



**Town of Amherst  
Committee of the Whole**

Date: **Tuesday, April 18, 2017**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

Pages

- 
1. **Call to Order**
    - 1.1 **Approval of Agenda**
    - 1.2 **Approval of Minutes (5225)**
      - 1.2.1 **March 20, 2017** 1 - 5
      - 1.2.2 **March 27, 2017** 6 - 8
  2. **In Camera**
    - 2.1 **Approval of In Camera Agenda**
    - 2.2 **Approval of In Camera Minutes**
      - 2.2.1 **March 15, 2017**
      - 2.2.2 **March 20, 2017**
      - 2.2.3 **March 21, 2017**
      - 2.2.4 **March 30, 2017**
    - 2.3 **MGA 22(2)(a) Municipal Property**
    - 2.4 **MGA 22(2)(a) Municipal Property**
    - 2.5 **MGA 22(2)(a) Municipal Property**
    - 2.6 **MGA 22(2)(e) Contract Negotiations**
      - 2.6.1 **MGA 22(2)(e) Contract Negotiations**
      - 2.6.2 **MGA 22(2)(e) Contract Negotiations**
      - 2.6.3 **MGA 22(2)(e) Contract Negotiations**
    - 2.7 **MGA 22(2)(e) Contract Negotiations**

<b>3.</b>	<b>Council Direction Requests</b>	
3.1	Policy - Attendance at Conferences (4710) - Arbing - 10 min	9 - 13
3.2	Yorkshire Wind Park - Letter of Support (5204) - Kogon - 5 min	14 - 15
3.3	Tender - Station Street Sewer (5237) - MacDonald - 10 min	16 - 19
3.4	Willow Street Sewer Project - PCAP Application (5263) - MacDonald - 5 min	20 - 24
<b>4.</b>	<b>Information Items - 5 min</b>	
4.1	4th Quarter Report - Procurement (5276) - Arbing	25 - 25
4.2	Nova Scotia's Sustainable Transportation Grant Program - Blanch	26 - 26
<b>5.</b>	<b>Monthly Reports - 15 min</b>	
5.1	Corporate Services (5231) - Arbing	27 - 27
5.2	Operations (5230) - MacDonald	28 - 28
5.3	Police Services (5229) - Naylor	29 - 31
5.4	Recreation (528) - Schurman	32 - 33
5.5	Fire (5227) - Jones	34 - 34
<b>6.</b>	<b>Strategic Priorities Chart - Reference Only</b>	<b>35 - 35</b>
<b>7.</b>	<b>Adjournment</b>	

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

**Date:** March 20, 2017  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

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

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The agenda was not amended, but the presentations were delivered prior to the Call to Order.

**2. Presentations**

**2.1 Fibre Arts Festival Committee (4702)**

Pauline Verstratten distributed the Nova Scotia Fibre Arts Festival 2016 Festival Report made a presentation to Council. 2017 will be their 10th event held in Amherst; "150 years of heritage enriching our present" is their theme for 2017. The Town has received an application for funding, to be considered with the 2017-18 budget. Mayor Kogon thanked her for her presentation.

**2.2 Tolls - Elizabeth Smith-McCrossin (4919)**

Elizabeth Smith McCrossin made a presentation on the tolls on Highway 104, the Cobequid Pass. She wants Council to be an advocate for business in Cumberland County and work to remove the tolls as soon as the debt is able to be paid out. She said she is concerned that what government representatives said at a Chamber meeting last week is not the same as was in the documents she referred to in her presentation. Mayor Kogon thanked her for her presentation.

**1. Call to Order**

**1.1 Approval of Agenda (4952)**

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

**MOTION CARRIED**

**1.2 Approval of Minutes (4936)**

**1.2.1 February 21, 2017**

**Moved By Councillor Rhindress  
Seconded By Councillor Jones  
To approve the minutes of the February 21, 2017 Committee of the Whole meeting**

**MOTION CARRIED**

**1.2.2 February 27, 2017**

**Moved By Councillor Jones  
Seconded By Councillor Rhindress  
To approve the minutes of the February 27, 2017 Committee of the Whole meeting**

**MOTION CARRIED**

**3. In Camera**

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

**MOTION CARRIED**

**Moved By Councillor Blanch  
Seconded By Councillor Jones  
To return to open Committee of the Whole at 5:15 PM**

**MOTION CARRIED**

**4. Council Direction Requests**

**4.1 Strategic Priorities Approval (4563)**

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

That the 2017 Strategic Priorities report be forwarded to the Regular Council Meeting on March 27 for formal approval

MOTION CARRIED

4.2 Meeting Dates - April COW and May Council (4890)

Moved By Councillor Jones

Seconded By Councillor Rhindress

That the regular Committee of the Whole meeting scheduled for Monday, April 17 be rescheduled to Tuesday, April 18 due to the 17<sup>th</sup> being Easter Monday, and that the Regular Council meeting scheduled for Monday, May 22 be rescheduled to Tuesday, May 23 due to the 22<sup>nd</sup> being Victoria Day.

MOTION CARRIED

4.3 Tennis Courts RFP (4509)

Moved By Councillor Blanch

Seconded By Councillor Byrne

That the RFP-16-17 for a new set of tennis courts be referred to the March 27, 2017 regular meeting for Council's acceptance of the proposal from Maritech Construction.

MOTION CARRIED

4.4 Lions Park Plaque (4898)

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council authorize a plaque to be provided for the dedication ceremony of the Amherst Lions Park on July 29, 2017

MOTION CARRIED

4.5 Facility Naming in Honour of Dwight Jones (4518)

*Councillor Jones declared a potential conflict as Dwight Jones was a family member; he was excused from the Council table for the discussion of this agenda item.*

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That naming of Field 1 of the Robb Centennial Complex as the Dwight Jones Memorial Field be referred to the March 27 regular meeting for Council's approval, and further, that should Council approve the naming of Field 1, that the dedication for this field by Council be through an official dedication ceremony to take place during the summer of 2017.

**MOTION CARRIED**

**4.6 Murals (5030)**

**Moved By Councillor Byrne**

**Seconded By Councillor MacKenzie That staff be directed to prepare a report on the condition of each of the murals in the Downtown and with whom the responsibilities lie for maintenance.**

**MOTION CARRIED**

**5. Information Items**

**5.1 Heritage Properties - Building Code Issues (4513)**

Information item; no specific direction given.

**6. Monthly Reports**

**6.1 Corporate Services (4954)**

Vince Arbing reviewed highlights of the Corporate Services report included in the agenda.

**6.2 Operations (4955)**

Jason MacDonald reviewed highlights of the Operations report included in the agenda, and addressed comments and enquiries from Council.

**6.3 Police Services (4956)**

Chief Naylor reviewed highlights of the Police Services report included in the agenda and addressed comments and enquiries from Council members.

**6.4 Recreation (4957)**

Bill Schurman reviewed highlights of the Recreation report included in the agenda and addressed comments and enquiries from Council members. CAO said he will call the Cumberland Business Connector for an update on their operation.

**6.5 Fire Services (4958)**

Chief Jones reviewed highlights of the Fire Corporate Services report included in the agenda.

