



**Town of Amherst
Committee of the Whole**

Date: Monday, November 20, 2017
Time: 4:00 pm
Location: Council Chambers, Town Hall

	Pages
1. Call to Order	
1.1 Approval of Agenda	
1.2 Approval of Minutes	
1.2.1 October 16, 2017 Committee of the Whole Meeting	1 - 4
1.2.2 October 23, 2017 Committee of the Whole Meeting	5 - 6
2. Presentations (4:05 - 4:30)	
2.1 CJSMA - Stephen Rayworth (6671)	7 - 18
3. In Camera (4:30 - 5:00)	
3.1 Approval of In Camera Agenda	
3.2 Approval of In Camera Minutes	
3.3 MGA 22(2)(a) Municipal Property	
3.4 MGA 22(2)(e) Contract Negotiations	
3.5 MGA 22(2)(c) Personnel Matter	
3.6 MGA 22(2)(e) Contract Negotiations	
4. Council Direction Requests 5:00 - 5:50)	
4.1 December Meeting Dates (6780) - HERRETT (5:00)	19 - 21
4.2 Dog Park (6383) - SCHURMAN (5:02)	22 - 27
4.3 SOAR (6496) - HERRETT (5:15)	28 - 29
4.4 Police Vehicle Tender (6764) - PIKE (5:25)	30 - 31

4.5	Internal Controls and Documentation RFP (6873) - ARBING (5:27)	32 - 33
4.6	La Butte (6877) - JONES (5:32)	34 - 34
4.7	Electric Car Charging Station (6876) - BLANCH (5:37)	35 - 35
4.8	Letter of Support - Hospice Centre (6854) - KOGON (5:42)	36 - 37
4.9	UNESCO Petition - Request from Walt Jones (6321) - HERRETT (5:45)	38 - 41
5.	Information Items (5:50 - 6:00)	
5.1	Snow Removal Policies (6830) - MACDONALD	42 - 62
6.	Monthly Reports (6:00 - 6:20)	
6.1	Corporate Services (6878) - ARBING	63 - 63
6.2	Operations (6879) - MACDONALD	64 - 64
6.3	Police Services (6880) - PIKE	65 - 65
6.4	Recreation (6881) - SCHURMAN	66 - 67
6.5	Fire (6882) - JONES	68 - 68
7.	Adjournment	

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

Date: October 16, 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
Rebecca Purdy, Executive Assistant

1. Call to Order

Mayor Kogon called the meeting to order at 4:00 PM.

1.1 Approval of Agenda (6583)

Moved by Deputy Mayor Christie
Seconded by Councillor Jones
To approve the agenda

MOTION CARRIED

1.2 Approval of Minutes - September 18, 2017 (6582)

Moved by Councillor MacKenzie
Seconded by Councillor Rhindress
To approve the minutes of the September 18, 2017 Committee of the Whole meeting

MOTION CARRIED

2. Presentations

2.1 United Way (6659)

Dave March, Vice President of the United Way of Cumberland County and Kathy Skinner, Executive Director, attended the meeting to make a presentation to Committee of the Whole. Mr. March talked about the 2017 campaign, and

advised that the United Way will be hosting a Festival of Trees November 17 and 18, 2017. United Way invited the Town to become a sponsor of this event and requested \$1,500 from the Town in support of that event. A Community Support Grant application was submitted.

3. In Camera

**Moved By Councillor Blanch
Seconded By Councillor Byrne
To go In-Camera at 4:10 PM**

MOTION CARRIED

4. Council Direction Requests

4.1 Budget Development Policy (6442)

Vince Arbing presented the draft policy to Council for input. There were a number of amendments recommended, including:

Capital Budget Overruns: Deletion of paragraph 12, and revision of paragraph 11, specifically line 3, "This authorization is capped at \$500,000 annually, for all capital projects combined." CAO said he would replace it with something more appropriate.

Governance and the Budget Process: 21(a) General tax rate - suggestion that it be expanded to describe what services this covers; 21(b)(i) Education - the term "Uniform Assessment" ... of what? 21(b)(iii) Correction Services - tidy up wording to more clearly define. 21(b)(iv) Housing - How many units are we talking about?

In the final sentence under paragraph 21 (b) make sure this is communicated so people understand what the Mandatory Provincial Contribution Area Rate includes and that the Town is obligated to pay it.

22. Time for public engagement. How does council want to approach it? Go out generally or on specific programs? CAO suggested "over the next 2 or 3 months we are going to talk about budgets - budget ideas at Amherst.ca"

Reporting: Move paragraph 23 to the **Overrun** section

This will be revisited and presented at a future meeting.

4.2 Downtown Parking Lots (4918)

**Moved by Councillor Blanch
Seconded by Deputy Mayor Christie**

The staff 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

MOTION CARRIED 5-2

Against: Mayor Kogon and Councillor MacKenzie

4.3 Sidewalk Machine RFP (6635)

Moved by Councillor Blanch

Seconded by Councillor Jones

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

MOTION CARRIED

4.4 Policy Respecting the Management of the Volunteer Component of the Amherst Fire Department (6660)

Moved by Councillor Byrne

Seconded by Councillor Rhindress

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

MOTION CARRIED

5. Information Items

5.1 Poverty Reduction Forum (6620)

Information item; no specific direction given at this time.

5.2 2nd Quarter Procurement Report (6621)

Information item; Treasurer will provide a report on the specifics of RFQ 17-35.

5.3 CCTS Request for Funding (6574)

Information item at this point. We are waiting for further information from CCTS.

5.4 Cumberland Energy Authority (6622)

The County is looking for two elected officials from the Town to participate in the Cumberland Energy Authority. Councillor Blanch and Councillor MacKenzie agreed to participate.

5.5 Election of Deputy Mayor (6627)

Information item; this will be on the regular council agenda for next week.

5.6 Council Committee Appointments (6628)

Moved by Deputy Mayor Christie

Seconded by Councillor Byrne

To bring forward a motion next week to extend the current committee appointments to a specific date to review the relevance the Town's participation in committees

MOTION CARRIED

6. Monthly Reports

6.1 Corporate Services (6584)

Information item; no specific direction given.

6.2 Operations (6585)

Information item; no specific direction given. D/CAO was asked whether tour bus signage is still in effect.

