



**Town of Amherst
Committee of the Whole**

Date: **Monday, October 16, 2017**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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| 1. Call to Order 4:00 | |
| 1.1 Approval of Agenda (6583) | |
| 1.2 Approval of Minutes - September 18, 2017 (6582) | 1 - 6 |
| 2. Presentations 4:05 - 4:20 | |
| 2.1 United Way (6659) | |
| 3. In Camera 4:20 - 4:30 | |
| 3.1 Approval of In Camera Agenda | |
| 3.2 Approval of In Camera Minutes | |
| 3.3 MGA 22(2)(c) Personnel | |
| 3.4 MGA 22(2)(c) Personnel | |
| 4. Council Direction Requests 4:30 - 5:05 | |
| 4.1 Budget Development Policy (6442) ARBING 4:30 | 7 - 20 |
| 4.2 Downtown Parking Lots (4918) MACDONALD 4:45 | 21 - 27 |
| 4.3 Sidewalk Machine RFP (6635) - MACDONALD 4:55 | 28 - 29 |
| 4.4 Policy Respecting the Management of the Volunteer Component of the Amherst Fire Department (6660) JONES 5:00 | 30 - 37 |
| 5. Information Items 5:05 - 5:40 | |
| 5.1 Poverty Reduction Forum (6620) - SCHURMAN 5:05 | 38 - 39 |
| 5.2 2nd Quarter Procurement Report (6621) - ARBING 5:15 | 40 - 40 |
| 5.3 CCTS Request for Funding - HERRETT (6574) 5:20 | 41 - 42 |

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| 5.4 | Cumberland Energy Authority (6622) - KOGON 5:25 | 43 - 45 |
| 5.5 | Election of Deputy Mayor (6627) - HERRETT 5:30 | 46 - 47 |
| 5.6 | Council Committee Appointments (6628) - HERRETT 5:35 | 48 - 50 |
| 6. | Monthly Reports 5:40 - 6:00 | |
| 6.1 | Corporate Services (6584) - ARBING | 51 - 51 |
| 6.2 | Operations (6585) - MACDONALD | 52 - 52 |
| 6.3 | Police Services (6586) - NAYLOR | 53 - 54 |
| 6.4 | Recreation (6587) - SCHURMAN | 55 - 56 |
| 6.5 | Fire (6588) - JONES | 57 - 57 |
| 7. | Adjournment 6:00 | |

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

Date: September 18, 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
Andrew Fisher, Senior Planner, Business Development Officer

1. Call to Order

Mayor Kogon called the meeting to order at 4:03 PM. A moment of silence was held in honour of fallen RCMP officer, Constable Francis Deschenes

1.1 Approval of Agenda (6413)

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

MOTION CARRIED

1.2 Approval of Minutes (6414, 6415, 6416)

**Moved by Councillor Rhindress
Seconded by Deputy Mayor Christie
To approve the minutes of the June 26, 2017 Committee of the Whole meeting**

MOTION CARRIED

Moved by Councillor Rhindress
Seconded by Deputy Mayor Christie
To approve the minutes of the July 17, 2017 Committee of the Whole meeting

MOTION CARRIED

Moved by Councillor Rhindress
Seconded by Deputy Mayor Christie
To approve the minutes of the August 22, 2017 Committee of the Whole meeting

MOTION CARRIED

2. Council Direction Requests

2.1 Jeffery Amherst Memo (6448)

Moved By Councillor Blanch
Seconded By Councillor Byrne

That staff be directed to produce a report looking at the movement to rename towns, streets and monuments that celebrate past war heroes whom, seen through today's ethical lens are not people who behaved in ways that we respect today, in particular, in what has happened elsewhere and what is within the realm of possibility, responsibility of elected officials

MOTION CARRIED 5-2

Against (2): Councillor Jones, and Councillor Rhindress

2.2 Repeal Amherst Fire Department Bylaw (6392)

Moved By Councillor Byrne
Seconded By Deputy Mayor Christie

That the bylaw to Repeal the Bylaw Respecting the Management of the Amherst Fire Department) be referred to the September 25, 2017 regular meeting for Council's consideration of first reading, and further, that this bylaw be replaced with a new policy No. 68300-05 - Respecting the Management of the Volunteer Component of the Amherst Fire Department following second reading of the repeal bylaw, which is expected to be at the October regular meeting of Council.

MOTION CARRIED

2.3 Bottled Water (5635)

Moved By Councillor Blanch
Seconded By Councillor MacKenzie

That the proposed policy on Bottled Water be referred to the September 25, 2017 regular meeting for Council's consideration

MOTION CARRIED 5-2

Against (2): Councillor Jones, and Councillor Rhindress

2.4 Salt Spreader RFP (6434)

Moved By Councillor Blanch

Seconded By Councillor Byrne

That RFP-17-08 to supply a new salt spreader be referred to the September 25, 2017 regular meeting for Council's consideration of awarding it to Del Equipment in the amount of \$30,145 plus HST for a total of \$31,437

MOTION CARRIED

2.5 Murals - North Nova Scotia Highlander Mural (5030)

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

That staff be directed to enter into an agreement with artist Jennifer Morris Cormier to paint a 28' x 40' replica of the North Nova Highlanders Mural on a plywood (or similar) surface with the completion date to be no later than September 30th 2018, and that staff, following procurement policy, purchase and coordinate all materials and services required including professional installation and lighting of the mural to be located on the Town Hall building facing Havelock Street;

And Further, that staff be directed to meet with Royal Canadian Legion #10 representatives to discuss their request for a Vimy Ridge Mural to be located on the Town Hall Building with a report including costs and potential commitments and sources for funding to be presented to Mayor and Council no later than March of 2018

MOTION CARRIED

2.6 Christie Foundation Donation to Curling Club (6431)

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That the request to receive a donation of \$20,000 from the Christie Foundation to fund a corresponding contribution to Amherst Curling Club in the amount of \$20,000 be referred to the September 25, 2017 regular meeting for Council's consideration

MOTION CARRIED

2.7 Dog Park (6383)

Andrew Fisher joined the meeting at 4:55 PM and participated in the discussion on this agenda item.

Moved By Councillor Jones

Seconded By Councillor Blanch

That Council give direction to staff to investigate the scope of work required to create, as a pilot project, an off-leash dog park within one of the ballfields of Robb's Park

MOTION CARRIED

2.8 Budget Development Policy (6442)

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

Staff be directed to develop a policy regarding the preparation and approval of the annual operating and capital budgets including the process and timeline by which the Mandatory Provincial Assessment Contribution Area Rate is set, with the draft policy including guidelines for communicating and consulting with the public with respect to the annual budget, to be presented to Committee of the Whole at the October meeting

MOTION CARRIED

2.9 Backyard Chickens (6445)

Moved By Councillor Blanch

That staff be directed to report on what other units may permit backyard chickens, what the issues around it are, and what would be required to permit it.

MOTION LOST

No Seconder

3. Information Items

3.1 Unsightly Premises Update (6254)

Information item; no specific direction given other than a request that a quarterly summary report be provided to PAC..

3.2 Smart Grid Project Report (4023)

Information item - no direction given.

3.3 1st Quarter Procurement Report (6371)

Information item; no direction given.

3.4 Crosswalks (5636)

Information item; in terms of process, the Traffic Authority has approved the placement of the crosswalk from Centennial Villa to Pharmasave, but the approval of the funding to purchase/install the required infrastructure is the authority of Council.

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That staff be directed to report to Council on the cost of the amenities required to implement a crosswalk from Centennial Villa to Pharmasave, to be presented to Committee of the Whole next week.

MOTION CARRIED

3.5 Update on Landfill Fire (6444)

Information item; no direction given.

4. Monthly Reports

4.1 Corporate Services (6384)

Information item; no direction given.

4.2 Operations (6385)

Information item; no direction given.

4.3 Police Services (6386)

Information item - no direction given.

4.4 Recreation (6387)

Information item; no direction given.

4.5 Fire (6388)

Information item..

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That letters of appreciation be sent to all the departments that responded to the fire at the Little Forks recycling plant

MOTION CARRIED

5. Adjournment

**Moved By Councillor Byrne
Seconded By Councillor Rhindress
To adjourn at 6:45 PM**

Gregory D. Herrett, CPA, CA
Chief Administrative Officer

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR# 2018039

Date: October 16, 2017

TO: Mayor Kogon and Members of Council

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

DATE: October 16, 2017

SUBJECT: Budget Management Policy

ORIGIN:

Direction of Council at the September 18, 2017 Committee of the Whole meeting,

LEGISLATIVE AUTHORITY:

MGA 47(1) The council shall make decisions in the exercise of its power and duties by resolution, by policy or by bylaw.

RECOMMENDATION:

There is no staff recommendation at this time. Rather, staff are seeking Council's feedback on the draft policy to facilitate preparation of the next draft. In particular staff are seeking input on Council's expectation on citizen engagement around the budget process.

BACKGROUND:

At the September 18, 2017 Committee of the Whole meeting, council approved the following motion: **"staff be directed to develop a policy regarding the preparation and approval of the annual operating and capital budgets including the process and timeline by which the Mandatory Provincial Assessment Contribution Area Rate is set, with the draft policy including guidelines for communicating and consulting with the public with respect to the annual budget, to be presented to Committee of the Whole at the October meeting."**

DISCUSSION:

Staff have reached out to our provincial colleagues and other municipalities for sample policies and best practices. The attached policy is a combination of East Hants' policy (attached) and best practices from the Nova Scotia Municipal Finance Corporation. The review to this point has mainly been around process and authorities. Upon Council's direction though staff would be happy to reach out to others on the public engagement piece.

FINANCIAL IMPLICATIONS:

This policy applies to budgeting by the Town for Operating, Capital and Reserve funds, including budgets for the Town of Amherst Water Utility.

COMMUNITY ENGAGEMENT:

Community engagement to this point involved peers in other municipalities and the Province. If adopted, community engagement will become a part of the budget process.



ENVIRONMENTAL IMPLICATIONS:

No environmental implications.