**7. Adjournment**

**Moved By Councillor Jones**  
**Seconded By Councillor Rhindress**  
**To adjourn at 6:05 PM**

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Gregory D. Herrett, CPA, CA  
Chief Administrative Officer

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David Kogon, MD  
Mayor

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

**Date:** March 27, 2017  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

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

**Others Present** Karen Brookins

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**1. Call to Order**

**1.1 Approval of Agenda (5159)**

**Moved By Councillor Rhindress  
Seconded By Deputy Mayor Christie  
To approve the agenda**

**MOTION CARRIED**

**2. Presentations**

**2.1 CAST - Janice Melanson (4556)**

Janice Melanson made a presentation to Committee of the Whole on behalf of Communities Addressing Suicide Together, Cumberland CAST Coalition. This was an educational presentation to inform Council about the CAST Coalition. A copy of her presentation is included in the agenda. She addressed comments and enquiries from Council members.

### **3. Information Items**

#### **3.1 Regional Economic Development Strategy Review (4934)**

Andrew Fisher introduced the Regional Economic Development Strategy to Council and addressed comments and enquiries. The intent was to talk about the strategy, the gaps and get feedback. There will be some discussion around what aspects of the strategy will be a job for the Town or the County or the two units working together. It was noted that Cumberland Business Connector (CBC) has taken longer than anticipated to get off the ground - it may be May before they have a CEO. The importance of reaching out to small business that isn't represented in the groups identified was pointed out as well; CAO said the CBC has identified the need to address BREE (Business Retention and Expansion).

CAO encouraged Council members to send him a note if they have other thoughts on the Strategy. We will come back in a month's time to talk about what's important. We need feedback in order to inform the next step.

#### **3.2 Review Active Transportation Plan (5023)**

Jason MacDonald summarized the Active Transportation Plan. His work plan will be to engage groups to identify what is needed for trails and bike lanes. Again, looking for Council's feedback. In terms of timeline, there's a lot of information and we want as much input as we can get such as from the trails committee, Council. CAO wanted to manage the expectation, saying it may be in next year's budget (2018/19). It will be brought back for another conversation; talk to trails groups, talk about public engagement process - looking at May or June before the report can be massaged to a new draft to bring back to Council.

#### **3.3 Review Municipal Planning Strategy (5024)**

Jason MacDonald presented an overview of the Municipal Planning Strategy and addressed comments and enquiries from Council. CAO suggested a complete review of the MPS would be a great way for a Council to put its stamp on the community. In terms of the level of effort/resource that would be required, the Deputy CAO said it would take a planner at least a full year for a review at that level. It would involve a fair amount of community engagement. Again, this was to put the document before Council; further discussions will be held on the potential to review the MPS.

#### **3.4 Correspondence re Off Highway Vehicle Act - Petition (5132)**

A copy of Mr. Hudson's letter and petition was included in the agenda. There was discussion on the second point of the petition. It is not clear that the point is relaxing rules as opposed to tightening them. Council is not comfortable signing

the petition as-is. Mayor Kogon, D/Mayor Christie and Councillor Blanch will meet with Mr. Hudson for further clarification.

**4. Adjournment**

**Moved By Councillor MacKenzie  
Seconded By Councillor Blanch  
To adjourn at 5:45 PM**

**MOTION CARRIED**

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Gregory D. Herrett, CPA, CA  
Town Clerk and Chief Administrative Officer

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David Kogon, MD  
Mayor

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

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

**DATE:** 18 April 2017

**SUBJECT:** Policy on Council Conference Attendance

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**ORIGIN:**

Motion of Committee of the Whole, February 21, 2017: “**That for national conferences, attendance be limited to three members of Council, and for provincial conferences, that Council decide the number to attend, and that staff be directed to develop a policy to this effect, once all associated costs are known**”

**LEGISLATIVE AUTHORITY:**

*MGA 65 The council may expend money required by the municipality for: (s) the reasonable expenses incurred by the mayor or warden or a councillor for attendance at meetings and conferences, if the permission of the council is obtained prior to the meeting or conference or the attendance is in accordance with a policy of the council;*

**RECOMMENDATION:**

That draft policy 10350-26 Council Conference Attendance and Professional Development be referred to the April 24, 2017 regular meeting for Council’s approval.

**BACKGROUND:**

It has been the practice that any member of Council could attend UNSM, FCM and other conferences. There has not been a policy on the matter.

**DISCUSSION:**

Council’s direction in February 2017 was to establish a policy that provides guidelines for attendance of Council members at conferences. Council has given direction to have all travel expenses made available to the public to address issues of accountability and transparency. In part, this was due to the forensic audit of the expenses of Richmond County councillors and senior staff ordered by the provincial ombudsman, after freedom of information requests filed by a citizen sparked months of public debate.

Some but not all Nova Scotia municipalities have developed policies around Council members’ attendance at conferences. Staff researched policies from five other units to identify a best practice, and drafted the attached policy.

**FINANCIAL IMPLICATIONS:**

Knowing in advance the number of Council members who will be attending conferences will help develop the appropriate budget for travel and conferences.



The 2016-17 annual budget, including monthly vehicle allowance, was \$50,500, of which \$39,149 was expensed up to mid-March 2017. The attached spreadsheet indicates the average cost per person per event.

**COMMUNITY ENGAGEMENT:**

Expenses of each member of Council are made available to the community by being posted on the Town's website. Community members have the opportunity to engage directly with members of Council to discuss these expenses.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications associated with this policy

**ALTERNATIVES:**

1. Refer the policy back to staff for further review and recommendations
2. Reject the policy

**ATTACHMENTS:**

Draft Policy 10350-26 Council Conference Attendance and Professional Development

Spreadsheet of Mayor & Council Expenses by event for 2016-17

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Report prepared by:

Report and Financial approved by:

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DEPARTMENT: COUNCIL

TITLE: **COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT**

Minutes reference date:

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## **PURPOSE:**

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor.

## **POLICY STATEMENT:**

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, in December for the following year. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Union of Nova Scotia Municipalities (UNSM) spring workshop, UNSM fall conference, Nova Scotia Planning Directors Association (NSPDA) conference, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit requests to attend conferences by January 15<sup>th</sup> of each year. Staff will use the submissions to develop a draft annual conference / training plan for Council and advise Council of the existing professional development budget allotment.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply:
  - a. UNSM spring workshop –three members of Council;
  - b. UNSM fall conference – all members of Council;
  - c. FCM annual conference – three members of Council
  - d. NSPDA conference – two of the three members of Council on the Planning Advisory Committee
  - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
  - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners
4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.
5. All members of Council will be permitted to attend the UNSM Spring Workshop when it is in the Cumberland Region.

**COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT**

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6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences or workshops will submit the request to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council who shall make the final decision.
10. Where budget allows, the Town will support members of Council interested in participating in the UNSM / AMA Leadership Education Modules.
11. For all members of Council attending a conference on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information.