6.3 Police Services (6586)

Information item; no specific direction given.

6.4 Recreation (6587)

Information item; no specific direction given.

6.5 Fire (6588)

Chief Jones was not present. His report was included in the agenda.

7. Adjournment 6:00

**Moved by Deputy Mayor Christie
Seconded by Councillor Rhindress
To adjourn at 6:30 PM**

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

David Kogon, MD
Mayor

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

Date: October 23, 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
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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
Tom McCoag, Corporate Communications Officer

1. Call to Order
Mayor Kogon called the meeting to order at 4:00 PM.

1.1 Approval of Agenda
Moved By Councillor MacKenzie
Seconded By Councillor Rhindress
To approve the agenda

MOTION CARRIED

2. Presentations

2.1 Dalhousie University - Free Ice Time Pilot (6687)
Peter McCracken, Regional Manager - Fundy Region for the Department of Communities, Culture and Heritage, Communities, Sport and Recreation Division addressed Council with the results of the evaluation project done on the Town's free ice for youth pilot project by Dalhousie University. He introduced Sherry Jarvis from Dalhousie University, who presented the report. (A copy of the presentation is included in the agenda.)

Following the presentation, Mr. McCracken, Past President of Recreation Nova Scotia presented the RNS 2017 Innovation Award to Mayor Kogon. This award recognizes the Town of Amherst for its no fee youth ice program, first project of its kind in the province.

2.2 Business Connector Strategic Plan - Jonathan McClelland (6696)

Jonathan McClelland, Executive Director of the Cumberland Business Connector, made a presentation titled: "Opportunities for the Cumberland Region, Cumberland Business Connector." In this presentation, he identified CBC's board members, the strengths and weaknesses identified in the Cumberland area, and highlights of CBC's strategic priorities. These include: (1) influencing government; (2) assisting and supporting existing business; and (3) creating a job-ready workforce. A copy of the presentation is included in the agenda.

3. Council Direction Requests

3.1 Speed Limit on Robert Angus Drive (6686)

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

To refer the issue of the speed limit on Robert Angus Drive to the Traffic Authority for his review and recommendation

MOTION CARRIED

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

To refer the use of motorized mobility scooters and wheelchairs to the Traffic Authority to investigate the appropriateness of them on Town streets

MOTION CARRIED

4. Adjournment

Moved By Councillor Rhindress

Seconded By Councillor Blanch

To adjourn at 5:20 PM

Gregory D. Herrett, CPA, CA
Chief Administrative Officer

David Kogon, MD
Mayor

Single Stream vs Dual Stream Recycling



Material Recycling Facilities (MRF's) in NS

- ▶ All facilities dual stream:
 - Baddeck Enviro Depot and Municipal Recycling Facility
 - Green Island Recycling Ltd.
 - Inverness Material Recycling Facility
 - Municipality of the County of Colchester
 - Halifax Regional MRF
 - Queens Solid Waste Facility (Pre-Sort Only)
 - Scotia Recycling Ltd. (Yarmouth, Kentville)

What is the difference?

- ▶ Single Stream Collection
 - All blue bag materials in one bag
 - Collected in a “single” truck
- ▶ Dual Stream Collection
 - All fiber materials in one bag (paper, cardboard, boxboard)
 - “Containers” in another bag (plastics, glass, tin cans, etc)
 - Typically collected in “split” truck (commercial loads require additional bin/truck)

Benefits of Dual vs Single Stream Recycling

- ▶ Increased sorting at source
- ▶ More efficient (cheaper) to process
 - Easier to add “new” sorts
- ▶ Material is not co-mingled in bag, so less contamination (cleaner bale = more revenue per tonne)
- ▶ Total net cost of collection & processing generally 15 – 20% “cheaper” (Ontario study, 2013)
- ▶ Compatibility with other facilities in NS
- ▶ Typically less processing equipment

Negatives (Dual vs Single Stream)

- ▶ Potential for decreased diversion (lower participation) due to (less) convenience and/or space requirements
- ▶ Increased sorting at the source
- ▶ Typically slightly larger building
- ▶ More costly to collect (Split truck)
 - Commercial sector will need another bin (double cost for recycling if using separate truck)

Other Considerations

- ▶ China's National Wall will change recycling markets
 - Will require cleaner bale
 - May require increased sorting

- ▶ May be able to have dual stream source separation, but still collect in single truck???

Education Program

Two Phases

Phase 1. Voluntary Phase (6 months)

Phase 2. Mandatory Phase

Months 1 & 2

- Newspaper Advertising
- Radio Advertising
- Information Pamphlet
- Updated Collection Schedule
- Social Media- Facebook, website, ReCollect
- Commercial Visits

Months 3 &4

- Newspaper Advertising
- Radio Advertising
- Social Media- Facebook, website, ReCollect
- Information sessions

Months 5 & 6

- Newspaper Advertising
- Radio Advertising
- Social Media- Facebook, website, ReCollect
- Enforcement- comment cards
- rejection

Moving forward

- ▶ CJSMA staff recommend switching to dual stream recycling for our new facility.
 - Collection to be determined
- ▶ This is a decision that rests with individual municipal units, as they are responsible for their own by-laws, collection contracts, etc.
 - Will impact facility design/operations
- ▶ Suggest Board approval for Brenda and I to conduct this presentation at individual municipal councils once contract with Scotia is signed.
- ▶ If switch is made, must be coordinated.

Questions





COMMITTEE OF THE WHOLE

CDR#

Date: November 20, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CAO

DATE: November 20, 2017

SUBJECT: December Meeting Dates

ORIGIN:

2017 Calendar – Christmas holidays

LEGISLATIVE AUTHORITY:

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

RECOMMENDATION:

That the regular Committee of the Whole and Council meetings scheduled for December 18 and 25 be changed to December 11 (Committee of the Whole) and 18 (Regular Council) due to the Christmas holidays.

BACKGROUND:

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

DISCUSSION:

The scheduled meeting dates for December often conflict with the Christmas holidays. This year, according to policy, the Committee of the Whole meeting is scheduled for Monday, December 18, and the regular Council meeting is scheduled for Christmas Day. In past years, Council has opted to rearrange the meeting schedule in December. Sometimes both meetings are moved to a week earlier, and on some occasions, both Committee of the Whole and the regular Council meetings have been held the same date.