ALTERNATIVES:

1. Refer the draft policy back to staff for revisions
2. Do not adopt a budget management policy at this time.

ATTACHMENTS:

3450-04 Budget Management Policy for Council's approval

Report prepared by:

Report and Financial approved by:

DEPARTMENT: All Town Departments

TITLE: Budget Management Policy

Minutes reference date:

Policy Statement:

1. The Town of Amherst strives for a high level of public confidence in its budgeting process and recognizes that the resulting tax burden has an impact on the overall financial burden of the taxpayers of the Town. The Operating and Capital Budgets will be posted on the Town’s website in order to create public awareness and understanding of the budget process, to educate the public about the financial position of the municipality, and to facilitate their engagement in the financial decision making of the municipality.
2. Public accountability is rooted in the belief that the public has the right to know and the right to be provided with reliable financial information. It is this sharing of information that opens the dialogue between citizens and elected representatives.

Definitions:

3. For the purpose of this policy, the following definitions are provided:
 - a) Operating Budget: Budget document containing operating costs for day to day operations, transfers to other governments and agencies, transfers to reserves, and other fiscal expenditures; this document, as presented to Council, with all amendments made by Council, is used to calculate the tax rates, user fees and other charges;
 - b) Capital Budget: Budget document containing the capital plan for the current and future years; outlines the source of funding for each project and anticipated spending;
 - c) Reserves: Reserve funds are established by Council by setting aside money to help offset future financing requirements; when required, the funds are drawn upon to finance capital and operating expenditures as approved by Council or under this Budget Management Policy.

Policy Objectives:

4. The Town of Amherst (hereafter referred to as the “Town”) is committed to:
 - a) Preparing budgets in a fair, open, consistent, and transparent manner to establish the confidence of the taxpayer and other stakeholders;
 - b) Complying with the *Municipal Government Act* and other applicable laws or policies and resolutions of Council;
 - c) Promoting strategic business planning;
 - d) Using practical application of budget management tools to ensure Town operations function in an efficient and effective manner;
 - e) Being accountable for budget decisions.

Application:

5. This policy applies to budget activities of all departments of the Town effective (*date approved by Council*).
6. This policy applies to budgeting by the Town for Operating, Capital and Reserve funds, including budgets for the Town of Amherst Water Utility.
7. The Chief Administrative Officer (CAO) of the Town has authority to manage the Town within approved budgets, under this policy, and in compliance with any other Council policy or resolution in effect.
8. The CAO is responsible for ensuring compliance with this policy. The CAO may delegate his/her authority to spend approved budgets to any employee of the Town. All Town staff to whom the CAO delegates authority to make expenditures within approved budgets shall comply with all applicable bylaws, policies or resolutions of Council, the *Public Procurement Act*, Trade Agreements, and with any other restriction imposed by law.

Operating Budget Overruns:

9. In any given year there may be operating budget overruns that are unpredictable and unavoidable. Examples of such overruns include increases in amounts paid for transfers to other governments (Education, Regional Library, Housing, etc.) as well as expenditures for services that are dependent on forces that are uncontrollable by staff (snow management impacted by weather conditions, EMO situations, decisions of Council for action but with no dollar value approved in the budget, etc.). Such cost overruns can be approved by the CAO without prior approval of Council but must be reported to Council as per section 25 of this policy.
10. The CAO has additional authority to exceed budgets provided that the Town is still within the overall operating budget. The CAO has authority to expend these funds for any purpose that the Town has authority to spend but cannot use the funds to create new programs or services that are material in amount or that may be seen to commit the Town to material funding beyond the current fiscal year.

Capital Budget Overruns:

11. The CAO may authorize over expenditures of approved capital items awarded by Council so long as the capital spend does not exceed 120% of the approved budget amount, not to exceed \$200,000 on any given project. This authorization is capped at \$500,000 annually, for all capital projects combined. This will be done when it is reasonable to do so and when options to achieve project completion are limited. Exercising the CAO's authority to exceed a capital budget by more than \$20,000 will be reported to Council at the meeting following the decision. Approvals to exceed capital budget items by less than \$20,000 will be reported in conjunction with regular reporting as per Section 25 of this policy; as well, interim reporting may be done at the discretion of the CAO.
12. The CAO has authority to approve over-expenditures of approved capital projects (above those authorities outlined in Section 11) if a unit price contract has been awarded and the overage relates to an unforeseen or clearly advisable increase in units. In these circumstances the CAO is authorized to award overages up to 30% of the tender / RFP component.

The CAO shall not have the authority to approve overages under Sections 11 and 12 of this policy if it stems from a significant change in scope subsequent to the award of the contract. Approvals to exceed capital budgets in these circumstances will be reported to Council at the meeting following the decision

Over-Expenditures in Emergency Situations:

13. In an emergency situation the CAO is authorized to make reasonable and informed procurement decisions (Operating and Capital) which are determined by him/her to be necessary. Among other things such decisions may be deemed by the CAO to be necessary to protect the legal interests or satisfy legal obligations of the Town, or involve a situation where failure to act could reasonably be expected to compromise Town confidentiality, cause economic disruption, or would otherwise be contrary to the public interest.
14. Authorizations for such expenditures are considered to be over and above the other authorities given under this policy to exceed approved budget amounts; these must be reported to Council as per Section 25 of this policy.

Governance and the Budget Process:

15. The Town acknowledges that its taxpayers expect and have the right to receive open and transparent budgeting and ongoing accountability for the financial interests of the Town from staff and Council.
16. The Town of Amherst is governed by Town Council and operates under the Council/Chief Administrative Officer (CAO) system. As outlined in the *Nova Scotia Municipal Government Act*, it is the responsibility of the CAO to provide advice to Council and to administer the operations of the Town in accordance with the policies and programs approved by Council.
17. The fiscal year of the Town is April 1 to March 31. The annual budgeting process is preceded by a detailed business planning process that identifies priority initiatives for the upcoming fiscal year, based on the strategic directions previously established by Council.
18. Municipalities in Nova Scotia are not permitted to accumulate deficits. Municipal debt, with few exceptions is permitted only for the acquisition of capital assets which the municipality defines as acquisitions of tangible capital assets greater than \$5,000 with an estimated useful life in excess of one year.
19. On an annual basis, costs are established for programs and initiatives and are reflected in the Operating and Capital budgets. Tax rates are calculated to generate the revenue required to fund the various programs and services. These rates are determined in conjunction with the annual assessments of properties in the Town, as established annually through the Assessment Roll generated by the Nova Scotia Property Valuation Services Corporation (PVSC).
20. Council approves the Town's budget by way of setting the tax rates to be billed and approving the Capital budget. Resolutions of Council are required to give effect to these approvals.
21. Each of the Residential and Commercial rates has three components, which are:

- a) A general tax rate;

b) The Mandatory Provincial Contribution Area Rate, which includes:

- i. Education – The Town is required (as are all municipalities) to provide funding to the Chignecto Central Regional School Board under the *Education Act*. This mandatory education contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment.
- ii. Property Valuation Services Corporation (PVSC - Assessment) – The Town is required (as are all municipalities) to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total PVSC costs, based on the Town's share of the Uniform Assessment and the Town's share of assessment accounts across the province.
- iii. Correction Services – the Town is required (as are all municipalities) to make a mandatory contribution to the Province to fund the cost of correctional services. The contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment and the Town's share of dwelling units across the province.
- iv. Housing – The Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town. The Town is required to fund a portion of the prior year deficit of the Cobequid Housing Authority annually.

The Mandatory Provincial Contribution Area Rate is set by Council by the end of February based on the available information from the Province at that time, and is communicated to the public at that time.

c) The Community Support Area Rate, which includes:

- i. Grants to Organizations
- ii. Tax Exemption Bylaw
- iii. Tax Reduction Policy
- iv. Community Events
- v. Cumberland YMCA

22. To meet the objective of preparing budgets in a fair, open, consistent, and transparent manner, the tentative budget will be prepared and released on the Town's website in the late winter/early spring, and will be placed on the Council agenda for approval in the month following.

Reporting :

23. The CAO is responsible for timely reporting to Council on the Capital and Operating budget variances on significant overrun items as approved by the CAO under this policy.

Policy and Guidelines:

24. The CAO will ensure budgeting practices remain consistent with allowances of the *Municipal Government Act*.
25. The CAO will ensure a procedure is in place to guide Town staff in the budget process.
26. A copy of the Budget Management Policy will be posted on the Town of Amherst website.



INTRODUCTION

1.0 PURPOSE

The Municipality of the District of East Hants (“the Municipality”) strives for a high level of public confidence in its budgeting process and recognizes that the resulting tax burden has an impact on the overall financial burden of the tax payers of the Municipality.

2.0 OBJECTIVES

The Municipality of East Hants (hereafter referred to as the “Municipality”) is committed to:

- a) preparing budgets in a fair, open, consistent and transparent manner, to establish the confidence of the tax payer and other stakeholders;
- b) complying with the *Municipal Government Act* and other applicable laws or Policies and Resolutions of Council;
- c) promoting strategic business planning;
- d) using practical application of budget management tools to ensure municipal operations function is an efficient and effective manner;
- e) being accountable for budget decisions.

3.0 SCOPE

This policy applies to budget activity of the Municipality effective (enter date approved by Council).

This Policy applies to budgeting by the Municipality for Operating, Capital and Reserve funds including budgets for the East Hants Water Utility.

The Chief Administrative Officer (CAO) of the Municipality has authority to manage the Municipality within approved budgets, authority under this Policy and in compliance with any other Council policy or resolution in effect.

The CAO is responsible for ensuring compliance with this policy. The CAO may delegate his/her authority to spend approved budgets to any employee of the Municipality. All municipal personnel to whom the CAO delegates authority to make



expenditures within approved budgets, shall comply with all applicable By-laws, Policies or Resolutions of Council, the Public Procurement Act, Trade Agreements and with any other restriction imposed by law. Failure to adhere may result in a temporary or permanent loss of budgeting privileges or in more extreme cases result in disciplinary action and/or dismissal.