**Town of Amherst  
Mayor & Council Expenses - By Event  
For Period April 1, 2016 to March 14, 2017**

Date	Event	# of people attended	Mileage	Meals	Tolls	Parking	Incidentals	Accommodations	Taxis	Airfare	Conference Registration	Professional Development	Vehicle Allowance	Total	Cost Per Person
Jun-16	FCM	3	\$ 138	\$ 427	\$ -	\$ 145	\$ 118	\$ 2,046	\$ 320	\$ 1,819	\$ 2,532	\$ -	\$ -	\$ 7,545	\$ 2,515
May-16	UNSM - Spring	4	798	306	32	-	63	922	-	-	1,115	-	-	3,236	809
Nov-16	UNSM - Fall	7	1,080	751	50	-	181	3,600	5	-	3,320	-	-	8,987	1,284
May-16	NSPDA Conference (Planning Directors)	2	247	154	14	-	36	793	-	-	450	-	-	1,694	847
Sep-16	NSCP/NSAPG Conference (Police)	1 *	150	39	8	-	18	236	-	-	469	-	-	920	685
Nov-16	Council Orientation - Truro	5	551	109	32	-	27	341	-	-	-	-	-	1,060	212
Jan-17	Financial Management Workshop	2	308	138	20	24	36	565	-	-	-	939	-	2,030	1,015
	<b>Other:</b>														
Apr-16	UNSM Symposium / UNSM CAO/CEO Forum	2	-	-	-	-	-	-	-	-	-	699	-	699	349
Apr-16	Town Caucus - Truro	2	169	-	16	-	-	-	-	-	-	-	-	185	92
Apr-16	NS Recycles Dinner - Springhill	1	25	-	-	-	-	-	-	-	-	-	-	25	25
Apr-16	Meeting Parrsboro, Truro	1	209	-	16	-	-	-	-	-	-	-	-	225	225
Apr-16	Volunteers Halifax - Truro Meeting	1	328	-	24	-	-	-	-	-	-	-	-	352	352
May-16	Northern Region Waste Committee	1	90	-	8	-	-	-	-	-	-	-	-	98	98
May-16	Health & Safety week - Springhill	1	25	-	-	-	-	-	-	-	-	-	-	25	25
Jun-16	CCU Presentation - Truro	1	90	-	8	-	-	-	-	-	-	-	-	98	98
Sep-16	Travel from Saint John	1	164	-	-	-	-	-	-	-	-	-	-	164	164
Jan-17	Northern Region Meeting - Truro	1	86	-	8	-	-	-	-	-	-	-	-	94	94
Mar-17	Accountability & Transparency	1	152	-	10	-	-	-	-	-	-	-	-	162	162
	Vehicle Allowance - 12 months **		-	-	-	-	-	-	-	-	-	-	11,550	11,550	1,800
			<b>\$ 4,610</b>	<b>\$ 1,923</b>	<b>\$ 246</b>	<b>\$ 169</b>	<b>\$ 481</b>	<b>\$ 8,503</b>	<b>\$ 326</b>	<b>\$ 1,819</b>	<b>\$ 7,886</b>	<b>\$ 1,637</b>	<b>\$ 11,550</b>	<b>\$ 39,149</b>	

\* There was one Councillor that attended the NSCP/NSAPG Conference but there were two that registered.

\*\* Annual cost would be normally be \$12,600 but in 2016/17 one Councillor position was vacant from April 1 to October 31

**Annual Budget**      **\$ 50,500**

**From:** Kevin Campbell <[Kevin.Campbell@edf-en.ca](mailto:Kevin.Campbell@edf-en.ca)>  
**Date:** April 4, 2017 at 12:55:14 PM ADT  
**To:** David Kogon <[DKogon@amherst.ca](mailto:DKogon@amherst.ca)>  
**Subject:** Yorkshire Wind Park - Support Letter

Dear David,

Thanks again for your valued time last Friday. It was a pleasure to meet you and tell you a bit about ourselves and the Yorkshire Wind Park we intend to submit in Emera's solicitation to select a group of projects that it will then bid into the Massachusetts RFP this summer. Should the Yorkshire Wind Park be selected by Emera this spring, and Emera be selected by Massachusetts late this year or early next year, the Yorkshire Wind Park could receive a power purchase agreement and be realized by 2022. If that is the case, we will continue to engage the local community by sharing project updates and seeking feedback throughout the process.

We are thrilled by the support being expressed by the community in general, and look forward to the significant benefits this project can bring to the Town of Amherst and the surrounding region.

I've attached a draft template letter of support for you to consider. If the Town of Amherst can provide us with a letter of support by the end of the week, we would be able to include with our bid proposal to demonstrate that our project is being supported by the local community. Please feel free to make any edits to the template, or submit your own form of letter.

Please contact me any time should you have any questions.

Sincerely,



**Kevin Campbell**  
Senior Developer

53 Jarvis Street, Suite 300  
Toronto, Ontario M5C 2H2

T: 416.216.5053  
M: 416.459.8440  
F: 416.363.7959

[Kevin.Campbell@edf-en.ca](mailto:Kevin.Campbell@edf-en.ca)  
[www.edf-en.ca](http://www.edf-en.ca)

[PLEASE PRINT ON COUNTY LETTERHEAD]

April 4, 2017

Dear Atlantic Link Independent Administrator,

As the [Position/Title] of the Town of Amherst, I would like to extend my support for the EDF EN Canada inc. Yorkshire Wind Park proposed Wind Energy Development.

EDF EN Canada inc. has a long track record developing, owning and operating wind projects in Canada and around the world. They have invested more than \$3.5 billion dollars in Canada since 2006. I am thrilled they feel the area has winning potential and we welcome their investments in our local community.

EDF EN Canada inc. began actively developing the Yorkshire Wind Park in 2011, and has since maintained strong relationships with project landowners and local stakeholders. Local investments include fees paid annually to landowners participating in the project and supporting local businesses.

I appreciate that EDF EN Canada inc. recently held a meeting to communicate its intentions to submit the Yorkshire Wind Park into the Atlantic Link Project Solicitation of Power Supplies for Participation in Massachusetts Clean Energy Generation RFP (the "Emera Solicitation"). EDF EN Canada inc. explained the Emera Solicitation, the Massachusetts Clean Energy Generation RFP, the status of the Yorkshire Wind Park. I appreciate that EDF EN Canada inc. values local engagement and transparency.

If awarded a power purchase agreement, EDF EN Canada inc. has demonstrated they will continue a collaborative relationship with the Town of Amherst.

The region welcomes the local investment in our economy, the possibility of long term job creation and the economic growth potential synonymous with Wind Energy Development.

The people of the Town of Amherst look forward to working in collaboration with EDF EN Canada inc..

Sincerely,

[Name]  
[Title]



**COMMITTEE OF THE WHOLE**

**CDR#**

**Date: April 18, 2017**

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

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

**DATE:** April 18, 2017

**SUBJECT:** Tender - Station Street Storm Sewer

**ORIGIN:**

The Town has received approval for funding from the Clean Water and Wastewater Fund (CWWF) to assist with the costs to construct a new storm sewer line in the Station Street area in order to separate the storm sewer from the sanitary sewer system in this area. The initial estimate of the cost of this project was \$1,650,000.

**LEGISLATIVE AUTHORITY:**

Municipal Government Act Section 65 The council may expend money required by the municipality for **(ak) wastewater facilities and stormwater systems;**

**RECOMMENDATION:**

That the award of the tender for the station street storm water separation project to Beale and Inch Construction Limited in the amount of \$1,295,723.80 plus HST be referred to the April 24, 2017 regular meeting for Council's approval.

**BACKGROUND:**

In the late summer of 2016 the Town was notified that our Clean Water and Waste Water Fund (CWWF) application for the \$1,650,000 Station Street Storm Sewer Separation project was approved. Since that time we have hired consultants to develop the final design and tender documents. Tenders were issued and closed on March 31, 2017 with seven bids being received as follows:

<b>Beale and Inch Construction Ltd.</b>	<b>\$1,295,723.80</b>
Bowers' Construction Ltd.	\$1,304,055.00
Cumberland Paving and Contracting	\$1,320,825.00
Birch Hill Construction Ltd.	\$1,324,854.52
Dexter Construction Co. Ltd.	\$1,726,010.00
Atlantic Road Construction & Paving Limited	\$2,075,810.00
J R Eisener Contracting Limited	\$2,250,874.15



**DISCUSSION:**

Our consultants have reviewed the submissions for compliance and are recommending that the tender be awarded to the low compliant bidder, Beale and Inch Construction Limited. The Contractor has personnel designated to work on the project with experience working on similar projects. The Town as well as our consultant have worked with Beale and Inch Construction Ltd successfully on other projects.

