> <li>-Parent &amp; Tot Skating (9:45-10:45am)</li> <li>-Lunch Time Skating (11-11:30am)</li> </ul>	<p><b>Stadium:</b></p> <ul style="list-style-type: none"> <li>-Adult &amp; Senior Skating (8:45-9:45am)</li> <li>-Parent &amp; Tot Skating (9:45-10:45am)</li> <li>-After School Skate (2:45-3:45pm)</li> </ul>	<p><b>Stadium:</b></p> <ul style="list-style-type: none"> <li>-Adult &amp; Senior Skating (8:45-9:45am)</li> <li>-Parent &amp; Tot Skating (9:45-10:45am)</li> <li>-Lunch Time Skating (12-1pm)</li> <li>-After School Skate (2:45-3:45pm)</li> </ul> <p><b>Touch A Truck</b></p> <ul style="list-style-type: none"> <li>- Cumberland North Academy (9– 10am)</li> <li>- Spring Street Academy (11am- 12pm)</li> <li>- West Highlands (1-2pm)</li> </ul> <p><b>Town Departments Open House</b> at the Amherst Fire Hall (6-7:30pm)</p>	<p><b>Stadium:</b></p> <ul style="list-style-type: none"> <li>-After School Skate (2:45-3:45pm)</li> <li>-Public Skate (8-10pm)</li> </ul>
<p><b>Daily Events (November 21-25):</b></p> <ul style="list-style-type: none"> <li>-Operations and Canadian Water &amp; Waste Water Fund presentations displayed in town facilities (Town Hall, CCUBIC and Stadium)</li> <li>-Stadium open house &amp; tours (8:30am-4:30pm)</li> <li>- Tours at the Community Credit Union Business Innovation Centre (8:30am-4:30pm)</li> <li>-Town of Amherst Department summaries available online at <a href="http://amherst.ca">amherst.ca</a></li> </ul>				

**#seewhyweloveit**



# Monthly Report

## Corporate Services

### October 2016

#### FINANCIAL

With the Audited Financial Statements being approved by Council at a special meeting on September 2, 2016 staff have now completed all of the required financial reporting to the Province by the September deadlines. The reports include the Statement of Estimates (SOE), the Financial Information Return (FIR) and the Capital Investment Plan (CIP). All departments are now getting ready to start the 2017-18 budget process.

#### TAXATION

##### Tax Sale

The 2016 Fall Tax Sale is scheduled for Tuesday, December 13, 2016 at 10:00am in Council Chambers. 107 preliminary tax sale notices were mailed back in July; 33 final notices were sent on August 23, with five tax accounts being sent to our solicitor for title search. We are now down to only two accounts going to the tax sale in December.

##### Tax Reduction Policy

The current tax reduction for low income households is \$246.14. Home owners who have a total household income of less than \$17,304 qualify for the tax reduction. The deadline to apply was September 30, however we will accept late applications. To date, 33 property owners have met the criteria and have received the tax exemption.

#### ASSESSMENT APPEALS

##### 2016 Appeal Inventory Report as of November 1, 2016

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Nov 1, 2016	Withdrawn as of Nov 1, 2016	Outstanding Appeals as of Nov 1, 2016	Appeals Successful as of Nov 1, 2016	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	82	24,214,900	81	1	0	43	\$ 1,488,200	\$ 24,256	22
Commercial	16	17,251,300	12	3	1	9	\$ 681,000	\$ 30,305	1
Resource	1	21,900	1	0	0	1	\$ 400	\$ 7	0
<b>TOTAL</b>	<b>99</b>	<b>\$41,488,100</b>	<b>94</b>	<b>4</b>	<b>1</b>	<b>53</b>	<b>\$ 2,169,600</b>	<b>\$ 54,568</b>	<b>23</b>

As of November 1, there is one appeal outstanding with 98 completed. However 23 out of the 98 were not satisfied with the outcome of their appeal during the Property Valuation Service Corporation assessment review stage and have decided to continue their appeal with the NS Assessment Appeal Tribunal, an independent third party tribunal that provides the property owner and the PVSC an important means to resolve ongoing disputes. There have been 53 successful appeals to date resulting in lost revenue of \$54,568.

#### PROCUREMENT

The Procurement Coordinator attended the National Canadian Public Procurement forum in Halifax in October. Many topics were covered including procurement collaboration strategies, aligning operational activities to strategic initiatives, ways to measure procurement impact on an organization and innovations in eProcurement (how to get more with less). The past couple of months have continued to be busy as both capital projects and operating projects/items were processed. The three large Requests for Proposals for engineering services for the Clean Water and Wastewater Fund were the main focus.

# Monthly Report

## Operations

### October 2016

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The Streets Crew replaced the sidewalk on the north side of West Victoria Street and a section near Copp Avenue on the south side near Gerard Avenue. Asphalt curb on a large section of Rupert Street was also replaced.

The Utility Crew completed more line painting, sign changes and repairs, banner changes for fall events and setups for street closures for Town excavating crews.