4.0 DEFINITIONS

For the purposes of this policy, the following definitions are provided:

| Term | Definition |
|---------------------|--|
| Capital Budget | Budget document containing the capital plan for current and future years. Outlines the source of funding for each project and anticipated spending and timelines. |
| Council Policy | A resolution of the council that is required, pursuant to the Municipal Government Act, to be recorded in the by-law records of a municipality, except where the context otherwise requires. |
| Effective From Date | Date when the policy is implemented and governed across the Municipality of East Hants. |
| Operating Budget | Budget document containing operating costs for day to day operations, transfers to other governments and agencies, transfers to reserves and other fiscal expenditures. This document as presented to Council, with all amendments made by Council, is used to calculate the rates by Council. |
| Regulation | Regulations within the meaning of the provincial Regulations Act, are a rule, order, proclamation, regulation, bylaw, form, resolution or tariff of costs or fees made in the exercise of a legislative power conferred by or under an Act of the Legislature. They outline rights and create duties, obligations and responsibilities for the persons that are affected by them. Regulations have the same binding legal effect as Acts made by the Nova Scotia Provincial Legislature, but are not made by the Legislature. The Legislature passes an Act in which it hands over its law-making power to another person or body, such as the Minister. The minister then exercises that law-making power by making regulations. Under the Municipal Government Act, the Minister of Service Nova Scotia and Municipal Affaires makes regulations for Municipalities. |
| Reserves | Reserve funds are established by Council by setting aside money to help offset future financing requirement; when required, the funds are drawn upon to finance capital and operating expenditures as designated by Council or under the Budget Management Policy. |

POLICY

5.0 INTENT

The Municipality acknowledges that its taxpayers expect and have the right to receive open and transparent budgeting and on-going accountability for the financial interests of the Municipality from municipal personnel and Council. This policy is intended to provide directive to the re-allocation and over-expenditure of budgeted funds within the approved budgets of the Municipality.

The following policy statements are the directives and rules by which the Municipality of East Hants personnel must follow.



6.0 GOVERNANCE & THE BUDGET PROCESS

East Hants is governed by a Municipal Council and operates under the Council/Chief Administrative Officer (CAO) system. There is one Councillor elected for each of the electoral districts. As outlined in the Nova Scotia Municipal Government Act, it is the responsibility of the CAO to provide advice to Council and to administer the operations of the Municipality in accordance with the policies and programs approved by Council.

The fiscal year of the Municipality is April 1 - March 31. The annual budgeting process is preceded by a detailed business planning process that identifies priority initiatives for the upcoming fiscal year, based on the strategic directions previously established by Council.

Municipalities in Nova Scotia are not permitted to accumulate deficits. Municipal debt, with few exceptions, is permitted only for the acquisition of capital assets, which the Municipality defines as acquisitions of tangible capital assets greater than \$10,000 with an estimated useful life in excess of one year. A fundamental component of the Municipality's financial management plan is the establishment of various reserves intended to set funds aside on an annual basis for certain operating and capital expenditures in future years.

On an annual basis costs are established for programs and initiatives and are reflected in the operating and capital budgets (net of cost recovery from other sources). Tax rates are calculated to generate the revenue required to fund the various programs and services. These rates are influenced by the annual assessment levels for properties in the Municipality, as established annually through the Assessment Roll generated by the Nova Scotia Property Services Valuation Corporation (PVSC).

Municipal Council approves the municipal budget by way of setting the tax rates to be billed and approving the Capital Budget. These approvals must be done by motion of Council.

Water Utility rates are set through a rate review process which is a function of the Utility Review Board of Nova Scotia.

7.0 OPERATING BUDGETS

Once the Operating Budget has been set by motion of Council, the following management practices shall apply:

7.1 Operating Budget Reallocation

As determined necessary by the C.A.O and in keeping with the intent of the approved budget, the C.A.O. may authorize the reallocation of funds within the entire operating budget. To be "in keeping" with the intent of the approved budget is



taken to mean that funds will not generally be moved between major functional categories (General Government, Protective Services, Transportation, Environmental Health, Environmental Development, Leisure and Culture, Social and Family Services, Fiscal Services & Transfers), will not be reallocated in such a way that the level of any particular services is enhanced at the expense of another and will not fundamentally change what Council intended to be accomplished when they approved the budget.

7.2 Operating Budget Overruns

In any given year there will also be operating budget overruns that are unpredictable and unavoidable. Examples of such overruns include increases in amounts paid for transfers to other governments (Education, RCMP per officer and DNA costs, Regional Library, etc), as well as expenditures for services that are dependent on forces that are uncontrollable by staff (snow management impacted by weather conditions, EMO situations, decisions of Council for action but with no dollar value approved etc). Such cost overruns can be approved by the CAO without prior approval of Council and must be reported to Council as per Section 10 of this Policy.

The C.A.O. has additional authority to exceed budgets to a maximum of 10% of the current operations budget (including each area rate service) in any given budget year. The CAO has authority to expend these funds for any purpose that the Municipality has authority to spend but cannot use the funds to create new programs or services that are material in amount or that may be seen to commit the Municipality to material funding beyond the current fiscal year. These over expenditures will be reported to Council as per Section 10 of this Policy.

7.3 Expenditures from Reserve

The C.A.O may authorize expenditure for goods or services of an operating nature that were not identified in the Operating Budget provided:

- a. There are special reserves set aside specifically for such expenditures; and,
- b. The expenditure does not exceed \$15,000.

8.0 CAPITAL BUDGETS

8.1 Capital Budget Overruns

- a) The C.A.O. may authorize over expenditures of approved capital items so long as the total capital spend does not exceed 120% of the approved budget amount, not to exceed \$200,000 on any given project. This authorization is capped at 500,000 annually, for all capital projects combined. This will be done when it is reasonable to do so and



when options to achieve project completion are limited. It is understood that some capital items identified by one number in the budget will consist of multiple contracts for various phases of the particular project.

Exercising the C.A.O.'s authority to exceed a capital budget by more than \$20,000 will be reported to Council at the meeting following the decision. Approvals to exceed capital budget items by less than \$20,000 will be reported in conjunction with regular reporting as per Section 10.0 of this Policy; as well, interim reporting may be done at the discretion of the CAO.

- b) The CAO has authority to approve over-expenditures of approved capital projects (above those authorities outlined in section 8.1 (a)) in the following circumstances:
 - a. Procurement submissions compliant with the Municipal Procurement Policy have been received on a project related to sewer, water, sidewalks or landfill infrastructure, time is of the essence and the award of the tender/RFP would be otherwise held up to the detriment of the public interest such as delay in meeting regulatory standards, risk of cost increase from the delay in award, etc. In these circumstances the C.A.O is authorized to award overages up to 30% of the approved budget.
 - b. The project is the result of a petition process and prices obtained are within 30% of the original petition estimates.
 - c. A unit price contract has been awarded and the overage relates to an unforeseen or clearly advisable increase in units. In these circumstances the CAO is authorized to award overages up to 30% of the tender/RFP component.

The CAO shall not have the authority to approve overages under this section if it stems from a significant change in scope subsequent to the award of a contract.

Approvals to exceed capital budgets in these circumstances will be reported to Council at the meeting following the decision.

8.2 Expenditures from Reserve

The CAO may authorize expenditure for goods or services of a capital nature that were not identified in the Capital Budget provided:

- a. There are special reserves set aside specifically for such expenditures; and,
- b. The expenditure does not exceed \$15,000.



The C.A.O may authorize expenditure for goods or services of a capital nature that were not identified in the Operating Budget provided:

- a. There are special reserves set aside specifically for such expenditures; and,
- b. The expenditure does not exceed \$15,000.

8.3 Offsetting Contributions

The CAO may authorize expenditure of capital funds where the expenditure will be financed by an outside party (i.e. a developer, other level of government, agency, etc.) and where the expenditure is consistent with a prior action of Council (development approval, By-law, Policy, resolution, etc.).

9.0 OVER-EXPENDITURES IN EMERGENCY SITUATIONS

In an emergency situation the CAO is authorized to make reasonable and informed procurement decisions (Operating and Capital), which are determined by him/her to be necessary. Among other things such decisions may be deemed by the CAO to be necessary to protect the legal interests or to satisfy legal obligations of the Municipality, or involve a situation where failure to act could reasonably be expected to compromise Municipal confidentiality, cause economic disruption, or would otherwise be contrary to the public interest.

Authorizations for such expenditures are considered to be over and above the other authorities given in this Policy to exceed approved budget amounts; these must be reported to Council as per Section 10 of this Policy.

10.0 REPORTING

The CAO is responsible for timely reporting to Council on capital and operating budget variances and general/emergency related over-expenditure approvals. With the exception of reporting under Section 8.1 this will be done through reports to Council in September, December and June (for the prior year results). Interim reporting may also be done at the discretion of the CAO.

Section 8.1 requires reporting to the meeting following the decision being made to exceed a capital budget under this clause.



11.0 POLICY AND GUIDELINES

The CAO will ensure budgeting practices remain consistent with allowances of the *Municipal Government Act*.

The CAO will ensure a full set of budgeting guidelines are in place to guide municipal staff in budgeting and remaining in compliance with this Policy.

A copy of the Budget Administration Policy must be posted on the Municipality of East Hants staff and Council website.

GOVERNANCE

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|----------------------------------|--|
| Policy Owner | The policy owner (see Version Log Section) is responsible for ensuring that the policy is implemented and being followed. In addition, the policy owner is responsible for reviewing the policy on a yearly basis for relevancy and potential updates. |
| Municipality of East Hants Staff | All personnel that fall within the scope of this policy (see Scope Section) must follow the policy statements within this document and must follow the governing authority of the policy owner. |

RELATED DOCUMENTATION

| Document | Document Description |
|---|--|
| Municipality of East Hants Procurement Policy | Policy that sets out Procurement directives for the Municipality of East Hants |

VERSION LOG

| Version Number | Amendment Description | Amendment/Policy Owner | Approved By | Approval Date |
|----------------|--|------------------------------|-------------|--------------------|
| <1.0> | Creation of Budget Administration Policy as a result of a splitting of the old policy between a Procurement Policy and the Budget Management Policy. | Chief Administrative Officer | Council | September 26, 2012 |
| | | | | |



AMHERST TOWN COUNCIL

CDR# 2018036

Date: October 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald

DATE: October 16, 2017

SUBJECT: Downtown Parking Lots – Dayle’s Parking Lot and Lot Behind the Old Warehouse Cafe

ORIGIN:

A letter received from Karen and Don Cormier requesting that the Town of Amherst provide snow removal services for the Dayle’s parking lot, and a letter received from the owners of the parking lot behind the Old Warehouse Café asking the Town to take over that parking lot. Direction to staff from the February 21, 2017 Committee of the Whole meeting to review downtown parking requirements and provide a report and recommendation to Council with respect to the need for the lot to address downtown parking requirements in time to draft and negotiate a longer term contract and include this lot in the 2018 tender for snow removal if necessary.