**FINANCIAL IMPLICATIONS:**

The total budget for this project is \$1,650,000 (75% funded by CWWF) which includes \$95,000 for engineering services.

**COMMUNITY ENGAGEMENT:**

As negotiations for the potential purchase of property or easements by the Town can be negatively impacted if the information becomes public, no community engagement has been undertaken at this time. Once Council approves the acquisition of the easement, that decision will be communicated as per policy.

**ENVIRONMENTAL IMPLICATIONS:**

There are no direct environmental implications to the acquisition of these easements. However, the overall project will have significant benefits to the environment, as outlined in the CWWF funding application.

**ALTERNATIVES:**

Do not award the tender to Beale and Inch Construction Limited, change the scope of the project, and re-tender.

**ATTACHMENTS:**

Letter of recommendation from R.V. Anderson Associates Limited.

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:

File: R163405

April 5, 2017

Town of Amherst  
PO Box 516, 98 East Victoria Street  
Amherst, Nova Scotia B4H 4A1

Attention: Ben Pitman, P.Eng.  
Town Engineer

**Re: Station Street - Storm Sewer Separation Project  
Letter of Recommendation**

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Dear Sir:

Tenders for the above noted project closed on March 31, 2017 and seven (7) tenders were received.

The seven (7) tenders that were accepted are listed below, not including HST:

Beale and Inch Construction Ltd.	\$ 1,295,723.80
Bowers' Construction Ltd.	\$1,304,055.00
Cumberland Paving and Contracting	\$1,320,825.00
Birch Hill Construction Ltd.	\$1,324,854.52
Dexter Construction Co. Ltd.	\$1,726,010.00
Atlantic Road Construction & Paving Limited	\$ 2,075,810.00
J R Eisener Contracting Limited	\$ 2,250,874.15

The Engineer's Estimate not including HST was \$1,200,000.00.

A copy of the List of Unit Bid Prices and a copy of the Bid Document compliance review for each submission are attached. The Town of Amherst has the original bid documents from all Contractors listed above.

We have reviewed the low tender submission of Beale and Inch Construction Ltd. and find it to be in order. The project is scheduled for completion 14 weeks after the start of construction. This also meets the Town's requirement for project to be completed by September 15, 2017.

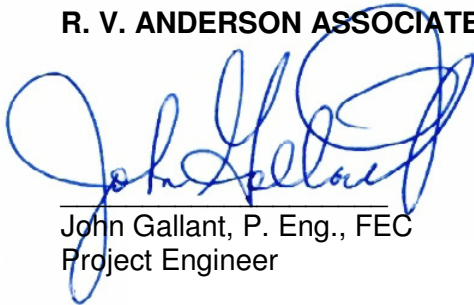
The Contractor has personnel designated to work on the project with experience working on similar projects. We have worked with Beale and Inch Construction Ltd successfully on other projects.

We recommend award to the low tenderer, Beale and Inch Construction Ltd., for the tendered price of \$1,295,723.80 not including HST.

I trust this is satisfactory; if you require further information, please call at your convenience.

Yours truly,

**R. V. ANDERSON ASSOCIATES LIMITED**



John Gallant, P. Eng., FEC  
Project Engineer

Attch.

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

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

**DATE:** 18 April 2017

**SUBJECT:** Willow Street Sewer Project – PCAP Application

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**ORIGIN:**

2017-18 Capital Budget and the Provincial Capital Assistance Program (PCAP)

**LEGISLATIVE AUTHORITY:**

*MGA Section 65 - Council may expend money required by the municipality for: (ak) wastewater and storm water systems*

**RECOMMENDATION:**

That the 2017-18 capital budget item of \$488,982 to replace 325 meters of sanitary sewer main, street and curb on Willow Street be referred to the April 24, 2017 regular meeting for Council's approval.

**CAO COMMENT:** The "approval" of this project is necessary to be able to finalize the application for funding, as staff have indicated. This does not however, commit Council to the full project should the application be denied. The project can be reconfigured if necessary, at Council's direction and approval.

**BACKGROUND:**

One of the major projects being recommended in the 2017-18 general capital budget is \$450,000 to replace a section of the sanitary sewer on Willow Street, pulverize and replace the remainder of the street and install new curbs during the project. This will renew the entire infrastructure along this portion of the arterial street. This project fits the criteria for 50% funding under the Provincial Capital Assistance Program (PCAP); the deadline to apply was April 17, 2017 and the CAO authorized staff to go ahead and submit the application. Provincial representatives have advised that we need to submit a resolution from Council but it can be submitted after the April 17<sup>th</sup> deadline.

**DISCUSSION:**

The value of the project was adjusted to include \$40,000 in professional fees, making the total \$488,982, once the HST and rebate were accounted for. Staff are seeking Council's approval of this project prior to approval of the entire 2017-18 capital budget so it can be included in the PCAP for 50% funding.

**FINANCIAL IMPLICATIONS:**

The total value of the project is \$488,982. The Town and the Province would each pay \$244,491.



**COMMUNITY ENGAGEMENT:**

No community engagement has been undertaken at this point. Our normal public procurement process will be followed, and prior to construction work taking place a public notification program will be undertaken.

**ENVIRONMENTAL IMPLICATIONS:**

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

**ALTERNATIVES:**

1. Refer the item to the April 24, 2017 meeting for approval and authorize staff to make the PCAP application for 50% funding;
2. Consider the capital project with the total 2017-18 budget for the full cost of the project.

**ATTACHMENTS:**

Capital budget RFD – Willow Street Sewer Main Replacement

Draft resolution to be approved at the April 24, 2017 meeting.

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Report prepared by:

Report and Financial approved by:



## REQUEST FOR DECISION

RFD#

Date:

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

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

**DATE:** January 12, 2017

**SUBJECT:** **Willow Street Sewer Main Replacement**

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**ORIGIN:** In 2016 the Willow Street sanitary sewer main partially collapsed just north of Walter Purdy Drive on Willow Street to the south end of the sewer line near the High School, a distance of 325 meters. This section of sanitary sewer main needs to be replaced.

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

**RECOMMENDATION:** That \$450,000 be allocated in the 2017/18 general capital budget to replace 325 meters of sanitary sewer main, street and curb.

**BACKGROUND:** During video inspection this year it was discovered that the Willow Street sanitary sewer line just north of Walter Purdy Drive south along Willow Street has collapsed and is in need of being replaced. The sewer pipe installed was asbestos cement pipe, which has been discontinued from general use for several decades because of longevity issues. In this case the pipe that collapsed was probably installed in the 1960's when the school for the hearing handicapped was constructed. The top of the pipe is caving in and the entire section needs to be replaced.

**DISCUSSION:** In review of the potential project a number of options were reviewed including just replacing of the pipe and patching the street. However since the sanitary sewer main is the only pipe located directly in the street it seems wise to pulverize and replace the remainder of the street and install new curbs during the project. This will renew the entire infrastructure in along this portion of the arterial street, with the exception of the storm sewer line which is in good repair.