The options available to Council appear to be:

1. Move both meetings ahead by one week, with COW on December 11 and Council on December 18;
2. Hold both COW and Council on December 18
3. Pick alternate dates for both meetings

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



Option 2, moving both meetings to December 18 would reduce the number of meetings during the busy month of December, but it may not give Council ample time to consider issues and obtain additional information between COW and Council meetings

FINANCIAL IMPLICATIONS:

There are no financial implications to changing the meeting dates.

COMMUNITY ENGAGEMENT:

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

ENVIRONMENTAL IMPLICATIONS:

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

ALTERNATIVES:

1. Move both meetings ahead by one week, with COW on December 11 and Council on December 18;
2. Hold both COW and Council on December 18
3. Pick alternate dates for both meetings

ATTACHMENTS:

December 2017 Calendar

Report prepared by: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Report and Financial approved by:

December 2017

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31						



COMMITTEE OF THE WHOLE

CDR#

Date: November 20, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: November 20, 2017

SUBJECT: Off-leash dog park – pilot project scope

ORIGIN:

2017/18 Capital Budget.

LEGISLATIVE AUTHORITY:

Municipal Government Act (MGA) section 65 (ah) providing the power to spend money required by the municipality for, "...public grounds, squares, halls, museums, parks, and community centres".

RECOMMENDATION:

That Council give direction to staff to carry out the scope of work outlined below to create an off-leash dog park within the eastern-most baseball diamond (aka. Cecil Small Field) at the Robbs Facility, as a pilot project. A review of the facility's use, location, features, and user feedback would take place in the fall of 2018.

BACKGROUND:

On December 16, 2016 Council gave direction to staff to conduct a feasibility study on an off-leash dog park. On January 16, 2017, Council gave direction to get public input on the matter, which led to three public workshops held in August and September 2017. At the September 28, 2017 COW meeting, Council directed 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".

The enclosed site sketch shows the details and features of the off-leash space, and indicates the scope of work required. The existing fencing will be repaired and upgraded to prohibit dogs from exiting the space. The existing entries near the pavilion will be locked, and the main entrance will be located at the existing service entrance marked "Holding Area" on the sketch. At the entrance will be an intermediate area where dogs can be unleashed safely before entering the larger space. Signage will be posted at the entrance and inside the space, and will be augmented with additional signage as needed. Waste receptacles, and a portable bathroom will be located onsite. It is anticipated that the parking area and walkway to the entrance will be plowed when streets and sidewalks are done. The off-leash space will not be plowed. A water source will be seasonal.



The estimated materials and services cost to complete the above scope is as follows:

Entrance gates	\$1,000
Fence repairs and upgrades	\$1,500
Signage	\$500
Portable washroom rental	\$250
Contingency (20%)	\$650
Total Estimate	\$3,900

It is anticipated that Town staff will complete the labour in a timeframe of approximately two weeks, weather and unforeseen circumstances notwithstanding.

In response to the other public feedback related to dog walking, bag dispensers have been ordered and will be installed along the most heavily used routes when received. From the information gathered at the workshops, the most heavily used routes appear to be Victoria, Church, Willow, and Spring, but other locations will be considered to provide bags in other areas of Town.

DISCUSSION:

Staff feel that the pilot project as outlined above is a prudent way to gauge public demand for an off-leash dog park. This location provides relatively low cost, reversible opportunity to better determine if, how, and where such a facility might be provided on a more permanent basis. Alternatively, creation of an off-leash space in another location would cost roughly \$20,000 for the fencing alone.

FINANCIAL IMPLICATIONS:

2017/18 Capital budget includes \$25,000 for an off-leash dog park. The Pilot project estimate is \$3,900, plus ongoing maintenance.

COMMUNITY ENGAGEMENT:

Advertised public workshops held August 8, 17, and September 7. Recently, announcements were made via media release and social media platforms to update the public on development of pilot project scope of work. Ongoing community engagement is recommended should a pilot project be implemented.

ENVIRONMENTAL IMPLICATIONS:

Dog waste and noise from barking are significant issues that must be monitored, and mitigated where possible.

ALTERNATIVES:

- 1) Do not pursue an off-leash dog park, and direct staff to take no further action.
- 2) Give direction to staff to implement the scope of work.
- 3) Give direction to investigate another location.