LEGISLATIVE AUTHORITY:

Municipal Government Act Section 65; Power to Expend Money (F) Snow and Ice Removal and (ap) parking lots and parking structures;

RECOMMENDATION:

That Council direct staff to inform the owners of Dayle’s that the Town will not conduct snow removal operations on their parking lot and that the owners of the parking lot behind the Old Warehouse Café be informed that the Town will not take over the operation of that parking lot.

BACKGROUND:

Last year the owners of the former Dayle’s Department Store had requested that the Town plow their parking lot. A short-term agreement was entered into for this to be done and staff were directed to conduct a review of parking needs in the area to determine if a long-term agreement for public parking should be considered. Since that time the various owners of the parking lot behind the Old Warehouse Café have requested that the Town take over that parking lot as well.

In cases where the Town feels there is a need for public parking, we have entered into lease agreement with owners of the lots. These agreements allow for public parking and the Town maintains the lots to a public standard. In addition, the Town pays the property tax on the lot and maintains liability insurance on the lot as well.

DISCUSSION:

In order to determine the need for additional public parking in this area, staff surveyed the Town maintained parking lots during the week of September 5th. Lots were surveyed at 9 am and again at 2 pm. During this time there was an average vacancy of 41% within the Town operated



lots. The Ratchford Street lot is the most relevant Town operated lot due to its proximity to the parking lots in question. This lot has 61 stalls and during this time there was an average vacancy rate of 44% and never less than 11 vacant stalls. Given the above information, staff have concluded that there is not a need for additional Town operated public parking lots in the Downtown.

FINANCIAL IMPLICATIONS:

We do not have the snow removal costs for these lots at this time; however, they have been included in the snow removal tender as an option. It is expected that the cost for each lot will range from \$100 to \$300 per snow event, depending on the amount of snow.

We also do not have exact assessments of the parking lots to determine the property tax implications; however, the impact of leasing both lots would likely be a few thousand dollars per year.

While the Dayle's lot is in very good condition and no immediate capital improvements are required, the Old Warehouse Café lot is in a state of serious disrepair and is not suitable for public parking operated by the Town. The cost of rehabilitation to a public standard has not been determined, but it would surely cost many tens of thousands of dollars.

COMMUNITY ENGAGEMENT:

No community engagement has been undertaken at this time; however, communication has been maintained with the applicable property owners.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of the Town taking over the parking lots.

ALTERNATIVES:

1. Direct staff to develop an agreement for the Dayle's lot based on snow clearing only, as per the original request of the property owners. This would have a financial impact of approximately \$100 - \$300 per snow event.
2. Direct staff to bring leases for both parking lots to Council for consideration. The total financial impact of this option would have to be developed at that time, but would include a significant capital improvement by the Town OR by the property owners of the lot behind the Old Warehouse Café prior to the Town taking over that lot.
3. Direct staff to bring back for Council's consideration a lease agreement for the parking lot behind the Old Warehouse Café. The total financial impact of this option would have to be developed at that time, but would include a significant capital improvement by the Town OR by the property owners prior to the Town taking over the lot.
4. That Council direct staff to inform the owners of Dayle's that the Town will not conduct snow removal operations on their parking lot and that the owners of the parking lot behind the Old Warehouse Café be informed that the Town will not take over the operation of that parking lot.

ATTACHMENTS:

Letter from Mr. Cormier; letter from property owners of lot behind the Warehouse Café; previous CDR on Dayle's Lot.

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



20 January 2017

Karen and Don Cormier
Dayle's Department Store
129 Victoria Street
Amherst, Nova Scotia
B4H 1X9

Dear Karen and Don:

This is to acknowledge your letter to Mayor Kogon and Town Council dated January 12, 2017, asking the Town to consider looking after snow removal of your parking lot.

A recommendation on this matter will be made to Council in due course. In the meantime, if you have any questions, please feel free to contact me at 902-667-6513 or gherrett@amherst.ca

Yours very truly,

Gregory D. Herrett, CPA, CA
Chief Administrative Officer





January 12, 2017

Mayor Kogan and Town Council ;

As you are aware, Dayle's Department Store has been closed nearly a year. It has been quite a change for the Town of Amherst. Although our retail customers have left, we have noticed a consistent use of our parking lot. This is probably due to a shortage of public parking spaces combined with the availability of our vacant spaces. There has been significant use of our parking lot by various people doing banking, downtown appointments, employees of downtown business, special events and overflow from church services. It's great to see local traffic and the parking lot being used. As you know Dayle's has rented a few spaces to vendors to help defray some of our maintenance costs. It certainly helps but is not nearly enough.

On behalf of Dayle's we are asking you and council if you would consider looking after our snow removal of our parking lot while attending to the town lot next to it. This would help to keep the whole lot open so that everyone could use it. It would also give extra parking for larger events at the church halls and the new Community Innovation Centre.

Thank you for your consideration. Looking forward to hearing from you.

Yours truly,

Karen and Don Cormier.

A handwritten signature in cursive script that reads "Karen Cormier".

Amherst, NS
129 Victoria Street
B4H 1X9
Ph: (902) 667-3321
Fx: (902) 667-7106
Email: dayles@dayles.ca
Website: www.dayles.ca



26 July 2017

Mr. Fred St. Peter
Amherst Music Centre
113 Victoria Street
Amherst, Nova Scotia
B4H 1X9

Dear Mr. St. Peter:

RE: Letter dated June 30 from Downtown Businesses Regarding Downtown Parking

I would like to thank you and your fellow business owners for writing to the Mayor and Council regarding the potential for the Town of Amherst to lease the parking lot behind your businesses. Town staff are currently conducting a parking needs assessment in this area of the downtown and your lot will be included in this review.

If it is determined that additional public parking is required, the Town may be interested in leasing this lot. To that end, this issue will be included in an upcoming Committee of the Whole meeting sometime this fall. Once this takes place, staff will be in touch with you to discuss the options available.

Kindest regards,

Jason MacDonald, LPP, MCIP
Deputy CAO – Operations

902-664-8367

jmacdonald@amherst.ca



June 30, 2017

Dear Mayor Kogon and Amherst Town Councillors,

We are writing to you to see if you would consider leasing the parking lot located behind our downtown businesses. The lot provides great parking for the area with access to Victoria Street East and Havelock Street. It also offers foot traffic by stairway to the higher level parking on Ratchford Street.

The parking lot is often filled during downtown events and on nice days by tourists and local patrons of all downtown businesses. It allows them a central location to park while they walk downtown viewing the beautiful churches and historic buildings as well as popping into the locally owned and operated markets, stores, salons, and restaurants.

In recent years the parking lot has deteriorated and the cost to maintain and repair it is a burden that the small businesses that own it simply cannot afford. At its current rate of deterioration we fear that it will soon become unusable and will need to be closed off. Looking to see what options are available we reached out to the town and in speaking with Jason MacDonald were invited to contact the council to see if leasing the lot to the town would be an option.

We would like to discuss this option if that would be agreeable. Please let us know how we should proceed in this endeavour.

Thank you for your time and best regards,

Fred St. Peter – Amherst Music Center

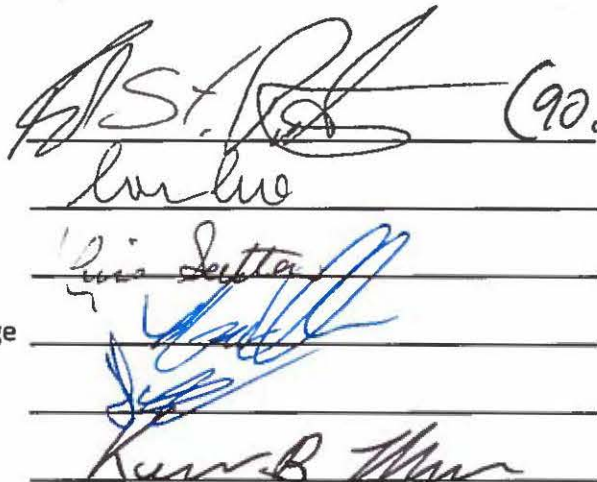
Lin Luo – Snow White Laundry & Convenience

Lisa Sutton – Muse Hair & Body Lounge

Nancy Walsh – The Old Warehouse Cafe & Lounge

David Estabrooks – Bella's Bistro

Kevin Nelson

 (902) 664-1924 ^{cell.}



COMMITTEE OF THE WHOLE

CDR# 2018037

Date: October 16, 2015

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: October 16, 2017

SUBJECT: New Sidewalk Machine RFP-17-17

ORIGIN:

2017 Capital Budget

LEGISLATIVE AUTHORITY:

Procurement Policy, 3700-01

RECOMMENDATION:

That RFP-17-17 to supply a new sidewalk machine be referred to the October 23, 2017 regular meeting of Council for approval.

BACKGROUND:

The Town closed RFP-17-17 for the supply of a sidewalk machine on October 5, 2017. The scoring of the proposals received were as follows:

| Company | Proposal Price | Optional Equipment | Score |
|--------------------|--------------------|----------------------------|-------|
| MacFarlands | \$142,516 plus HST | Included (plow and blower) | 94.7 |
| Saunders Equipment | \$142,360 plus HST | Included (plow and blower) | 100 |

DISCUSSION:

Upon evaluation of the proposals by the Operations Manager, incoming Operations Manager and the Procurement Coordinator, it was determined that both bids were compliant with the RFP requirements. Saunders Equipment was not only the lowest price but also scored the highest in the bid evaluation. The machine quoted from Saunders Equipment is a Trackless brand name and is fully compatible with our existing fleet of Trackless vehicles.

These vehicles are not only used for snow clearing operations but also for grass cutting.

FINANCIAL IMPLICATIONS:

The breakdown for the bid from Saunders Equipment is as follows:

| | | |
|---------------------------------|-------------------------------|----------------------------|
| Base Machine \$119,360 plus HST | Snow Blower \$15,900 plus HST | Snow Plow \$7,100 plus HST |
|---------------------------------|-------------------------------|----------------------------|

The total amount of the purchase is \$142,360 plus HST for a total of \$148,461.55. The approved capital budget for this purchase is \$162,000.



COMMUNITY ENGAGEMENT:

Community engagement took place by way of the Town publicly issuing a Request for Proposals (RFP). Pending Council's approval a media release will be issued.