**FINANCIAL IMPLICATIONS:** \$450,000 to be included in the 2017/18 general capital budget.

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

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



**ALTERNATIVES:**

1. Replace sanitary sewer line and patch the trench in the street - \$305,000
2. Replace the sanitary sewer line, pulverize and pave street (no curb work) - \$370,000

**ATTACHMENTS:**

None

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:

COPY

## **DRAFT RESOLUTION – PCAP Application**

Whereas the Provincial Capital Assistance Program is designed to enable the Province to contribute financially towards the cost of high priority municipal infrastructure projects in order that this cost burden might be reduced to an affordable level; and

Whereas eligible projects include construction of sanitary sewage collection systems; and

Whereas components of an eligible project qualify for cost sharing under PCAP include:

- Engineering – cost of preparing design drawings and specifications; and

Whereas funding of up to 50% is available towards the cost of eligible projects;

Therefore be it resolved that the Council of the Town of Amherst approve the Willow Street Sanitary Sewer Replacement in the amount of \$488,982 in the 2017-18 Capital Budget and submit an application for 50% assistance through the Provincial Capital Assistance Program.

**CONTRACT AWARDS LESS THAN \$30,000**  
**Approved by CAO or Designate**  
**QUARTERLY REPORT**  
**January to March 2017**

CONTRACT	# OF BIDDERS	SUCCESSFUL BIDDER	AMOUNT (includes Non-recoverable HST)	CLOSING DATE	Operating /Capital	TYPE
RFQ-17-05 Supply Pressure Relief Valve	2	Omnitech Inc.	\$5,309	Jan. 6, 2017	Capital	Normal Procurement
RFQ-17-07 Supply of Swing Check Valve	5	Sansom Equipment	\$2,873	Jan. 9, 2017	Operating	Normal Procurement
RFQ-17-08 Replace Heat Pump – Library	2	Carmichael Engineering	\$6,450	Jan. 11, 2017	Operating	Normal Procurement
RFQ-17-01 Hard Drives for In-House Camera System	3	Atlantic DataSystems	\$3,332	Jan. 12, 2017	Operating	Normal Procurement
RFQ-17-06 Demolition of 26 Park Street	5	Bill Dowe Trucking	\$3,285	Jan. 31, 2017	Operating	Normal Procurement
RFP-17-02 Supply & Install of Interview Recording System	2	Digital nGenuity	\$24,315	Feb. 7, 2017	Capital	Normal Procurement
RFQ-17-09 Demolition of 10 Newton Avenue	4	Bowers' Construction	\$3,202	Feb. 24, 2017	Operating	Normal Procurement
RFP-17-01 Supply of Hanging Baskets	4	Reade's Nursery	\$6,385	Jan. 27, 2017	Operating	Normal Procurement
RFP-17-04 Supply of Bedding Plants	2	Reade's Nursery	\$6,143	Feb. 28, 2017	Operating	Normal Procurement
RFQ-17-10 Replace Chlorine Analyzer	3	Sansom Equipment	\$4,878	Jan. 25, 2017	Operating	Normal Procurement
RFQ-17-13 Chlorine Controller Replacement	1	Nulantic Water	\$7,756	Mar. 3, 2017	Capital	Alternative Procurement
RFQ-17-15 Supply of Singer Pressure Relief Valves	2	EMCO	\$16,581	Mar. 22, 2017	Capital	Normal Procurement
RSO-17-01 Electrical Maintenance & Repair Services	3	J & K Electric	\$17,207	Mar. 31, 2017	Operating	Normal Procurement

**From:** connect2 [<mailto:connect2@novascotia.ca>]

**Sent:** Tuesday, April 04, 2017 2:56 PM

**To:** connect2 <[connect2@novascotia.ca](mailto:connect2@novascotia.ca)>

**Subject:** Nova Scotia's sustainable transportation grant program is now open for 2017-2018

## **Connect2**

### **Nova Scotia's sustainable transportation grant program is now open for 2017-2018**

On April 4, the Connect2 sustainable transportation grant program opened for 2017-2018. Expressions of interest, followed by applications for grants, are now being accepted from communities and organizations wishing to have more access to walking and biking paths, ride sharing, and other sustainable transportation options.

Connect2 aims to provide more options to communities to reduce their carbon footprint, and making walking, biking and using sustainable modes of transportation a practical and enjoyable choice throughout Nova Scotia.

Communities, municipalities, and organizations interested in applying for a grant are invited to first submit an expression of interest. A response along with an application form will be provided within 48 hours confirming if your proposal is eligible. The deadline to then submit your completed application is May 5.

Government will provide \$600,000 to the program again this year, pending budget approval. Sustainable transportation projects focused on active transportation infrastructure design or build are eligible for up to 50 per cent of costs, to a maximum of \$150,000. Projects focusing on public education and engagement, or studies to advance sustainable transportation best practices in Nova Scotia are eligible for up to 50 per cent of costs, to a maximum of \$30,000.

For more detailed information and to submit an expression of interest, please visit: [www.novascotia.ca/sustainabletransportation](http://www.novascotia.ca/sustainabletransportation). Should you have any questions, please contact: Sustainable Transportation Program Coordinator at [Connect2@novascotia.ca](mailto:Connect2@novascotia.ca).

We encourage you to share this information with anyone you feel may benefit from the Connect2 program. And we look forward to hearing about your project.

# Monthly Report

## Corporate Services

### April 2017

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**FINANCIAL** - Staff will be meeting with Council during the month of April 2017 to present and discuss the 2017/18 operating and capital budgets. With our fiscal year ending March 31, 2017 staff will now be busy getting ready for the year-end audit.

**TAXATION** – The 2017 interim property tax bills will be mailed in April with a due date of May 31, 2017. The interim bill is just half of last year’s total bill.

**TAX SALE** – We have three properties going to our Tax Sale. The first of two tax sale advertisements was placed in the Amherst News on Friday, April 7, 2017. The final Tax Sale advertisement will go in the Amherst News on Friday, May 12, 2017. The Tax Sale is scheduled for Tuesday, May 16, 2017 at 10:00 am in Council Chambers.

**ASSESSMENT APPEALS** - As of April 1, 2017 there were 116 tax payers appealing their assessment for a total assessment value being appealed of \$49,359,500. There is only one residential assessment appeal complete, one commercial assessment appeal pending and one residential assessment appeal withdrawn.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Apr 1, 2017	Appeals Withdrawn as of Apr 1, 2017	Appeals Successful as of Apr 1, 2017	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	90	26,283,400	1	1	1	\$8,500	\$139	
Commercial	26	23,076,100						
<b>TOTAL</b>	<b>116</b>	<b>\$49,359,500</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>\$8,500</b>	<b>\$139</b>	<b>0</b>

**WATER/SEWER COLLECTIONS** – Customers with two quarters outstanding received letters with a March 21, 2017 payment due date. Those who had not paid or made arrangements received hand-delivered notices with a shut-off date of March 30, 2017. Three did not respond and water was shut-off. One customer came in and paid and the water was reconnected; the other two, which are both vacant houses, remain shut-off.

**PROCUREMENT** – Staff continues to complete existing 2016/17 Capital projects, as well as begin processes for the annual spring procurements for 2017/18. Stats for March procurement are as follows:

	<u>Released</u>	<u>Closed</u>	<u>Awarded by Council</u>	<u>Awarded by Staff</u>
RFQ	2	2	0	3
RFP	1	2	1	0
Tender	2	0	0	0
Other	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
<b>March Totals</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>4</b>

# Monthly Report

## Operations

### April 2017

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Plows were only out for one overnight event and two daytime events in March. Staff spent several days trucking piles of snow from various parking lots. March did not see much snowfall therefore salt consumption has been on par with previous years. Mild temperatures and a lack of rain have helped with the pothole situation. We did not experience extreme frost this winter and it is expected the streets will be in better shape from this.