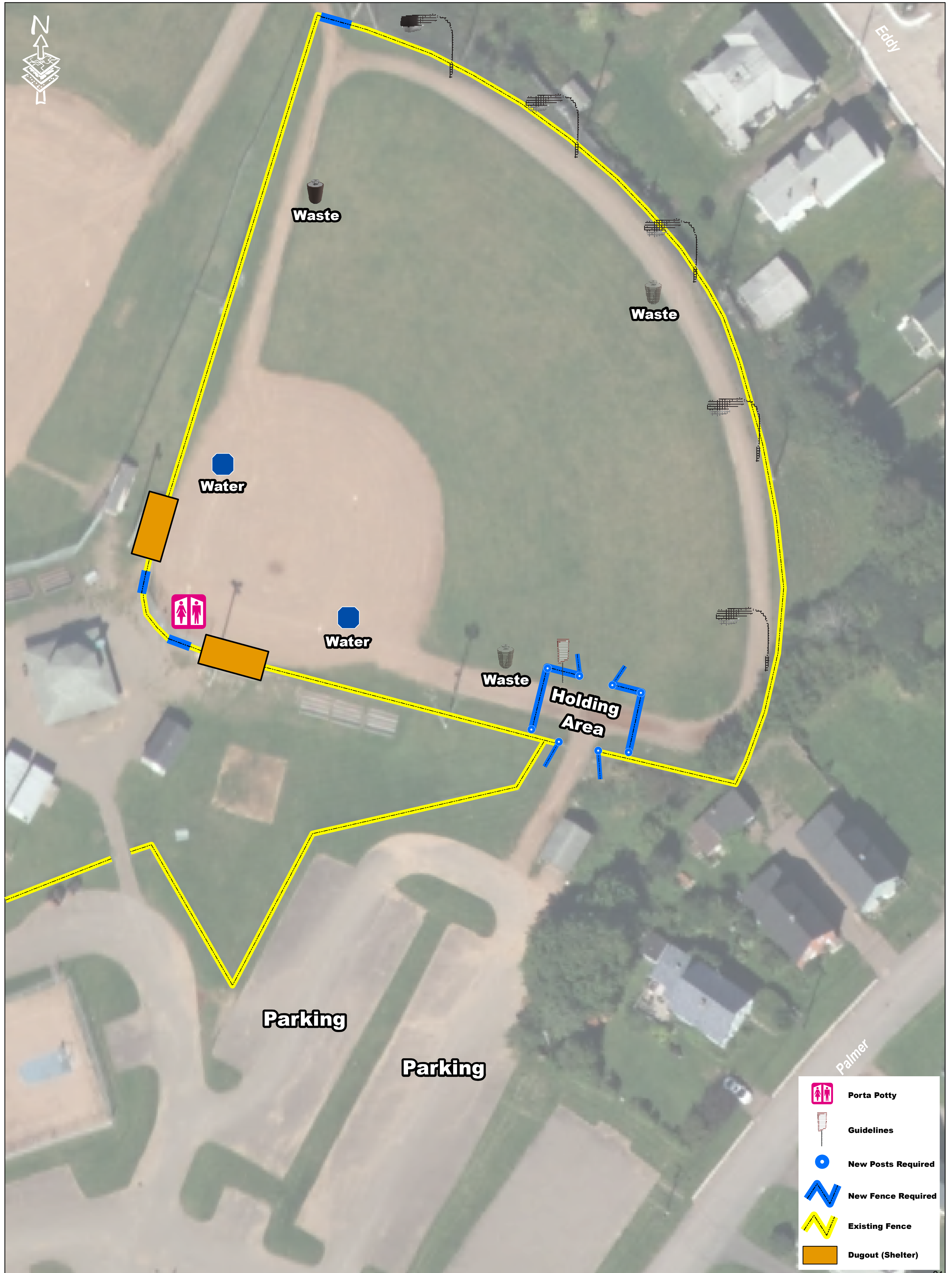
ATTACHMENTS:

- 1) Off-leash dog park pilot project sketch.

Report prepared by:

A.Fisher

Report and Financial approved by:



Waste

Waste

Water

Water

Waste







Holding Area

Parking

Parking

Eddy

Palmer

-  **Porta Potty**
-  **Guidelines**
-  **New Posts Required**
-  **New Fence Required**
-  **Existing Fence**
-  **Dugout (Shelter)**

Robb Centennial Complex – Scheduling and Usage

Robb Centennial Complex has two regulation-size slo-pitch diamonds with overhead lights and one regulation-size baseball diamond. The complex has full canteen service capability, a basketball court, playground, picnic areas, equipment storage, and washrooms. The facility is generally available at no charge. Some fees apply based on Town of Amherst User Fee Policy #03470-03.

User Groups

Currently the complex is used by Senior slo-pitch, Men’s slo-pitch, Bantam baseball, and Midget baseball. In the spring and early fall, local schools also schedule use of the complex for slo-pitch and baseball.

Scheduled Usage

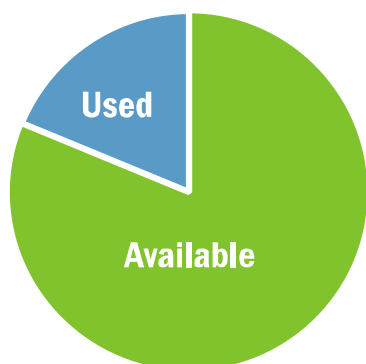
Dwight Jones and Cecil Small diamonds are equipped with lights and are available for scheduled use from Monday to Friday from 6:00 p.m. to 11:00 p.m. and on weekends from 9:00 a.m. to 9:00 p.m.

The baseball diamond is available from Monday to Friday from 6:00 p.m. until 9:00 p.m. and on weekends from 9:00 a.m. to 9:00 p.m.

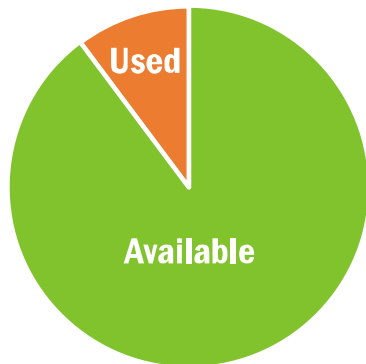
	Dwight Jones slo-pitch Mon-Fri 6:00 p.m. – 11:00 p.m. Sat-Sun 9:00 a.m. – 9:00 p.m.				Cecil Small slo-pitch Mon-Fri 6:00 p.m. – 11:00 p.m. Sat-Sun 9:00 a.m. – 9:00 p.m.				Baseball Mon-Fri 6:00 p.m. – 9:00 p.m. Sat-Sun 9:00 a.m. – 9:00 p.m.			
	Available Hours			Used Hours	Available Hours			Used Hours	Available Hours			Used Hours
	M-F	S-S	Total		M-F	S-S	Total		M-F	S-S	Total	
May	80	72	152	39.75	80	72	172	2.5	48	72	120	21.25
June	110	96	206	68.25	110	96	196	52.25	66	96	162	34.75
July	105	120	225	54.5	105	120	225	23.5	63	120	183	36
August	115	96	211	65	115	96	211	36	69	96	165	9
September	105	108	213	5	105	108	213	0	63	108	171	17
Total	515	492	1,007	232.5	515	492	1,017	114.25	309	492	801	118

All fields are available from Monday to Friday from 9:00 a.m. until 4:30 p.m. for scheduled or pickup use. In 2017, the Senior slo-pitch league used Dwight Jones field for a total of 32 hours on weekday mornings.