ENVIRONMENTAL IMPLICATIONS:

With the purchase of this equipment, we will be able to retire our oldest, least efficient sidewalk plow, thus improving the overall efficiency of the Operations Fleet.

ALTERNATIVES:

Do not purchase the sidewalk machine at this time and direct staff to maintain the existing equipment for an additional year.

ATTACHMENTS:

None

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



COMMITTEE OF THE WHOLE

CDR# 2018038

Date: October 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: October 16, 2017

SUBJECT: POLICY 68300-05 - RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT"

ORIGIN:

Created as a result of a review by the Fire Chief, with assistance from the fire department executive committee.

LEGISLATIVE AUTHORITY:

MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION:

That the new Policy 68300-05 - Respecting the Management of the volunteer component of the Amherst Fire Department" be referred to the October 23, 2017 regular meeting for Council's approval

BACKGROUND:

Council approved first reading of a bylaw to repeal the existing bylaw respecting the Amherst Fire Department at its September meeting, with second reading scheduled for October 23, and with the intent of replacing the bylaw with a policy.

DISCUSSION:

During the review of bylaw C-06 "Respecting the Management of the Amherst Fire Department", the fire chief and the fire department executive committee found numerous irregularities with the current operation of the volunteer component of the Amherst Fire Department, in relation to the present bylaw. With the repeal of the current bylaw and the addition of the new policy, the current operation and management structure of the volunteer component of the Amherst Fire Department will remain the same. In addition, the new policy will only focus on the volunteer component of the Amherst fire department.

FINANCIAL IMPLICATIONS:

No financial implications are anticipated.

COMMUNITY ENGAGEMENT:

Not applicable

ENVIRONMENTAL IMPLICATIONS:

Not applicable



ALTERNATIVES:

Council may choose to not repeal the current bylaw C-6 and direct staff to proceed with following the provisions of bylaw C-06 – Respecting the Management of the Amherst Fire Department

ATTACHMENTS:

Town of Amherst policy “Policy 68300-05 - Respecting the management of the Volunteer Component of the Amherst Fire Department”

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



DEPARTMENT: FIRE DEPARTMENT

TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT

Minutes reference date:

1 PURPOSE

The purpose of this policy is to define the management of the volunteer component of the Amherst Fire Department.

2 SCOPE

This procedure applies to all prospective and active members of the volunteer component of the Amherst Fire Department.

3 THE FIRE DEPARTMENT

This department is established to provide emergency services to deal with various emergency situation. The head of this department shall be known as the Chief of the department, who shall be appointed by the Council and reports directly to the Chief Administrative Officer (CAO).

In addition to the chief of the department, there shall be a Senior Deputy Chief, Assistant Deputy Chief (as deemed necessary), Captains, Lieutenants and as many volunteer members as is considered to be necessary, to ensure effective operation of the department.

This department shall not respond to a request for assistance with respect to fire or emergency outside of the limits of the Town of Amherst except:

- When in the opinion of the Chief of the Department, threatens property in the Town of Amherst or property situated outside the Town of Amherst that is owned or occupied by the Town of Amherst;
- In a municipality with which an agreement has been entered into with the Council, to provide fire protection, or at a property with respect to which an agreement has been entered into in writing, with any person, corporation or Association;
- or when requested to respond to a mutual aid request with other municipalities.

4 MEMBERSHIP REQUIREMENTS

A person may apply to be an active volunteer firefighter with the fire department who:

- is not less than 19 years of age when applying;
- provides at least two references and a criminal record check;
- passes such written and/or oral tests, as requested by the Chief of the department;

DEPARTMENT: FIRE DEPARTMENT

TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT

Minutes reference date:

- is medically fit to be a firefighter, as certified by a physician
- resides within the approved response area of the Amherst Fire Department.

5 MEDICAL EXAMINATIONS

The Chief of the Department must be in possession of a Medical Certificate from a Medical Doctor certifying that the member is capable of carrying out all firefighting duties. The Chief may at his/her sole discretion, request an additional medical certificate from any member of the department, when deemed necessary. Failure to report for medical examination after directed to so, shall result in suspension, until the necessary certificate is obtained. All costs associated with such examinations shall be the responsibility of the member / candidate.

6 PROBATIONARY MEMBERS

A person who is accepted as a probationary member of the department for firefighting duties shall be on probation for a period of 12 months, during which period they shall take such training and examinations, as may be required by the Chief of the Department. If a probationary member appointed for firefighting duties fails any such examinations or perform the required duties, the Chief of the department shall decline their appointment as a regular active member of the department.

7 DUTIES OF A FIRE FIGHTER

Every member of the department shall report for duty at the time prescribed by the chief of the department and shall remain on duty until relieved. In the case where a member is failing to report for duty, the Chief officers shall be made aware of this by their company officer or the secretary of the department.

8 CODE OF ETHICS

Members shall always conduct themselves, on and off duty, in a manner that reflects positively on them and the department. Shall recognize that they serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment; and that these are protected from misuse and theft.

Members shall exercise professionalism, competence, respect and loyalty in the performance of their duties and use information, confidential or otherwise, gained by virtue of their position, only to benefit those they are entrusted to serve.

DEPARTMENT: FIRE DEPARTMENT

TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT

Minutes reference date:

A member shall not criticize or ridicule the department, its policies and procedures, its officers or other members by speech, writing or other expression, when such speech, writing or expression is defamatory, obscene, slanderous or unlawful.

While in uniform or structural firefighting equipment, a member shall not enter any premises where alcoholic beverages or substances are sold or consumed, except in the performance of their departmental duties or as authorized by the Chief of the Department.

A member shall not report for duty or be on duty while under the influence of an intoxicating beverage or substance.

9 REMUNERATION

The remuneration of all members of the department shall be determined by Council.

10 DISCIPLINE

The Chief of the Department, after consultation with the fire department executive committee, may reprimand, suspend or dismiss a member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this policy or the general operating guidelines that in the opinion of the Chief of the department, would be detrimental to the discipline and efficiency of the Department.

Following the suspension of any member, the Chief of the Department shall report, in writing, the suspension to the CAO.

In the case where a member is suspended for more than 7 days or dismissed, the Chief shall within 3 days of the suspension or dismissal give written notice to the member stating the date of suspension and reasons for the suspension or in the case of a dismissal, the reasons for dismissal.

Any member upon receipt of a notice of suspension or dismissal may within 5 days' request in writing to the Chief of the department, a hearing before the fire department executive committee.

11 PROMOTION

Any member may make application to the Chief of the Department to qualify them for promotion to a rank immediately superior to their present rank. All promotions within the

DEPARTMENT: FIRE DEPARTMENT

TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT

Minutes reference date:

department shall be made by the Chief of the department upon receiving recommendations from the fire department executive committee.

Every recommendation for promotion of a member shall be reviewed by the fire department executive committee and shall be based on the evaluation of the proven ability of the member; physical fitness of a member; the attendance record of the member and any written or oral examinations as may be required by the Chief of the department.

When, in the opinion of the Chief of the department, all other factors for the promotion of two or more members are equal, seniority of service in the department governs.

The provisions of this section with respect to the promotion of members does not apply to the Chief or Deputy Chiefs.

12 DEMOTION

The Chief of the department, may demote or remove from active duty any volunteer member based upon an evaluation of their inability to perform the required duties, their failure to meet the standard requirements for active duty as determined by the Chief of the department.

In the case where a member is recommended for a demotion or removal from active duty, the Chief shall within three days of making the decision give to the member written notice of the decision, setting forth reasons for the decision.

A member upon receipt of a notice of decision of demotion or removal from active duty may within five days of receipt of notice, shall submit an appeal request in writing to the Chief of the department. This request shall be reviewed by the Fire department executive committee within 5 days.

Upon completion of the hearing the Fire department executive committee shall provide the Chief of the department with their findings. The Chief of the department shall determine if the decision will be upheld or reversed.

The provisions of this section with respect to the demotion of members does not apply to the Chief or Deputy Chiefs.

DEPARTMENT: FIRE DEPARTMENT

**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**

Minutes reference date:

13 REPRESENTATIVE COMMITTEE

The representative committee shall consist of one elected firefighter from each company of the Amherst Fire Department, for a one-year term. These positions shall be voted on by the members annually, during the Amherst Fire Fighters Association meeting in October. Officers of the Amherst Fire Department shall not be a member of this committee.

Their duties shall be to assist firefighters, during an appeal hearing with the fire department executive committee. The representative committee member shall only represent a member from their own company. In addition, they shall only represent a member when requested to do so, by the member.

14 HONORARY MEMBERS

An active member may qualify to become an honorary member of the department after 20 years of active service in the Amherst Fire Department.

15 CAPTAINS AND OFFICERS

Each Company of the Department will be under the direction of a Captain and/or Lieutenant who is responsible to the Chief of the Department or Deputy(s), for the proper operation of the Company. Where the Chief of the Department designates a member to act in place of an officer, such member(s), when so acting, will have all the powers and shall perform all the duties of the officer that they replaced.

16 SECRETARY

The Secretary of the Department shall be appointed by the Chief of the department, and is responsible for collection and maintenance of an accurate record of attendance for each member; based on the recorded and approved roll calls. Shall create the annual honorarium report for the Chief of the department. Shall be a member of the fire department executive committee.

17 FIRE DEPARTMENT EXECUTIVE COMMITTEE

The Fire department executive committee shall assist the Chief of the department in performing all departmental duties with respect to the volunteer component of the department. The Fire department executive committee shall consist of all chief officers and the secretary of the department.

DEPARTMENT: FIRE DEPARTMENT

TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT

Minutes reference date:

18 DEPUTY CHIEF(s)

In addition to the Chief of the department, there shall be a Senior Deputy Chief and when deemed necessary an assistant deputy chief shall be appointed by the Chief of the department. The Senior Deputy Chief or the Assistant Deputy Chief shall report directly to the Chief of the Department on the activities of the Companies and shall carry out all orders of the Chief, and in the absence of the Chief, has all the powers as prescribed by law.

The Deputies shall also be responsible for arranging a training program for the department. Assist in the prevention, control and extinguishment of fires. Respond and assist at such emergencies as may be required by the Chief of the Department.