The Water crews responded to two water main breaks, one on Rupert Street and one on Brownell Avenue. One 2-inch water service leak repair was also done on Mallard Drive. The Water crews continued to work on the capital project for well blow-offs in each of our well chambers at the Wellfield as time permitted. This has proven to be a good exercise for the workers, which has helped them understand the operation.

Some chlorine equipment was replaced in our chlorine plant at the Wellfield. The analyzer had started to fail following a possible power surge and the chlorine injector control unit was having electronics failures. These components are vital in our water treatment and disinfection.

The Sewer crew consisting of two full time workers was reduced to one this month with the retirement of our Sewer Leadhand Lonnie Melanson. Lonnie responded to many sewer emergencies and worked tirelessly when plowing snow during his many years with the Town. This crew performs the typical maintenance on the Treatment Plant and the various lift stations in the system, and also does the bi-weekly sewer sampling at the plant. Interviews are scheduled to fill this position.

The mechanic has been repairing snow plowing equipment on a daily basis. Part of his weekly work revolves around other equipment such as the Stadium's zamboni and Fire Department's trucks. The zamboni is being checked on a weekly basis until the Stadium ice making ends. The mechanic is now turning his attention to the summer equipment start-up and servicing while keeping an eye on snow equipment while planning for the eventual stripping down of plows and blowers for summer use as loaders, mowers and dump trucks.

Our Building Inspector left our employ during March. The position was advertised with a closing date of Friday, April 7. The Municipality of the County of Cumberland is conducting required building inspections for the Town on an interim basis.

During March two building permits were issued with a total value of \$71,000. One new Dangerous/Unsanitary file was opened.

Planning staff continue to collaborate with the Recreation Department by supporting the Trail Society, developing a shared-use OHV trail, reviewing the Active Transportation Plan, as well as the implementation of the Recreation Master Plan. Staff also continue to provide services to the Town of Oxford. A meeting of the North Tyndal Wellfield Advisory Committee has been scheduled for April 25<sup>th</sup> at which time the North Tyndal Wellfield Groundwater Management and Protection Strategy review will be presented to the Committee. It will be presented to Council in the near future.

# Monthly Departmental Report

## Amherst Police Department

### April 18, 2017

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#### **PROFESSIONAL DEVELOPMENT**

**Human Trafficking Seminar:** Several members of the department attended a seminar on March 9<sup>th</sup>, hosted by Cst Tammy Lobb of the RCMP/HRP Integrated Vice Unit. This course is a train the trainer style session dealing with human trafficking and sexual exploitation and is designed to educate and promote awareness and partnerships with hospitality and transportation industry in the community. Materials and instruction were provided for members in relation approaching various locations in town and building partnerships with these businesses. Constable Michelle Harrison, our Youth Liaison Officer will be taking the lead on this initiative.

**Working With Traumatized Youth** Cst. Harrison, the School Resource/Youth officer attended a 2 day training session at the NSCC on working with youth who have experienced significant trauma. Youth who have been sexually assaulted, physically/emotionally abused, or have experienced other traumatic events often have lasting impacts from the trauma. The training provided information on the types of incidents which cause significant trauma, the impacts it can have, and strategies/techniques/best practices for persons working with traumatized youth.

#### **OPERATIONAL STATS – March 2017**

Occurrences: 365  
Impaired by Alcohol: 0  
Impaired by Drug: 0  
Traffic Tickets: 29  
Vehicle Checks: 170  
Foot Patrol Hours: 97h 35m

Criminal Code Charges: 33  
CDSA: 1  
Traffic Written Warnings: 45  
LCA: 2  
Bike Patrol Hours: 0

#### **SCEU**

CC Search Warrants Executed: 2  
Other Search Warrant Executed: 5  
CDSA charges laid: 7  
Cash Seized: \$0

CDSA Warrants Executed: 0  
CC charges laid: 3  
Street Value of Drugs Seized: \$17,415.00  
Other property Seized: \$615.00

#### **SCEU Drug Seizure**

As a result of an ongoing investigation by the Cumberland Integrated Street Crime Unit a 35 year old male and 36 year old female, were arrested for possession for the purpose of trafficking. In total, 787 methamphetamine tablets, 86.6 grams of cocaine, 13.5 oxycodone tablets, 21 grams of cannabis marijuana and two Apple iPhone's were seized. Total street value of the drugs is \$17,415. The two individuals, both Springhill residents, were charged with various CDSA and Criminal Code offences. The adult male appeared in Amherst Court on March 28<sup>th</sup>, 2017, where he entered a guilty plea on all charges and was sentenced to two years custody. Charges against the 36 year old female have been withdrawn.

#### **FOCUSED ENFORCEMENT**

**Focused Enforcement.** Traffic Enforcement for March focused on Seatbelts. Through the month, members dedicated 37 patrols for a total of over 31 hours which resulted in no seatbelt tickets, but 8 tickets and two warnings were issued for other infractions.

#### **OHS - FENTANYL**

The NS Department of Justice has secured funding for a one time purchase of Naloxone for emergency personnel. Our department received 26 Naloxone nasal sprays and carrying cases in March. The kits will be distributed to all APD officers in April. All officers have been provided training in the use of the kits. The department has also purchased fentanyl safety kits which are stored in the police vehicles. The safety kits contain protective clothing, gloves, goggles, face mask and a biohazard disposal bag.

### **INTERVIEW RECORDING SYSTEM**

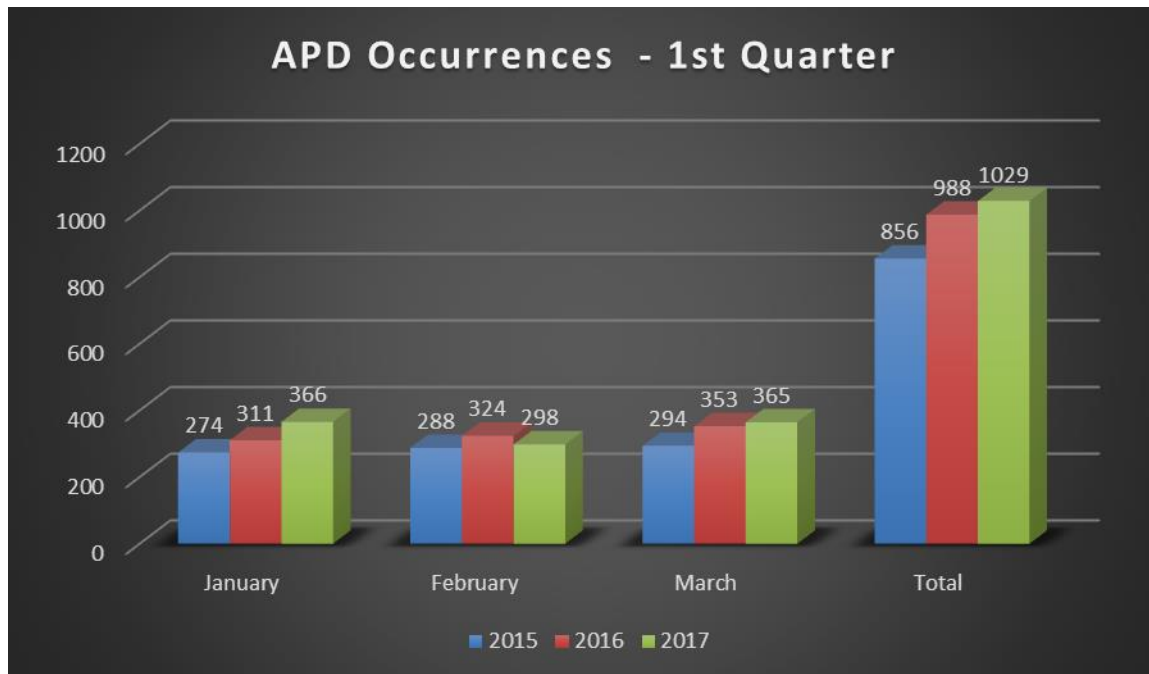
A new interview recording system has been installed. This was a 2016/2017 capital budget item. The Liberty Police Interview system replaces the DVD recorder's which are no longer supported by the industry. The Liberty system is a computer based system, with all recordings being stored to a secure server. Interviews in progress can be monitored by a second officer on any computer in the office. Book marks can be entered on the recording during or after an interview. The book mark identifies an important point in an interview and allows the viewer to go directly to this point in the interview. This feature is a significant benefit for Crown Prosecutors when reviewing cases and preapring for court. Other features include the ability to hide the face and disguise the voice. These features can be used to protect the identity of underage victims. All staff have been provided training on the system. Feedback from staff has been positive. They find it easier to use than the DVD recorders and the additional features are already proving beneficial.