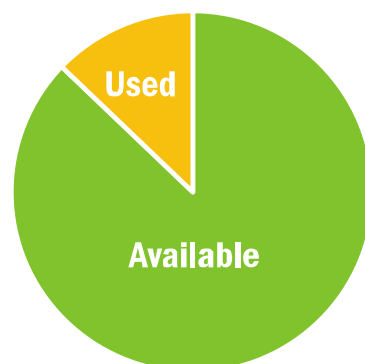
Fig. 1: 2017 Availability and Usage



Dwight Jones



Cecil Small



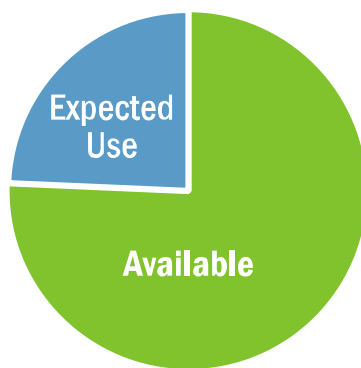
Baseball

Two Field Scenario

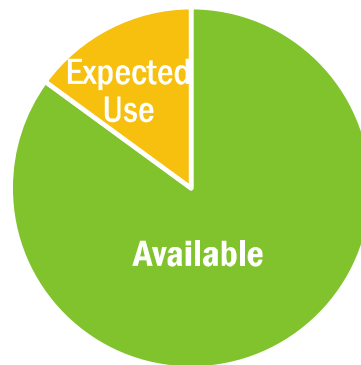
Based on 2017, scheduled field use could be accommodated on two fields with collaboration and flexibility. There is also ample availability for additional use.

	Dwight Jones Mon-Fri 6:00 p.m. – 11:00 p.m. Sat-Sun 9:00 a.m. – 9:00 p.m.				Baseball (Cecil Small) Mon-Fri 6:00 p.m. – 9:00 p.m. Sat-Sun 9:00 a.m. – 9:00 p.m.			
	Available Hours			Expected Use	Available Hours			Expected Use
	M-F	S-S	Total		M-F	S-S	Total	
May	80	72	152	40.75	48	72	120	22.75
June	110	96	206	110.25	66	96	162	45
July	105	120	225	73.5	63	120	183	40.5
August	115	96	211	94	69	96	165	16
September	105	108	213	5	21	108	129	17
Total	515	492	1,007	323.5	267	492	759	141.25

Fig. 2: Two Field Scenario



Dwight Jones



Baseball

About Robb Centennial Complex

During the prime season from Victoria Day to Labour Day, the complex is open seven days a week from 9:00 a.m. to 9:00 p.m. It is attended by summer student staff, with support from full-time staff.

The staff maintain the park and provide a point of contact to people using the facility. Over the past few seasons, an increase in staffing has deterred disrespectful misuse of the park, and has supported the designation as a tobacco and alcohol-free facility. The park is locked overnight.

The complex is also available for use after Labour Day. However, it must be booked through the Town facility scheduler.

Facility scheduling procedures are published daily on Facebook and Twitter, as well as on the Town of Amherst website. An after-hours telephone line (staffed) is available for last-minute booking questions.

Table 1: Typical weekly schedule: Victoria Day to Labour Day

	2017			Two field scenario	
	Dwight Jones	Cecil Small	Baseball Field	Dwight Jones	Baseball Field (Cecil Small)
Monday	10:00 AM - NOON <i>Seniors slo-pitch</i> 6:30 PM - 8:45 PM <i>Men's slo-pitch</i> <i>(two games)</i>	6:30 PM - 8:45 PM <i>Men's slo-pitch</i> <i>(two games)</i>	<i>Open</i>	10:00 AM - NOON <i>Seniors slo-pitch</i> 6:00 PM - 11:00 PM <i>Men's slo-pitch</i>	6:00 PM - 9:00 PM <i>Bantam/Midget practice</i>
Tuesday	6:30 PM - 8:45 PM <i>Men's slo-pitch</i> <i>(two games)</i>	6:00 PM - 8:00 PM <i>Bantam practice</i>	6:00 PM - 8:00 PM <i>Midget practice</i>	6:00 PM - 11:00 PM <i>Men's slo-pitch</i>	6:00 PM - 9:00 PM <i>Bantam/Midget practice</i>
Wednesday	10:00 AM - NOON <i>Seniors slo-pitch</i> 6:30 PM - 8:45 PM <i>Men's slo-pitch</i> <i>(two games)</i>	6:30 PM - 8:45 PM <i>Men's slo-pitch</i> <i>(two games)</i>	<i>Open</i>	10:00 AM - NOON <i>Seniors slo-pitch</i> 6:00 PM - 11:00 PM <i>Men's slo-pitch</i>	6:00 PM - 9:00 PM <i>Bantam/Midget practice</i>
Thursday	6:30 PM - 8:45 PM <i>Men's slo-pitch</i> <i>(two games)</i>	6:00 PM - 8:00 PM <i>Bantam practice</i>	6:00 - 8:00 PM <i>Midget practice</i>	6:00 PM - 11:00 PM <i>Men's slo-pitch</i>	6:00 PM - 9:00 PM <i>Bantam/Midget practice</i>
Friday	<i>Open</i>	<i>Open</i>	<i>Open</i>	6:00 PM - 11:00 PM <i>Open</i>	6:00 PM - 9:00 PM <i>Open</i> <i>Bantam/Midget</i>
Saturday	<i>Open</i>	<i>Open</i>	<i>Open</i>	9:00 AM - 9:00 PM <i>Open</i> <i>Make-up games</i> <i>Tournaments</i>	9:00 AM - 9:00 PM <i>Open</i> <i>Bantam/Midget</i>
Sunday	<i>Open</i>	<i>Open</i>	<i>Open</i>	9:00 AM - 9:00 PM <i>Open</i> <i>Make-up games</i> <i>Tournaments</i>	9:00 AM - 9:00 PM <i>Open</i> <i>Bantam/Midget</i>

MEMORANDUM

To: Mayor Kogon and Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: November 20, 2017
Subject: Request from SOAR Community Health Board

Attached is a letter from the SOAR Community Health Board, sent as a follow up to the Board's recent presentation to Council.

In the letter the Board requests that Council “develop an alcohol policy that eliminates alcohol on all Town owned property and facilities while children and youth are present”.

While there are other, occasional, sites where such a policy might apply this request would mainly have an impact at the Amherst Stadium during Junior “A” hockey games.

There are a range of possible responses to this request which would appear on the continuum between an absolute alcohol ban to no change in the current practice.

At a very cursory level the main options appear to be:

1. Immediately ban all alcohol from Town facilities when children and youth are present.
2. Maintain the current practice of allowing alcohol to be sold at the Stadium in accordance with license requirements and current security arrangements.
3. Continue to allow the sale of alcohol while directing staff to prepare a report on efforts that can be taken to mitigate impacts and exposure to alcohol by youth and children .