19 THE CHIEF OF THE DEPARTMENT

The Chief of the Department is responsible to the CAO for the proper administration and operation of the Department, and for the discipline of its members, and may recommend to the CAO such policies that may be necessary for the care and protection of the property of the Department, for the conduct of the members of the Department and generally for the efficient operation of the Department, provided that such policies do not conflict with the provisions of any law or any policy of the Town of Amherst.

- Is responsible for the enforcement of this policy, general operating guidelines and departmental rules;
- Shall submit to the council a monthly report of response requests.
- Shall review periodically the policies and procedures of the department; and develop new general operating guidelines, procedures and policies as required.
- Shall take all proper measures for the prevention, control and extinguishment of fires, for the protection of life and property, shall enforce all laws respecting fire prevention and shall exercise the powers and duties imposed by the Nova Scotia Fire Safety Act, the Nova Scotia Fire Safety Regulations, and the Nova Scotia Municipal Government Act;
- All other duties as deemed by the CAO.

MEMORANDUM

TO: Mayor Kogon and Council
FROM: Bill Schurman, Director of Recreation
DATE: October 16, 2017
SUBJECT: Strategic Priority – Poverty Reduction

To develop a plan to stage a Poverty Reduction Workshop/Round Table, an ad hoc advisory group was invited to provide input. The group includes representation from Education, Community Health Boards, Not-for Profits, and Community Volunteers. While several people have been included in discussions to date, the core advisory group consists of Connie Fisher, Colleen Dowe, Veronica Richards, Andrew Fisher, and myself. In our discussions it is anticipated that a forum would be a starting point and a commitment to work to develop strategic direction for addressing poverty in Amherst and Cumberland County.

The advisory group helped to identify potential stakeholders who could be invited to participate in the forum.

Stakeholders could include but not limited to:

- Amherst Food Assistance Network,
- Trinity St. Stephen Benevolent Group,
- Dal Legal Aid (Local Rep),
- Cobequid Housing,
- Salvation Army,
- CANSA,
- Police,
- Senior Safety,
- YMCA,
- Daycares,
- Early Childhood Education Centre,
- Medical Officer,
- Syrian Families/Rotary,
- Housing NS, Public Health,
- School Principals,
- Schools Plus,
- Maggie's Place,
- CC Transportation,
- Mental Health/ Addiction,
- Continuing Care,
- Autumn House,
- Ministerial Group,

- Building Inspector,
- AFD,
- Diabetes Clinic/Dietician,
- Primary Health Care,
- First Nations,
- Cumberland Kids, Service Clubs,
- Y Reach,
- County of Cumberland,
- Chambers of Commerce,
- United Way,
- Community Foundation,
- Library,
- Adult Education,
- Province,
- Federal Representatives

For Council's consideration the advisory group through community input suggests possible goals for the forum. Goals include but not limited to:

- Raise awareness of how poverty affects all in Amherst and Cumberland County;
- Highlight successful community programs and initiatives addressing poverty;
- Enhance partnerships with business, municipalities and government(s), faith communities, and other organizations;
- Identify emerging issues and potential gaps;
- Recommendations for future development of a Poverty Reduction Strategy

The suggestion would be that the Poverty Forum be a day-long event and held in late February or early March. The SOAR Community Health Board has agreed to be a resource to and for the forum which links in the NS Health Authority and its community engagement resources.

Several community organizations could be invited to participate on a panel, highlighting partnerships, opportunities and gaps. Once the final goals have been determined a potential list of available presenters will be determined.

The forum could include round table discussion groups focused on building community capacity to address poverty. Topics could include transportation, adequate income, early childhood, community inclusion, literacy, housing, training and skills development, after school activities and food.

The ad hoc advisory group will be meeting again prior to the end of October. Input and feedback prior to that will be appreciated.

**TOWN OF AMHERST
 CONTRACT AWARDS LESS THAN \$30,000
 Approved by CAO or Designate
 QUARTERLY REPORT
 FOR
 July to September 2017**

| CONTRACT | # OF BIDDERS | SUCCESSFUL BIDDER | AMOUNT OF AWARD (includes Non-recoverable HST) | CLOSING DATE | Operating /Capital | TYPE |
|---|---------------------|----------------------------------|---|---------------------|---------------------------|-------------------------|
| RFQ-17-30 Repair to Fuel Delivery System | 1 | Alternate Solutions Incorporated | \$3,723 | July 12, 2017 | Operating | Alternative Procurement |
| RFQ-17-31 Supply of Radar with Front/Rear Antenna | 3 | Gtechna | \$2,8728 | July 13, 2017 | Capital | Regular Procurement |
| RFQ-17-32 Extra Residential Organic Waste Removal | 1 | Miller Waste | \$28,736 | August 2, 2017 | Operating | Alternative Procurement |
| RFQ-17-33 Repairs to 1 McCully St | 3 | Gibson Contracting | \$261 | September 1, 2017 | Operating | Regular Procurement |
| RFQ-17-34 Wind Turbine Repairs | 1 | Molen Services | \$20,023 | August 25, 2017 | Operating | Alternative Procurement |
| RFQ-17-35 Supply & Install of Loader Tires | 1 | Miller TireCraft | \$10,014 | August 29, 2017 | Operating | Alternative Procurement |

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
DATE: 16 October 2017
SUBJECT: Cumberland County Transportation Services – Funding Request

Attached is a letter requesting \$5,000 in funding for the Cumberland County Transportation Services (CCTS).

Staff have followed up with the group to facilitate their completion of an application; we expect that the completed application will come before Council in due course.

Cumberland County Transportation Services (CCTS)
PO Box 952
Amherst NS B4H 4E1
Tel #: (902) 667-8149
E-mail: ccts@eastlink.ca



September 27, 2017

Town of Amherst
98 East Victoria Street
Amherst NS B4H 1X6

Dear: Mayor Kogon and Council

I would like to take this opportunity to thank you for the opportunity to showcase the services of CCTS with our PowerPoint presentation back in June. As we mentioned during that presentation, the fleet of CCTS had been reduced from five vehicles to four and that is down to three vehicles in the span of six months due to their age and the costly repairs required to keep them on the road.

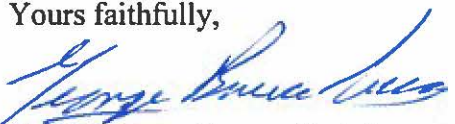
With this critical situation in our future, CCTS will find it very challenging to continue to provide transportation for our clients. We do not wish to reduce services and while a small fare increase is necessary (our last increases were in 2013) to keep pace with rising fuel and repair costs, this is not the answer for a long-term solution. CCTS must purchase a new vehicle with-in the next few months or service will be severely impacted.

During the summer, the average weekly trips for clients was 209 and we drove 26,000 kms per month. These trips included 42 bus trips from the senior care facilities located in Amherst and around Cumberland County; local day care centers and Community organizations. CCTS provides transportation across the County and Province for our clients which enables them to attend work, school, medical appointments (including dialysis) and specialized programs including the seniors VON day program, Mental Health programs; seniors bowling and children's activities.

Our provincial funding was cut for the 2017-18 fiscal year due to a decrease in the population of Cumberland County, so we must look to other partners for financial assistance to help us maintain our services. CCTS is requesting funding from the Town of Amherst in the amount of \$5,000. The mandate of CCTS is to provide a sustainable transportation service that is accessible, reliable, affordable and safe for residents of Cumberland County and with you financial assistance we can continue to do just that.

Thank you for your consideration of our request and I look forward to hearing from you in the near future regarding your response.

Yours faithfully,


George Bruce Cuco - Chair Person

RECEIVED

SEP 29 2017

Corporate Services
Amherst, N.S.

From: <DKogon@amherst.ca>
Date: October 4, 2017 at 8:53:13 PM ADT
To: Al Gillis <agillis@cumberlandcounty.ns.ca>
Cc: <shoeg@cumberlandcounty.ns.ca>, Greg Herrett <gherrett@amherst.ca>
Subject: Letter of invitation

Hello Warden Al.

Today I received your letter of September 28th regarding our participation in the Cumberland Energy Authority and involvement in green energy initiatives.

I think this is an exciting opportunity for all 3 municipalities to work together in a variety of areas both present and future.

While I have not had the opportunity to discuss your letter with my councillors, I have absolutely no doubt they will be supportive as we have established a strong position on collaboration. We will be happy to have 2 representatives from Amherst participate. I can give you specifics later but wanted to give you my commitment to your proposal. Our next council meeting is October 16 and I wanted you to know our position well before then.

Sincerely,

David

David Kogon MD
Mayor, Town of Amherst

Phone - [\(902\) 667-5838](tel:(902)667-5838)
Cell - [\(902\) 694-2214](tel:(902)694-2214)
Fax - [\(902\) 667-5409](tel:(902)667-5409)
e-mail - dkogon@amherst.ca

A Top 50 Small Town to Visit in Canada – Flight Network
1 of the Best Places to Live in Canada– MoneySense
amherst.ca

September 28, 2017

Mayor David Kogon
Town of Amherst
P.O. Box 516
Amherst NS B4H 4A1

Dear Mayor Kogon:

I have been advised by the Chair of the Cumberland Energy Authority, Mr. Rennie Bugley, that there was discussion at the September 21, 2017 Board meeting regarding a possibility for cooperation between the Energy Authority and Municipalities.

The County and the Authority have made significant financial and staff resources investments in renewable energy development in Cumberland County. There is potential in Cumberland County that these investments will result in helping to address issues such as demographics, population decrease and be a positive factor in creating economic prosperity to help retain our youth. Specific investments include those in Tidal Power, Wind Energy, Large Scale Solar Development, Geothermal Resources and Industrial park Development, residential and commercial facilities renewable energy projects and many more.

We understand that Amherst, for example, is taking a leadership role in Smart Grid technology.

We would like to extend an invitation for you to meet with representatives of the Energy Authority Board and discuss some potential areas of cooperation, including the following:

1. PACE Program
2. Updates/Presentations to the Chambers/Boards of Trade
3. SMART Grid Technologies
4. Business Promotion/Attraction
5. Region promotion, identity, branding, marketing
6. Role of the Cumberland Business Connector Society

Examples of recent presentations on renewable projects include Yorkshire Wind Energy Development and Raven Sky Technologies. The Municipality and Energy Authority are sponsors and participants in the Climate Change Summit being held in Pugwash, N.S. from September 28, 2017 to October 1, 2017.