### **CRIME PREVENTION OFFICER/YOUTH & SCHOOL RESOURCE OFFICER**

Summary of some of the events/presentations the School Resource and Crime Prevention officers were involved in during March.

- International Women's Day luncheon. Tom and Michelle on organizing committee. Attended by Chief, D/Chief and S/Sgt White.
- Cst. Harrison conducted two Safe Talk sessions in March. Safe Talk teaches how to identify persons who may be contemplating suicide, and how to intervene in a safe, supportive and appropriate manner. Cst. Harrison is a certified trainer and will be providing this training to all APD staff in 2017.
- Anti bullying presentation provided to all students of Spring Street Academy.
- Cst. Harrison participated in a Healthy Relationships for Youth seminar at ARHS hosted by Public Health. Topics she spoke on included domestic violence, consent for sexual relations, Restorative Justice, impacts of drugs and alcohol in relationships.
- The Crime Prevention Officer, Cst. Wood has been assigned to assist the major crime unit due to our MCU officer being off duty for an extended period. His time available for Crime Prevention was limited.

### **2017 - FIRST QUARTER COMPARATIVE STATS**



Quarterly Stats 2017												
1st Qtr = January 1st - March 31st				2nd Qtr = April 1st - June 30th				3rd Qtr = July 1st - September 30th				
								4th Qtr = October 1st - December 31st				
Offence Category	2017 1st Qtr	2016 1st Qtr	2017 2nd Qtr	2016 2nd Qtr	2017 3rd Qtr	2016 3rd Qtr	2017 4th Qtr	2016 4th Qtr	2017 Comparison 1st period ending	2016 Comparison 1st period ending	%	
Assault	42	21		63		49		45	42	21	100.00%	
Break & Enter - Business	2	0		1		0		2	2	0	200.00%	
Break & Enter - Residence	7	10		7		14		4	7	10	-30.00%	
Domestic Incident	56	29		50		48		50	56	29	93.10%	
Impaired Driving	13	20		23		15		18	13	20	-35.00%	
Liquor Act Offences	9	9		20		12		15	9	9	-	
Other Criminal Code	63	62		77		102		72	63	62	1.61%	
Possession of Stolen Prop.	2	1		1		5		0	2	1	100.00%	
Robbery	0	0		0		0		0	0	0	-	
Sexual Assault	2	4		1		1		1	2	4	-50.00%	
Spousal Partner Abuse	15	11		12		16		12	15	11	36.36%	
Theft	28	34		49		56		51	28	34	-17.65%	
Theft of Motor Vehicle	1	6		2		2		0	1	6	-83.33%	
Theft from Motor Vehicle	4	4		11		21		4	4	4	-	
MVA SOT's	48	119		80		59		84	48	119	-59.66%	
LCA SOT's	4	7		14		6		10	4	7	-42.86%	
Traffic Warning Issued	78	153		161		79		72	78	153	-49.02%	
Vandalism (Mischief)	10	12		20		9		28	10	12	-16.67%	
Occurrences	1023	979		1274		1377		1238	1023	979	4.49%	
Vehicle Checks	399	857		816		518		483	399	857	-53.44%	
Foot Patrol Hours	231h 21m	257h 00m		365h 36m		343h 27m		254h 54m		257h 00m	/	
Bike Patrol Hours	0	0	0	1h 38m		3h 10m		2h 36m	0	0	/	
Red indicates a decrease												
Blue indicates an increase												

# Monthly Departmental Report

## Recreation / Culture / Programming / Communications

March 2017

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### **Marketing & Communications**

March included several announcements and special events, as well as budget planning and spring/summer preparation. Various media releases were distributed based on Town news and celebrations, and events were highlighted such as the Stadium's Canada 150 walking challenge, the clean energy/smart grid technology funding announcement and the Cumberland Opioid Council funding announcement. Community support grants were awarded to the Amherst Aerials Gymnastics Club in support of the March Break Invitational Tournament, the Amherst International Women's Day Luncheon, and the Cumberland County Seniors Safety Program. Social media posts, website features and media releases resulting from COW and regular council meetings, including community presentations and the formal approval of Amherst's 2017 Strategic Priorities. The Department also promoted several hockey, skating and ringette activities held at the Stadium made possible through the 2016-17 No Fee Youth Ice Policy. Two Volunteers of the Year were nominated, selected and formally introduced as Amherst's representatives throughout the month. A student anthem singer and AYTC member also attended the regular council meeting as special guests.

### **Active Living/Healthy Community**

The Active Living Coordinator, Tamara Porter, attended the multisport meeting where community sport group leaders discussed roles and responsibilities of the program, confirmed each sports schedule, and partners submitted their program costs. The Multisport program is set to start September 2017 in Amherst. She attended the International Women's Lunch, and a "seewhywloveit" presentation at the retired teacher's luncheon. Bill Schurman was the guest speaker. She collaborated with community groups to create a March Break Madness brochure of activities scheduled during March Break, and circulated the brochure through schools and local businesses. The coordinator has been working on updating the physical activity strategy and has been accepting nomination forms for the Volunteer Appreciation Reception and the Athletic Achievers Ceremony in April.

### **Horticulturist**

March in the horticulture world was marked by several meetings to establish relationships with several community projects/organizations to help grow upon community efforts to beautify and enhance Amherst this growing season. Due to a few ice storms throughout February and March, several trees throughout the town experienced damage which led to the need for tree evaluations to be carried out and followed up with restoration work. Park/green space evaluations are currently taking place and maintenance plans are being drafted to ensure the efficacy of spring cleanup and summer preparations.

### **Facilities**

Amherst recreation facilities were well in use the month of March. The Stadium hosted two regular season Maritime Hockey League games as well as three playoff games. The Stadium also hosted the Bates/Merrill Friendship C Division Hockey Tournament (March 17, 18 and 19) which saw 32 teams participate through the no fee youth ice pilot project with 25 hours of ice used. The Stadium hosted a ringette exhibition series for teams all over the Maritimes. Teams from PEI, NB and NS came to Amherst through the no fee youth ice pilot project used five hours of ice. Also, in March the Stadium was host to March Madness public skating and shiny.