Before proceeding to develop this issue any further, staff are seeking Council's direction on this issue.



October 19, 2017

Mayor David Kogon & Town Council
Town of Amherst
98 East Victoria St.
Amherst, NS
B4H 1X6

Dear Mayor Kogon & Members of Town Council,

Thank you for allowing us to present on behalf of Springhill, Oxford, Amherst & Region, (SOAR) Community Health Board at your September 25th Town Council Meeting. It was exciting to be present for the passing of your bottled water policy eliminating bottled water whenever Amherst town water is available.

We were pleased to share information on our health plan and current priorities. Our health plan was developed by determining the needs of the community through focus groups, surveys and also by using some of the many documents produced in recent years including, "Our Culture of Alcohol, An Amherst Perspective" and "Progressive and Prosperous, Municipal Alcohol Policies for a Balanced and Vibrant Future" a municipal alcohol policy guide for Nova Scotia Municipalities.

All of the data collected makes it abundantly clear that we have a problem with alcohol in our communities, particularly as it pertains to our youth. In recent years, the Family First events hosted by the Town of Amherst have proven to be a resounding success. These alcohol and smoke free events are well attended and celebrated by our citizens. We, the SOAR CHB, would like to see the Town of Amherst expand on that success. We ask that you develop an alcohol policy that eliminates alcohol on all town owned and operated property and facilities while children and youth are present.

It is our hope that we can continue to work together to help you achieve your very admirable goal of becoming the most active healthy community in Nova Scotia.

Sincerely

Linda Cloney,
Co-Chair,
SOAR Community Health Board

CC: Greg Herrett CAO

Cumberland County's Community Health Boards
34 Prince Arthur St.
Amherst NS, B4H 1V6
Phone: (902) 397-0376 email colleen.dowe@nshealth.ca



AMHERST TOWN COUNCIL

CDR#

Date: November 20th, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Ian Naylor – Chief of Police

DATE: November 20th, 2017

SUBJECT: Tender 17-11 – Patrol Vehicle – Amherst Police Department

ORIGIN:

2017/2018 Capital Budget.

LEGISLATIVE AUTHORITY:

Purchasing Policy 3700-1

RECOMMENDATION:

That Council refer the award of the tender T-17-11 to the next Council meeting.

BACKGROUND:

The approved Capital Budget includes \$45,000 for the purchase of a new four-door sedan police vehicle and the installation of police equipment. A tender for the supply of the vehicle was issued with a closing date of October 11th, 2017. The Town received two bids. Both were compliant and met the criteria:

- | | |
|--|-----------------|
| 1. Amherst Chrysler | \$33,510 |
| 2. Jim Hatheway Ford Sales Ltd. | \$29,978 |

DISCUSSION:

The low bid was from Jim Hatheway Ford Sales Ltd. The tender also included pricing to be submitted for separate, **optional** pre-wiring packages and equipment. The following quotes included in the Hatheway tender are being recommended to be added to the tender price listed above:

- | | |
|----------------------------|----------|
| 1. Wiring packages 661/662 | \$1,250. |
| 2. Side sensors | \$ 422. |

The wiring packages will reduce the cost of the equipment installation. It costs less to have this wiring installed at the factory than it does to have it installed by a third party. The side sensors are an additional safety feature which detects vehicles coming up from behind or are beside in the driver's blind spot.

The addition of the options brings the total cost to **\$31,650** (plus HST).



An RFQ for the removal of the equipment from the current vehicle, installation into the new vehicle, and purchase of new equipment required will be completed once the new vehicle purchase has been approved. The RFQ cannot be completed before the vehicle make is known as the install requirements vary based on the make of the vehicle.

FINANCIAL IMPLICATIONS:

The approved capital budget for this item is \$45,000.

COMMUNITY ENGAGEMENT:

Community engagement has occurred in the form of the public tender process.

ENVIRONMENTAL IMPLICATIONS:

None to our knowledge.

ALTERNATIVES:

Do not award the tender at this time.

ATTACHMENTS:

None

Report prepared by: Ian Naylor, Chief of Police
Report and Financial approved by:



COMMITTEE OF THE WHOLE

CDR#

Date: November 20, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CPA, CA - Treasurer

DATE: November 20, 2017

SUBJECT: Internal Controls & Documentation RFP

ORIGIN:

2017/18 Operating Budget Item

LEGISLATIVE AUTHORITY:

Procurement Policy, 3700-01

RECOMMENDATION:

That the award of RFP-17-07 for Accounting & Business Processes/Internal Controls Documentation to Jorgensen & Bickerton in the amount of \$21,500 plus HST be referred to the November 27, 2017 regular meeting for Council's approval.

BACKGROUND:

A request for proposals was released to invite responses to retain a chartered professional accountant to document and map the accounting and business processes/internal controls for the Town of Amherst.

DISCUSSION:

Five responses were received as a result of the RFP. Two of the five were eligible for application of our local preference policy for evaluation purposes. It should be noted that had the local preference policy not been applied, Jorgensen & Bickerton would still have been the highest scoring proponent, and was the only respondent for which all proposed team members are chartered professional accountants. Jorgensen & Bickerton has indicated they will provide a status report at the end of each week and has expanded the scope of the project to cover 13 different areas including such things as procurement, capitalization of capital assets, etc. The criteria each company was ranked upon included cost of project, proponent profile/experience, individual team member experience, proposed schedule, social considerations, ease of understanding the proposal, the details/work plan/proposed methods for completion of the work and how well the proponent demonstrated understanding the key deliverables of the RFP.

After evaluation and scoring, the proponents ranked:

BDO Canada	84.4%
Grant Thornton	87.1%
Jorgensen & Bickerton	92.4%
Mclsaac Darragh	88.6%
MNP	84.6%



FINANCIAL IMPLICATIONS:

The approved operating budget amount is \$25,000 including non-recoverable HST. Jorgensen & Bickerton's bid is \$22,421 including non-recoverable HST.

COMMUNITY ENGAGEMENT:

Community engagement was made by the public release of the Request for Proposals. Two of the respondents were local companies.

ENVIRONMENTAL IMPLICATIONS:

There are none.

ALTERNATIVES:

Choose another proponent from the list that responded to the RFP.