The Municipality and Energy Authority believe that the sustainability of our future may well be achieved under the umbrella vision of Climate Change, Renewable Energy and Environmental Planning and Protection.

We suggest that this initial meeting be held with a small group with two elected officials from each of our Municipalities and two representatives from the Energy Authority. A separate meeting of your CAO'S with the Energy Authority Chair and Chief Operating Officer could also be held and be at a more detailed level.

If you are interested, please advise me and I can provide an update back to Council at our October 18th, 2017 Council meeting.

Sincerely,


Allison Gillis
Warden

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CAO
Date: October 16, 2017
Subject: Office of Deputy Mayor

The Town`s policy #10350-16 (attached) requires Council to select a Deputy Mayor to hold office each year from November 1 to October 31, the process for which is set out in the policy. Should there be more than one nomination, there shall be an election by secret ballot.

Council will be asked to select and appoint a member to hold this office at the October 23, 2017 meeting.

DEPARTMENT: COUNCIL

TITLE: **OFFICE OF DEPUTY MAYOR**

Minutes reference date: November 27, 2006 Page 256

PURPOSE

To set out the policy of the Town with respect to the selection and term of office of the Deputy Mayor.

POLICY STATEMENT

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
 - a) The election of the Deputy Mayor shall be placed on the agenda.
 - b) When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
 - c) If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
 - d) If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
 - e) All members of Council, including those nominated, are eligible to vote.
 - f) Vote shall be by secret ballot.
 - g) Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
 - h) The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
 - i) Should the Deputy Mayor resign his or her office or cease to be a Councillor for any reason during the term of his or her office, the above noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CAO
Date: October 16, 2017
Subject: Annual Council Committee Appointments

Council committee appointments were made in November last year, at the commencement of Council's term, for one year terms. Individual councillors had an opportunity to review the list of committees and express any interest they had at that time. The terms of current appointments, listed below, expire on October 31st.

Members of Council are asked to review the current list and indicate their interest in serving on the various committee by emailing same to Mayor Kogon and the CAO. Based on those expressions of interest a proposed slate of appointments will be included on the agenda of the October 23, 2017 meeting of Council for discussion and approval.

Mayor Kogon

- **L. A. Animal Shelter**
- **Regional Emergency Management Committee**

Deputy Mayor Christie

- **Planning Advisory Committee**
- **Susan Taylor Theatre Advisory Committee**
- **VON Board of Directors**
- **YMCA Board of Directors**

Councillor Blanch

- **Amherst Board of Police Commissioners**
- **Municipal Alcohol Project**
- **Tree Advisory Committee**
- **Tyndall Wellfield Advisory Committee**

Councillor Byrne

- **Amherst Board of Police Commissioners**
- **Cumberland Joint Services Management Authority (CJSMA)**

- **Regional Emergency Management Committee**

Councillor Jones

- **Amherst Board of Police Commissioners**
- **Senior Safety Advisory Group**
- **Tyndall Wellfield Advisory Committee**

Councillor MacKenzie

- **Cumberland Public Libraries Board**
- **Planning Advisory Committee**
- **West Highlands Redevelopment Committee**

Councillor Rhindress

- **Cumberland Joint Services Management Authority**
- **Northern Region Solid Waste Committee**
- **Planning Advisory Committee**
- **West Highlands Redevelopment Committee**

At all members of Council were also appointed to the Committee of the Whole of Amherst Town Council and the Town of Amherst Audit Committee (with the exception of Councillor Byrne).

Council Committee Appointments, 1 November 2016 – 31 October 2017

| | Kogon | Blanch | Byrne | Christie | Jones | Mackenzie | Rhindress |
|-----------------------------------|--------------|---------------|--------------|-----------------|--------------|------------------|------------------|
| Anherst Board of Police Commiss | | X | X | | X | | |
| Amherst Youth Town Council | | | | | | | |
| Audit Committee | X | X | | X | X | X | X |
| Committee of the Whole | X | X | X | X | X | X | X |
| Cumberland Public Libraries Board | | | | | | X | |
| CJSMA | | | X | | | | X |
| LA Animal Shelter | X | | | | | | |
| Municipal Alcohol Project | | X | | | | | |
| Northern Region Solid Waste | | | | | | | X |
| Planning Advisory Committee | | | | X | | X | X |
| Regional Emergency Management | X | | X | | | | |
| Senior Safety Advisory Group | | | | | X | | |
| Susan Taylor Theatre Adv Com | | | | X | | | |
| Tree Advisory Committee | | X | | | | | |
| Tyndal Wellfield Advisory Comm | | X | | | X | | |
| VON | | | | X | | | |
| West Highlands Redevelopment | | | | | | X | X |
| YMCA Board of Directors | | | | X | | | |

Monthly Report

Corporate Services

October 2017

FINANCIAL – The March 31, 2017 audited financial statements were formally approved by Council at the regular meeting on September 25, 2017. Again this year, the Town continues to be in solid financial condition. Staff have completed all of the required financial reporting to the Province by the annual September deadlines. These reports include the Audited Financial Statements, the Statement of Estimates (SOE), the Financial Information Return (FIR), the Capital Investment Plan (CIP) as well as the Water Utility reporting for the Nova Scotia Utility and Review Board (UARB)

TAXATION – The 2017/18 final property tax bills were sent out August 28th and were due September 29, 2017.

TAX SALE – Final tax sale notices were mailed out on August 17th with a response due date of September 5th. Since that time we have received title searches for eight properties going to tax sale scheduled for Thursday, December 12

TAX REDUCTION POLICY - We have 56 taxpayers that applied and qualified. 42 have received the \$400 reduction (household income less than \$20,000) 8 received the \$200 reduction (household income \$20,001-\$22,500) and 6 received the \$100 reduction (household income \$22,501-\$25,000) for a total of \$19,000. Our budget is \$27,500.

ASSESSMENT APPEALS - Of the 117 tax payers appealing their assessment, 50 have been successful to date resulting in a loss of revenue to the Town of \$51,170. Our budget for the year is \$100,000. 4 appeals are still outstanding and 18 are appealing their decision to the Nova Scotia Assessment Appeal Tribunal.

| | Number of Tax Accounts Appealed | Total Assessment Value Being Appealed | Appeals Completed as of Oct 1, 2017 | Appeals Withdrawn as of Oct 1, 2017 | Appeals Successful as of Oct 1, 2017 | Loss of Assessment Value | Amount of Revenue Reduction | Nova Scotia Assessment Appeal Tribunal Status |
|--------------|---------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------|-----------------------------|---|
| Residential | 91 | \$26,448,100 | 84 | 5 | 41 | \$1,213,900 | \$19,787 | 3 |
| Commercial | 26 | 23,076,100 | 23 | 1 | 9 | 708,400 | 31,382 | 15 |
| TOTAL | 117 | \$49,524,200 | 107 | 6 | 50 | \$1,922,300 | \$51,170 | 18 |

WATER/SEWER COLLECTIONS – September was a busy month for real estate closing with several requests received for tax information and final water/sewer bills. Several meter repairs were required as a result of the last meter read therefore much time has also been spent making appointments and updating meter information as the repairs are made. Failed payment arrangement letters and disconnection letters were also prepared which will be mailed mid-October.

PROCUREMENT – Procurement continues to work with departments preparing the balance of the capital budget procurement items. Work is also underway for our annual fall and winter procurements. Staff is also reviewing the procurements for those contracts due to expire March 31, 2018. Monthly reviews continue for WCB and proof of liability insurance for vendors who perform work on Town property. September stats are as follows:

| | Released | Closed | Awarded by Council | Awarded by Staff |
|---------------|----------|----------|--------------------|------------------|
| RFQ | 0 | 3 | 0 | 2 |
| RFP | 3 | 1 | 0 | 0 |
| Tender | 1 | 0 | 1 | 0 |
| Other | 0 | 0 | 0 | 0 |
| Totals | 4 | 4 | 1 | 2 |

Monthly Report

Operations

October 16, 2017

The Streets crew has completed the installation of new sidewalks along Chamberlain, Hickman and Park Streets. They were also busy replacing various sections of sidewalk throughout the Town, such as along West Victoria Street near Copp Avenue. The annual street and sidewalk inspections have also been completed with all deficiencies noted and scored.

The Utility crew was kept very busy with line painting being completed, signage changes, various banner changes for summer events and setups for street closures for Town excavating crews.

The Water crews have been busy performing valve replacements and repairs as well as work on capital projects such as water main replacements on Alma and Highfield Streets, which has taken a fair amount of time. The only remaining water line to replace is a small line on Freeman Street, which will be done prior to the repaving of the entire street.

The well blow-off project is now completed and should help with water quality in the long term. The recent pole failure and fire in the Tyndal Wellfield have not caused any disruptions in supply and at this time two new poles are in place and reconnection of power and communication should be done over the next few weeks.

The Sewer crew spent the majority of the last month replacing the storm and sanitary sewers on Alma and Highfield Streets. With newer workers in these crews these types of projects help to cross train staff in the various work they will encounter in years to come. Sewer and Water crews have to work together and share equipment to do great work.

The mechanic has been very busy performing various repairs and servicing of all Town equipment. Recent work has started on snow plowing pieces and will be ready well before the first snow flies.

Our new Operations Manager, Patrick Mulholland, has started in his new position. He will be replacing our current Operations Manager Gordon Smith upon his retirement next month.

Four building permits and one demolition permit were issued during September, with a total permit value of \$250,500. The Dangerous and Unsanitary Premises Administrator opened three new files, and closed two, bringing the total number of active files to eight.

Planning staff continue to play a central role in all development and permitting as the new Building Inspector gets up to speed. Planning & Development services also continues to be provided for the Town of Oxford.

Strategic projects include an update of the draft Active Transportation Plan following public input last spring, with a view to implementation actions. Workshops were also held in August and September to gain public input into an off-leash dog park, and other dog-friendly facilities. Planning staff also have a lead role in the train station transfer, the Net-Zero/Smart-Grid Energy study, and the Commercial Phase-in Bylaw.

Monthly Departmental Report

Amherst Police Department

October 16, 2017

PROFESSIONAL DEVELOPMENT

Firearms Training 9mm/Carbine/Shotgun.

All officers completed their mandatory annual firearms qualifications in 9mm pistols, shotguns and carbine rifles. The training is provided by Sgt. Tim Hunter and Cst. Chris Jobe.