In total Stadium ice was used for 281.5 hours which included 69.5 hours of family first no fee public skating, 212 rental hours to user groups, 39.5 hours for the Amherst Skating Club and 69.5 hours for CCMHA under the no fee youth ice pilot project. Discussions are ongoing regarding the evaluation model of the Youth Ice Pilot Project. The walking track was available for 465 hours at no charge to users. The Stadium's public skates, ongoing promotions, maintenance and flexible walking track hours are in support of Amherst's Physical Activity Strategy. The goal of being the most active healthy community in the province is communicated daily. With some mild days in March citizens did enjoy some walking on the trails and the trail at Dickey Park.

"A" Place to Play officially closed on March 19. A very successful year at the downtown outdoor skating surface given the weather we received.

### **Business Development**

Business Development continues to provide ongoing guidance and advice to existing and potential commercial development prospects, which include the promotion of Amherst as an attractive place to locate, expand, and invest. This also includes the provision of general location and specific site analysis, as well as, providing referrals to other service providers in the area. Specific ongoing projects include the train station transfer, the Net-Zero/Smart-Grid Energy project, and the Commercial Assessment Phase-In Bylaw. Staff recently learned of the potential for expansion of the Michelin Development Fund into Cumberland County. If this program goes ahead it would provide low interest loans to new and existing businesses, as well as, offer business expertise to promote economic growth and prosperity.

Staff continue to meet regional stakeholders including: ACOA, CBDC, CANSA, NSCC, Cumberland County, Chambers of Commerce, and the Business Connector to share information, ideas, and look for ways to collaborate. Staff have begun a review of the 2014 Shared CED Strategy with Cumberland County counterparts to with a view to update the document and take stalk of action items that are complete, ongoing, and yet to be completed. The strategy will be shared with the regional stakeholders to identify areas of the strategy where stakeholders play a role. The Mayor, along with the County Warden have been invited to speak at the Chamber of Commerce AGM.

# Monthly Report

## Fire Department

**April 18, 2017**

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### Responses during the month of March 2017

#### Town of Amherst – 3 events

- 1 Motor vehicle accidents
- 1 Medical Assist
- 1 Wildland fire

#### Contract area (District 2) – 9 events

- 1 Hazardous materials call
- 3 Motor vehicle accidents  
Vehicle fire
- 1 Fire alarm system activations
- 2 Structure fires
- 2 Wildland fire

### Fire Inspections:

Nine fire inspections were completed during this period.

### Professional Development:

The recruits have completed their fifth month of the basic fire fighter training program. The next phase in this program will focus on: Hazardous materials awareness and operations, Fire control and final qualification examinations.

# STRATEGIC PRIORITIES CHART

January 2017

## CORPORATE PRIORITIES (Council/CAO)

<p><b>NOW</b></p> <ol style="list-style-type: none"> <li>1. <b>INTER-MUNICIPAL RELATIONSHIPS: Meeting</b></li> <li>2. <b>SOLID WASTE MANAGEMENT: Future Status</b></li> <li>3. <b>MARKETING PROGRAM: Refresh (Budget Request)</b></li> <li>4. <b>ECONOMIC READINESS STRATEGY: Terms of Reference</b></li> <li>5. <b>ACTIVE TRANSPORTATION: Plan</b></li> </ol>	<p><b>TIMELINE (2017)</b></p> <p>March March March March June</p>
<p><b>NEXT</b></p> <ul style="list-style-type: none"> <li>• COMMUNITY ENERGY STRATEGY</li> <li>• SERVICE CAPACITY REVIEW: ToR</li> <li>• SENIORS STRATEGY: Need Assessment</li> <li>• PLANS / STUDIES: Review Chart</li> <li>• COMMUNITY DASHBOARD: Checklist</li> <li>• POVERTY REDUCTION: Forum</li> <li>• NET ZERO FEASIBILITY: Study</li> </ul>	<p><b>ADVOCACY / PARTNERSHIPS</b></p> <ul style="list-style-type: none"> <li>• <i>Business Connector Start-up</i></li> <li>• <i>Business Connector Strategy</i></li> <li>• <i>NS Solid Waste Regulatory Issues</i></li> <li>• <i>Net Zero Feasibility Study</i></li> <li>• <i>Solid Waste Management Future</i></li> </ul>

## OPERATIONAL STRATEGIES (CAO/Staff)

<p><b>CHIEF ADMINISTRATIVE OFFICER</b> (Greg)</p> <ol style="list-style-type: none"> <li>1. <b>INTER-MUNICIPAL RELATIONS: Meeting</b> - Mar.</li> <li>2. <b>SOLID WASTE MANAGEMENT: Future</b> - Mar.</li> <li>3. <b>SERVICE CAPACITY REVIEW: ToR</b> - April</li> </ol> <ul style="list-style-type: none"> <li>• <b>ECONOMIC READINESS: Action Chart</b> - Mar.</li> <li>• Salary Administration Policy Review - April</li> </ul>	<p><b>POLICE</b> (Ian)</p> <ol style="list-style-type: none"> <li>1. Quality Assurance Review - May</li> <li>2. Police Fentanyl Response Strategy - April</li> <li>3. Collective Bargaining - April</li> </ol> <ul style="list-style-type: none"> <li>• Mental Health Interaction Training - June</li> <li>• Departmental Wellness Program - Nov.</li> </ul>
<p><b>FIRE</b> (Greg)</p> <ol style="list-style-type: none"> <li>1. Volunteer Retention: Review - May</li> <li>2. Departmental Strategic Plan: Review - April</li> <li>3. Fire Fentanyl Response: Strategy - Mar.</li> </ol> <ul style="list-style-type: none"> <li>• Organizational Security Strategy - April</li> </ul>	<p><b>COMMUNITY</b> (Bill)</p> <ol style="list-style-type: none"> <li>1. <b>MARKETING PROGRAM: Refresh</b> - Sept.</li> <li>2. <b>ECONOMIC READINESS: Workshop</b> - Sept.</li> <li>3. <b>POVERTY REDUCTION: Forum</b> - Oct.</li> </ol> <ul style="list-style-type: none"> <li>• SENIORS STRATEGY: Needs Assessment - Sept.</li> <li>• NET ZERO FEASIBILITY: Study - June</li> </ul>
<p><b>CORPORATE</b> (Vince)</p> <ol style="list-style-type: none"> <li>1. Pension Plan Sustainability - April</li> <li>2. Internal Control Documentation - Sept.</li> <li>3. Electronic Vendor Payment - Nov.</li> </ol> <ul style="list-style-type: none"> <li>• Business Connector: Accounting Setup - Mar.</li> </ul>	<p><b>OPERATIONS</b> (Jason)</p> <ol style="list-style-type: none"> <li>1. <b>ACTIVE TRANSPORTATION: Plan</b> - June</li> <li>2. <b>PLANS &amp; STUDIES: Review Chart</b> - Dec.</li> <li>3. <b>COMMUNITY ENERGY STRATEGY</b> - Dec.</li> </ol> <ul style="list-style-type: none"> <li>• Lion's Park Redevelopment - Oct.</li> <li>• Asset Management Plan - Sept.</li> <li>• Service Delivery Standards - Sept.</li> </ul>

**CODES:** BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; *Italics* = Advocacy;  
 Regular Title Case = Operational Strategies