ATTACHMENTS:

None.

Report prepared by: Vince Arbing, CPA, CA – Director of Finance
Report and Financial approved by: N/A

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Councillor Darrell Jones
DATE: November 20, 2017
SUBJECT: La Butte

Last spring it was suggested to me that the Town of Amherst should recognize the early Acadian settlers of La Butte which today is call Amherst. I totally agree and feel this would be of value to promote the area.

MOTION:

That council direct staff to research and gather the information on the Acadian settlers in this area. Investigate and determine the approximate cost of erect a monument in a prominent location in the downtown area. The monument should be the same design as the one erected by Fort Lawrence Heritage Association. With this project being officially dedicated on National Acadian Day, August 15, 2018.

From: Jason Blanch
Sent: Wednesday, November 15, 2017 11:16 PM
To: Greg Herrett <GHerrett@amherst.ca>
Subject: Fwd: Electric Car charging station Amherst

Hi Greg,

I would like to add this letter and the offer it contains to the COW meeting next week.

Thank you,

Jason

From: David Stevenson <david.r.stevenson@ns.sympatico.ca>
Date: November 6, 2017 at 2:27:12 PM AST
To: 'Jason Blanch' <JBlanch@amherst.ca>
Cc: <swan@dhse.ca>, 'Vince Byrne' <VByrne@amherst.ca>
Subject: RE: Electric Car charging station Amherst

Hi, Jason.

David Swan and I have pulled out a charging station from the Eaton company that should be useful in your downtown location.

I spoke to Council several years ago about EVs and charging stations but found interest was light at the time.

It is good to have moved to a new feeling in Amherst and I have been delighted to be part of the discussions.

It would be a pleasure to bring the station and to present it to your Council at an appropriate time, perhaps with a little press at the same time. We need to make your progress known on every occasion.

Please get back to me so I can plan a visit.

David

-----Original Message-----

From: Jason Blanch [<mailto:JBlanch@amherst.ca>]
Sent: Monday, November 6, 2017 9:46 AM
To: david.r.stevenson@ns.sympatico.ca
Cc: swan@dhse.ca; Vince Byrne <VByrne@amherst.ca>
Subject: Electric Car charging station Amherst

Hi David Stevenson,

It was great talking with you just now on the phone about the electric car charging station that you have, hopefully for the Town of Amherst.

I have copied Amherst Town Councillor Vince Byrne to keep him informed that we spoke and that the conversation will continue.

I look forward to pursuing this installation together.

With great appreciation,

Jason Blanch

MEMORANDUM

To: Members of Council
From: David Kogon, Mayor
Date: November 20, 2017
Subject: Letter to Minister of Health and Wellness

I have met with Gerry Helm, representing the Cumberland County Hospice Society. They are requesting a letter of support from the Council as they proceed toward the establishment of a hospice. A draft letter is attached.

I'm asking for a motion of support from Committee of the Whole and approval to send the attached letter on behalf of Council.



21 November 2017

Hon. Randy Delorey
Minister of Health and Wellness
Barrington Tower, 1894 Barrington Street
PO Box 488
Halifax, NS B3J 2R8

Dear Minister Delorey,

It has been brought to my attention that there is a dire need for hospice services in Amherst and surrounding area. Currently at the Cumberland Regional Health Care Centre there are no dedicated palliative care beds.

A facility is needed to provide care to patients who are not in need of hospital but who too, cannot be cared for at home. I was told our area would require 15 hospice beds to properly serve the community.

The majority of deaths occur in hospital while 70% of people say they prefer to be at home. While home is not possible for many, an alternative to being in hospital is most needed. Hospice can meet that need.

Our local area has a hospice society comprising 600 people throughout Cumberland County and has hired a coordinator. They are working toward establishing a hospice here in Amherst. A plot of land in Amherst suitable for such a facility was kindly donated to the society by a local citizen for this intended purpose.

Therefore, I, along with the Town Council of Amherst, fully support this group and respectfully do ask and encourage you to work toward providing a hospice care facility so badly needed in our community.

Sincerely,

David Kogon, MD
Mayor



MEMORANDUM

TO: Mayor Kogon and Council
FROM: Andrew Fisher, Senior Planner & Business Development Officer
DATE: November 20, 2017
Subject: **UNESCO World Heritage designation process**

The purpose of this memo is to provide an overview of the process to become a UNESCO World Heritage Site. There is a petition being circulated in the community to have the Federal Government include the Town of Amherst on the UNESCO list of World Heritage Sites. This memo does not address the merits of Amherst as a World Heritage Site, but rather the implications for the Town administration should the application be pursued.

What is UNESCO World Heritage?

An international treaty was signed at the 1972 World Heritage Convention concerning the Protection of the World Cultural and Natural Heritage. The overall mission of the organization is to, “encourage the identification, protection and preservation of the cultural and natural heritage around the world considered to be of outstanding value to humanity.” (UNESCO website)

Who are the decision makers?

State Parties to the Convention, of which Canada is one, provide a list of potential sites for consideration by the International Council of Monuments and Sites. This organization then makes a recommendation to the UNESCO World Heritage Committee, who make the final decision on whether a site is included on the list. This committee is made up of a representative from 21 of the member states.

What are the criteria?

Only locations having an outstanding, universal significance have a chance of being chosen. A cultural or natural location must be unique, historically authentic, and intact if it wants to qualify. Apart from such basic criteria, there is an additional catalogue of 10 criteria. A location should, for example, be a masterwork of human creativity, or a unique testimony of a cultural tradition. (derwentvalleymills.org)

What is the Amherst Context?

In summary, the enclosed petition refers to the historical significance of Amherst:

1. Buildings in both the downtown and residential areas of town.
2. Amherst owes its existence to the expulsion of the Acadians.
3. Home to Four Fathers of Confederation.
4. Location of a manufacturing boom of the late 19th century

What are the implications of Pursuing the Designation?

As mentioned above, it can be argued that Amherst is historically significant in several ways that may fit one or more criteria for inclusion on the UNESCO list. While difficult to quantify, the amount of effort required to comprehensively research and document the town's historical significance would be substantial. This effort would likely be measured in years rather than weeks or months. While staff are not aware of any request submitted to the Town administration, it is currently unclear who would be responsible, and/or have the resources to carry out this work.