The Water Crews started the annual flowing and pumping of all 456 private and Town-owned fire hydrants in order to check for deficiencies and to winterize them. This work is crucial as it detects any valves left closed from construction, and any hydrants that may be in need of repairs. A number of new water laterals were installed this month on Gladstone Avenue. Water meters throughout the Town and County were read this month, and repairs to pads and faulty meters have begun.

The Sewer crews, with the use of the Town street sweeper, did cleaning and inspections on a large quantity of catch basins, which collect sand and silt in the bottom. We typically clean these on a three to five year rotation, avoiding plugged storm sewers. A number of sewer laterals were also installed this month on Gladstone Avenue.

Carpentry workers replaced a section of roof on the entry of the Library. Moisture was apparent in the building, mostly a factor of poor ventilation in the ceiling space. They also performed various touch-ups inside the Community Credit Union Business Innovation Centre (CCUBIC).

The mechanic and a worker have been steadily working on snow plow and salt spreading equipment. This time of year certain “trackless” mowing equipment gets switched over to their winter role on sidewalks. Our two main salt trucks have also required a fair amount of work to be ready for salt spreading.

The Canadian Water and Wastewater Fund (CWWF) announced funding in June of 2016. The Town applied for this funding to assist with our three highest priority engineering projects: East Victoria Street Infrastructure Renewal; Station Street Storm Water Separation; and Replacement of the Existing Town Reservoir. All three projects were approved and procurement of the engineering services was completed in October. Under the CWWF, the Federal Government will pay 50% of the cost of these projects, with the Province and the Town each paying 25%. Construction for these projects are scheduled to begin in 2017.

During the month of October seven building permits were issued with a total value of \$372,601. There were also four Dangerous/Unightly Premises files opened and four closed, bringing the current number of on-going files to 12.

Planning staff continue to provide planning and development services to the Town of Oxford and the Town of Parrsboro as it transitions to the County. Staff also continue to collaborate with the Town of Amherst Recreation Department by supporting the newly formed Trail Society, as well as the completion and implementation of the Recreation Master Plan. The North Tyndal Wellfield Groundwater Management and Protection Strategy review is now complete, and will be presented to Council in the near future.

# Monthly Departmental Report

## Amherst Police Department -

September/October 2016

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### PROFESSIONAL DEVELOPMENT

Firearms Training – 9mm and Shotgun: All operational members completed annual firearms training successfully. This training incorporates annual qualifications with drills and scenarios designed to replicate real life situations and stress and requires members to be able to legally articulate their actions.

Carbine Training: Our carbine operators completed two days of training which included 9mm and shotgun training. This year, three additional members were carbine trained.

Containment Training: Members completed one day containment training which consisted of scenarios which included barricaded persons, hostage situations and others. These scenarios provided members with the opportunity to exercise many of the skills they learn during carbine/firearms training and put them to use when 'containing' a situation and making use of terminology and the various aspects of containment and the Incident Command System.

Nova Scotia Mental Health Symposium and Workshops: Sgt Brian Gairns and Cst Aaron Graham attended a one day symposium on Workplace Mental Health and PTSD. This covered several topics relating to workplace health and safety, promoting stronger education tools, resources and supports and provided essential information for first responders. Day two was a workshop dealing with police resiliency, managing stress and providing tools and ideas to minimize stress related injuries and promote healing.

Police and Mental Health Readiness: Deputy Chief Pike attended a one day seminar at the Atlantic Police Academy with other police leaders from the Atlantic Provinces. The discussion focused on Police Mental Health training in Canada and adapting police responses and training to mental health issues in the community. The Atlantic Police Academy is making changes to training on all levels in this respect.

Atlantic Women In Law Enforcement Conference – Cst Andrea Vriend attended the Atlantic Women in Law Enforcement from October 25<sup>th</sup> - 28<sup>th</sup>. This conference featured different speakers and presentations relating to women in policing, leadership, human trafficking and other issues.

### NSCPA & NSAPG 2016 CONFERENCE:

Chief Naylor and D/Chief Pike, along with members of the Amherst Board of Police Commissioners attended the 2016 Conference held in Halifax on September 7<sup>th</sup> and 8<sup>th</sup>. Presentations topics included Illicit Fentanyl in Canada, Police Governance in Nova Scotia, Mental Health in the Canadian Armed Forces, Legalization of Marijuana, and Suicide Prevention and PTSD in Policing.

### OPERATIONAL STATS – Sept/Oct 2016

Occurrences: 965	Criminal Code Charges: 70
Impaired (Alcohol): 3	Impaired (drug): 0
CDSA: 5	Traffic Tickets: 44
Traffic Written Warnings: 36	Vehicle Checks: 340
LCA: 4	Foot Patrol Hours: 173 hours, 47 min
	Bike Patrol Hours: 2 hours, 36 min

### SCEU (September)

CC Search Warrants Executed: 1	CDSA Warrants Executed: 2
CC charges laid: 15	CDSA charges laid: 4
Street Value of Drugs Seized: \$86,035	Cash Seized: \$320