The department has 15 designated carbine officers. The carbine officers receive 2 days training while the non-carbine officers receive 1 day of training. The carbine officers each fire approximately 450 rounds of carbine ammunition, and all officers fire approximately 150 rounds of 9 mm ammunition. Officers are required to successfully complete the department's qualifications. In addition to the qualifications officers are provided with training on tactical deployment, containment. Each officer is also required to complete a use of force scenario. Upon completion of the scenario a debrief is conducted where the officer must articulate the factors they considered when making their decision whether or not to use force and if so how they assessed the level of force required. The scenario is a teaching tool which focusses on both the decision of the officer, and also on how they articulate their decision process. The articulation by the officer is very important. Even if their use of force was appropriate, if they can not effectively articulate their decision process important information could be missing and could impact the findings of a review of their actions.

On Sept. 29th the RCMP were found guilty of a Labour Code violation, for failing to provide carbine rifles and training to their officers, in relation to the fatal shootings of 3 officers in June 2014. Currently carbine training is not mandatory in all Canadian police agencies. It is possible this decision may make Carbine training mandatory, however we anticipate there will be discussion amongst the policing community to clarify this issue.

PROS.

Cst. Charles Munroe attended a 4 day PROS user training in Halifax. PROS is the records management system used by APD for all complaints and investigations. Cst. Munroe is a part time officer who was hired in July.

CRIME PREVENTION/YOUTH OFFICER

Senior's Police Academy

The 5th annual Senior's Police Academy began on October 11th and will be held every Wednesday from 9:30 to 11:30 a.m. at Furlong Jones Funeral Home. It is co-sponsored by Furlong/Jones and the Senior Safety Coordinator's office for Cumberland County. A lunch is provided, at the end of each session. It is opened to everyone 55 and over. You can register by contacting the Senior Safety Coordinator, Ray Bristol, @ 667-7484, however you can attend even if you are not registered. Registration can be completed at the session. The following is a list of the presentations for each of the 6 dates.

| | | |
|----------------------|-------|---|
| October 11 | 9:30 | Cumberland YMCA--- Programs for Seniors |
| | 10:30 | APD presentation |
| October 18 | 9:30 | CAST (Communities Addressing Suicide Together |
| | 10:30 | Jim Ripley--- JC's Tai Kwan Do--- Demo |
| October 25 | 9:30 | Amherst Fire Department Appreciation day |
| | 10:30 | AFD ----Gear and Tools Demo |
| Nov 1 st | 9:30 | Jillian Reid -- Loblaws-- Economical and nutritious eating |
| | 10:30 | Jillian Reid -- Loblaws-- Cooking class (TBD) Subject to change |
| Nov 8 th | 9:30 | Charles Ellis -- Power of Attorney and Wills |
| | 10:30 | Weston Jones -- Advantages of Pre- Arranged Funerals |
| Nov 15 th | 9:30 | Linda Cooper - Tantramar Seniors College |
| | 10:30 | Denise Corey of Cumberland Library--- Internet Safety |

New School Year.

The department worked closely with our local schools to ensure a safe return for students and staff. Each year there are issues with students being dropped off and picked up in no parking/stopping zones resulting in students crossing the streets in front of vehicles at the start and end of the day. Letters were drafted for West Highlands School and Spring Street Academy reminding parents and students of the restricted parking/stopping areas at each school. A copy of the letter was given to each student to take home with them. Officers conducted foot patrols at both schools during the first week. They spoke to parents who were parking in the prohibited areas and provided them with a copy of the letter. Feedback from the school staff and parents was positive.

Police Beat

There were two "Police Beat" articles in the Amherst news in September. The topics were "Back to School" and "Suicide Awareness."

OPERATIONAL STATS – September 2017

| | |
|----------------------------|------------------------------|
| Occurrences: 438 | Criminal Code Charges: 80 |
| Impaired by Alcohol: 0 | CDSA: 2 |
| Impaired by Drug: 0 | Traffic Written Warnings: 35 |
| Traffic Tickets: 25 | LCA: 4 |
| Vehicle Checks: 156 | Bike Patrol Hours: 0 |
| Foot Patrol Hours: 55h 21m | |

SCEU

| | |
|--------------------------------|--|
| CC Search Warrants Executed: 2 | CDSA Warrants Executed: 2 |
| Number of People Charged: 11 | CC charges laid: 4 |
| CDSA charges laid: 33 | Street Value of Drugs Seized: \$ 186,650 |
| Cash Seized: \$2,805 | Other property Seized: \$ 23,000 |

| List Drugs Seized This Month | Estimated Street Value |
|------------------------------|------------------------|
| 160 marihuana plants | \$160,000 |
| 2 ICE pills | \$10 |
| 70gram cocaine | \$7000 |
| 225grams psilocybin | \$2250 |
| 500 grams marihuana | \$5000 |
| 40 hits LSD | \$400 |
| 10 clonazepam | \$20 |
| 4diazepam | \$10 |
| 32grams lidocaine | \$160 |
| 0.5grams MDMA | \$50 |
| 5 marihuana plants | \$5000 |
| 28 grams marihuana | \$280 |
| 32 grams hash | \$480 |
| 2 ICE pills | \$10 |
| 12 capsules MDMA | \$120 |
| 10 ICE pills | \$100 |
| 12.5 grams crack cocaine | \$1250 |
| 13 grams cocaine | \$1300 |
| 18 grams shatter | \$1800 |
| 11 codeine pills | \$110 |
| 130 grams marihuana | \$1300 |
| Month Total | \$186,650 |

Monthly Report

Recreation / Culture / Programming / Communications

October 16, 2017

Active Living/Healthy Community

The active living coordinator has connected with the five local schools to welcome staff back and offer support throughout the year. She has collaborated with the Facilities coordinator to design a fall/winter season free recreational skating schedule. Skates include adult/seniors, parents & tots, lunchtime skate, after school skating and public skating, all free of charge. She has designed an After the Bell Skating Program and applied for program funding. The active living coordinator has been working collaboratively with Courtney Nicholson from Sport Nova Scotia to ensure the readiness of Multisport Program launch and parents meeting. The first sport, basketball, sessions have finished with the group moving into skating. The active living coordinator has been promoting healthy active living on social media and sharing events and activities happening in the community. She attended the TD Tree days at the Amherst Lions Park where over 30 trees and shrubs were planted.

Horticulture/Green Spaces

The month of September provided ample opportunity to extend our beautification efforts within the horticulture world. Continued efforts were made to clean, tidy and beautify the town through rotational mowing, watering of hanging baskets, annual flowers and newly planted trees and shrubs as well as through general upkeep which could be seen throughout our downtown, as well as in our parks, and greenspaces. Lions Park saw 30 trees and 20 shrubs be planted with the assistance of recreation staff as well as volunteers through the TD Tree Day event on September 23rd, 2017.

Facilities

Parks and Green Spaces

Mowing and whipping still ongoing in parks as well as maintenance. Dickey Park, Beacon Street washrooms were open daily from 9:00am to 7:00pm daily.

Splash pad at Dickey Park is scheduled from 9:00am to 7:00pm. Please note the Splash Pad will be closing over the next week. Our new tennis courts at Lion's Park was also schedule to the public from 9:00am to 7:00pm. With shorter days these times are changed for September with washrooms opening at the same time at 9:00am but now closing at 7:00pm. Lion's Park tennis courts also opens at 9:00am but closes at 7:00pm.

Amherst Stadium

The Amherst Stadium was in pre-season mode during the month of September. With all major organizations hitting the ice they were not in full schedule. The Amherst Stadium was again very proud host of the Annual Roy Maltby Fundy Hockey School. They used a total of 30 hours under the no fee ice pilot project. Participants saved \$40.00 in registration costs as a result of this support. Also the number of participants has increase due to the no fee ice pilot project. (Number of Participants in 2015 – 95, 2016 – 114, and 2017 – 120.) The Amherst Ramblers played 3 games (2 regular season and 1 exhibition). CCMHA used 30.5 hours compared to 40 Hours in September of 2016 Amherst Skating Club used 21 hours compared to 17.5 hours in September 2016 and program skating was offered for 4.5 hours. The ice was used for a total of 142 hours compared to 168 hours in September 2016. The meeting space on the second level was used 18 hours compared to 21.5 hours in September 2016. Ongoing maintenance and cleanliness is a high priority at the Amherst Stadium.

Robb Complex

Robb Complex for the month of September had very light schedule. Senior Softball completed their great season on September 27. ARHS boy's baseball team utilized Robb Complex and took advantage of practice time and a double header. Efforts are being put forth by staff to start the process of closing down the facility for winter. In the month of September the Dwight Jones Field was used 9 hours compared to 45.5 hours in September 2016, Cecil Small was used 0 hours compared to 2 hours in September 2016 and Robb 3 (baseball) was used 17 hours compared to 14.5 hours in September 2016.

Business Development

Business Development continues to provide ongoing guidance and advice to existing and potential commercial development prospects, which includes 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. While the Building Inspection/Development Officer position gets up to speed, Business Development continues to play a central role in property development approvals and coordination with the County Building Inspections Department. In addition, specific ongoing projects include the train station transfer that recently received Privy Council approval, the Net-Zero/Smart-Grid Energy project in mid-stream, and the Commercial Assessment Phase-In Bylaw that is now in effect. Updates to the draft Active Transportation Plan are ongoing, with a view to implementation this fall, as well as, scoping for a pilot off-leash dog park. 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.

Monthly Report

Fire Department

October 16, 2017

Responses

Town of Amherst – 17 events

- 8 Smoke alarm activations
- 5 Fire alarm system activations
- 1 Natural gas leak
- 3 Wildland fire

Contract area (District 2) – 6 events

- 2 Motor vehicle accidents
- 3 Fire alarm system activations
- 1 Mutual Aid

Fire inspections:

Seven fire inspections were completed during this period. Including one joint inspection with the Office of the Fire Marshal.

Professional development:

During the month of September the department had conducted training that included a pumper relay (the relaying of water from pumper to pumper), held a training scenario related to hazardous materials operations and held a Search and rRscue training session where members had to complete an obstacle course, while wearing full breathing apparatus.

Also, during this period eleven firefighters successfully completed a thirty-two hour course in vehicle extrication. Eight firefighters successfully completed a course in managing company tactical operations and five firefighters completed a sixteen hour course in Incident Command System 200 (ICS 200).