### CRIME PREVENTION SCHOOL RESOURCE

September and October were busy months for our Crime Prevention/School Resource officers. Preparations were made for "Seniors Police Academy" in September which runs for six weeks starting October 12<sup>th</sup>. Members also organized "Race Against Drugs" which was held at Cumberland North Academy on October 11<sup>th</sup>. Officers liaised with different community partners to find a solution to a local housing issue, finding a solution to a community problem. Halloween planning was completed with the Pumpkin Patrol/West Cumb Radio Club, AFD, EHS, CFTA and other community partners coming together with APD to ensure that the streets were safe during Halloween. The "Walk a Mile in Her Shoes" was coordinated and was very successful with over 100 people participating. In September, Operation Impact resulted in numerous checkpoints over the October 7<sup>th</sup> to 10<sup>th</sup> weekend. Operation Impact focused on the Big 4 Killers – Impaired driving, seatbelt safety, distracted driving and aggressive driving. Over six hours were dedicated to this initiative with close to 500 cars being checked. The Crime Prevention article for September focused on Social Media and Reputation. The Article for October covered Halloween Safety.

# Monthly Departmental Report

## Recreation / Culture / Programming / Communications

October 2016

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### **Marketing & Communications**

October welcomed Chelsea Baird, Town Horticulturist, and Tamara Porter, Active Living Coordinator, to the Recreation team. 11 perspective members for the 2016-17 Youth Town Council were interviewed. Cultural consultant Charlie Rhindress was hired to explore and develop a concept which will brand Amherst as “The Home of the Great Amherst Mystery”. This past month Recreation has helped increase awareness and provide support for several activities including YMCA programs, Mi’kmaq day, Mayoral Candidate Election Forum, school sports, Nova Scotia Fibre Arts Festival and several more community events. On October 15, Amherst delivered election results to the community of Amherst and media and worked on transitioning and preparing new Council for the swearing in ceremony and inaugural meeting November 1<sup>st</sup>. The Department also started planning for the Remembrance Day Ceremony, Nova Scotia Tree for Boston Send-off , Annual Christmas Light Up and Christmas Parade “Sights & Sounds of Christmas”. On a weekly basis the department visits CFTA for “What’s Up Rec” chats, distributes the “Weekly Skinny” and contributes a column to the Amherst News highlighting the latest recreation news in the community. On a daily basis the department works with staff, media and TC Media to advertise RFPs, distribute media releases, promote events and distribute other Town-related information and advertisements to the community.

### **Active Living Coordinator**

Since starting the Active Living position October 24, the Coordinator has been in contact with Sports Nova Scotia Fundy Region for introductory meetings. She assisted in the planning and setting up for the Employee Appreciation Luncheon and the Swearing In Ceremony for new Mayor and Council. Additionally, initial contact has been made with Cumberland YMCA and the Municipality of Cumberland for future and current projects. Part of the coordinator’s responsibilities is to develop an Active Living Strategy based on the department’s 10 year master plan, recent and past studies and Amherst’s current situation.

### **Horticulturist**

The Town Horticulturist, has commenced assessments on all Town flower beds, with winter preparations essential in setting gardens up to meet with success in the next growing season. The Horticulturist has introduced 1000+ Canada’s 150 tulip bulbs, the official tulip for Canadas 150th anniversary, into key locations throughout the town. The first steps have been taken towards developing an urban tree inventory, a key tool in ensuring that our aging urban tree canopy is well maintained, as well as the strategic introduction and proper plant selection towards the establishment of a healthy urban tree canopy for the next generation. Tree risk assessments and remediation have taken place throughout the month of October in association with Town Engineer, Ben Pitman.

### **Facilities**

All playgrounds and washrooms remained open until October 31. Water shut offs have been completed at Robb Complex, Dickey Park Splash Pad, and Beacon Street “Sponge” Park. Maintenance is ongoing in the parks to winterize. Robb Complex hosted the Senior Boys Regional Baseball which included 6 teams in a two day tournament. On October 29<sup>th</sup> Dickey Park was the site for the Annual 5K Pumpkin Run.

With the free Ice Pilot Project, Cumberland County Minor Hockey Association and Amherst Skating Club have scheduled ice times during early mornings Tuesday through Sunday. The Stadium is now open for walking. In October we hosted the 51st Annual Bluenose Hockey Tournaments over two weekends. The Amherst Jr “A” Ramblers hosted four regular season games while the ARHS Hockey Team hosted one game. In early October seven new circulator pumps were replaced for our heating system. These new circulator pumps are energy saving pumps that modulate and shut down when not calling for heat. We also installed a new motor module and control module for our natural gas station.

# **Monthly Report**

## **Fire Department**

### **November 21, 2016**

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During the month of October our fire department responded to 21 calls in the Town of Amherst. These included seven fire alarm system activations, four smoke alarm activations, three electrical fires, two motor vehicle accidents, one call for downed power lines, three open burn calls and one hazardous materials call.

The Amherst Fire Department conducted 15 fire inspections and participated in the annual Pumpkin Patrol event on Halloween.

This year, five recruits have been enrolled in the Basic Fire Fighter Training Program. This program will run from October 27<sup>th</sup> to the end on May 2017. It will provide these recruits with the basic knowledge to begin their service as volunteer fire fighters. This program is provided through a web based platform with practical components.