The Town would also need to adopt adequate regulatory protections to preserve and enhance the nominated properties. Tools provided under the Nova Scotia Heritage Property Act, such as municipal heritage designations and Heritage Districts, would be examples of the necessary regulatory protections. At least in the past, these tools have not been widely embraced by the public in Amherst, particularly the owners of the historical properties.

Town of Amherst Snow Removal Standards

Nov 2017



@TownofAmherstNS



@AmherstRecreationDepartment

amherst.ca



List of Bylaws / Policies

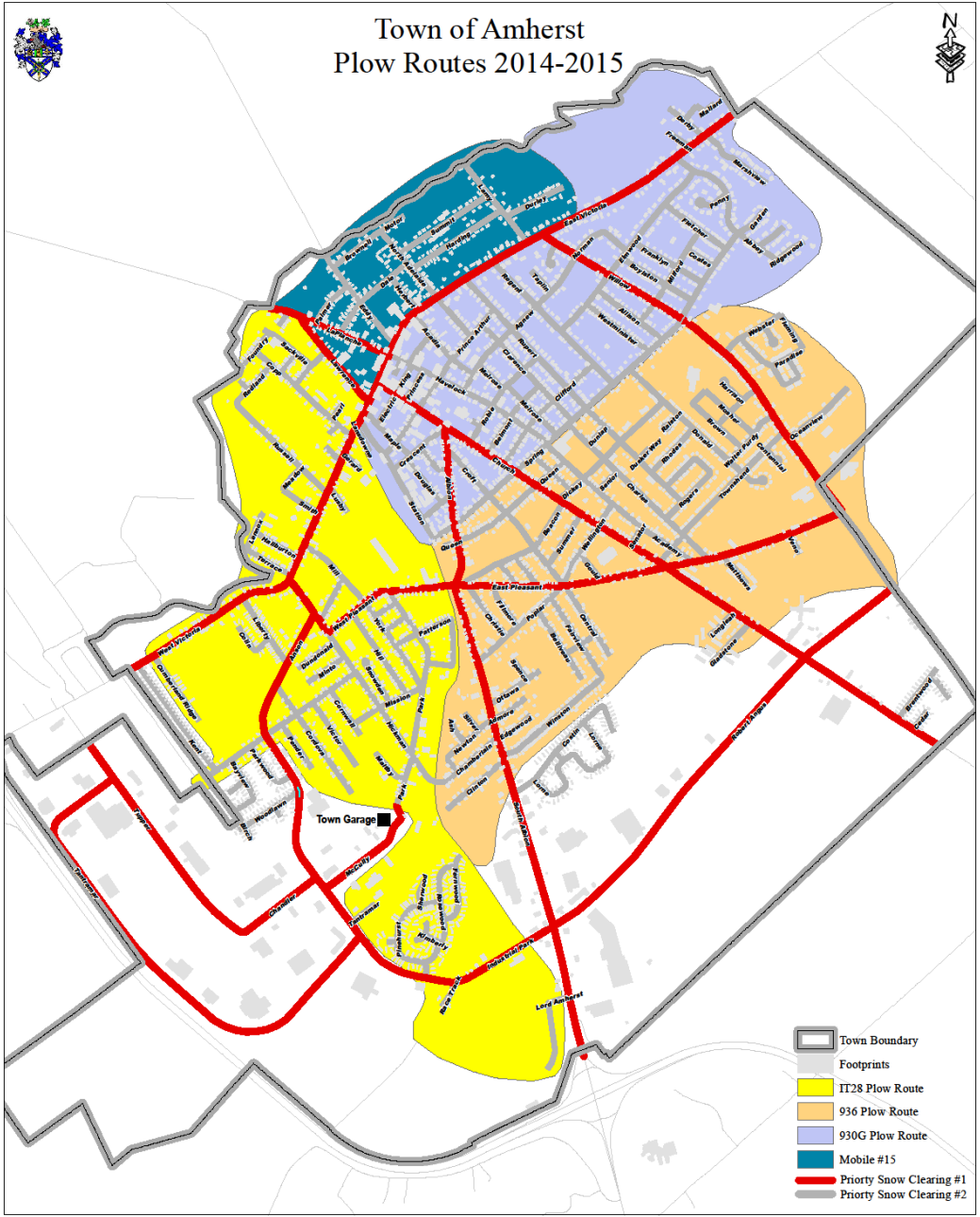
- * Snow and Ice Management Policy
- * Snow Removal Bylaw
- * Winter Parking Ban



Resources

- * 13 Operators
- * 6 Seasonal operators (may call them in)
- * 3 Loaders
- * 2 Snow Plow Trucks
- * 2 Salt Trucks
- * 3 Sidewalk Snow Blowers
- * 2 Backhoes
- * 1 Loader Mounted Snow Blower

Town of Amherst Plow Routes 2014-2015



Snow Plowing Policy

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



Plowing Incidents

- * 2014/15
 - * 5 events over 30 centimeters
 - * 24 events under 30 centimeters
 - * 29 total snow plowing events
- * 2015/16
 - * 1 events over 30 centimeters
 - * 13 events under 30 centimeters
 - * 14 total snow plowing events
- * 2016/17
 - * 3 events over 30 centimeters
 - * 6 events under 30 centimeters
 - * 9 total snow plowing events





Salt Route

- * We salt Arterial Streets, major intersections and hilly streets.
- * 2014/15 purchased 1091.2 tonnes of salt (\$64,317.10)
- * 2015/16 purchased 1075 tonnes of salt (\$66,227.32)
- * 2016/17 purchased 1348 tonnes of salt (\$75,790.43)



Snow Clearing Policy - Sidewalks

Level of Service for Sidewalk Types

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

Priority 1

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

Priority 2

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



Snow Clearing Policy – Fire Hydrants

Level of Service for Fire Hydrants

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



Snow Plowing Major Storms

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

Snow Hauling

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

Snow Hauling Incidents

2014/15 we had:

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

2015/16 we had:

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

2016/17 we had:

- * 4 events of snow hauling in the Downtown core
- * 1 event of snow hauling on South Albion Street
- * We also used the loaded mounted snow blower to widen intersections and streets after 'snowmageddon' Feb 9 – 17



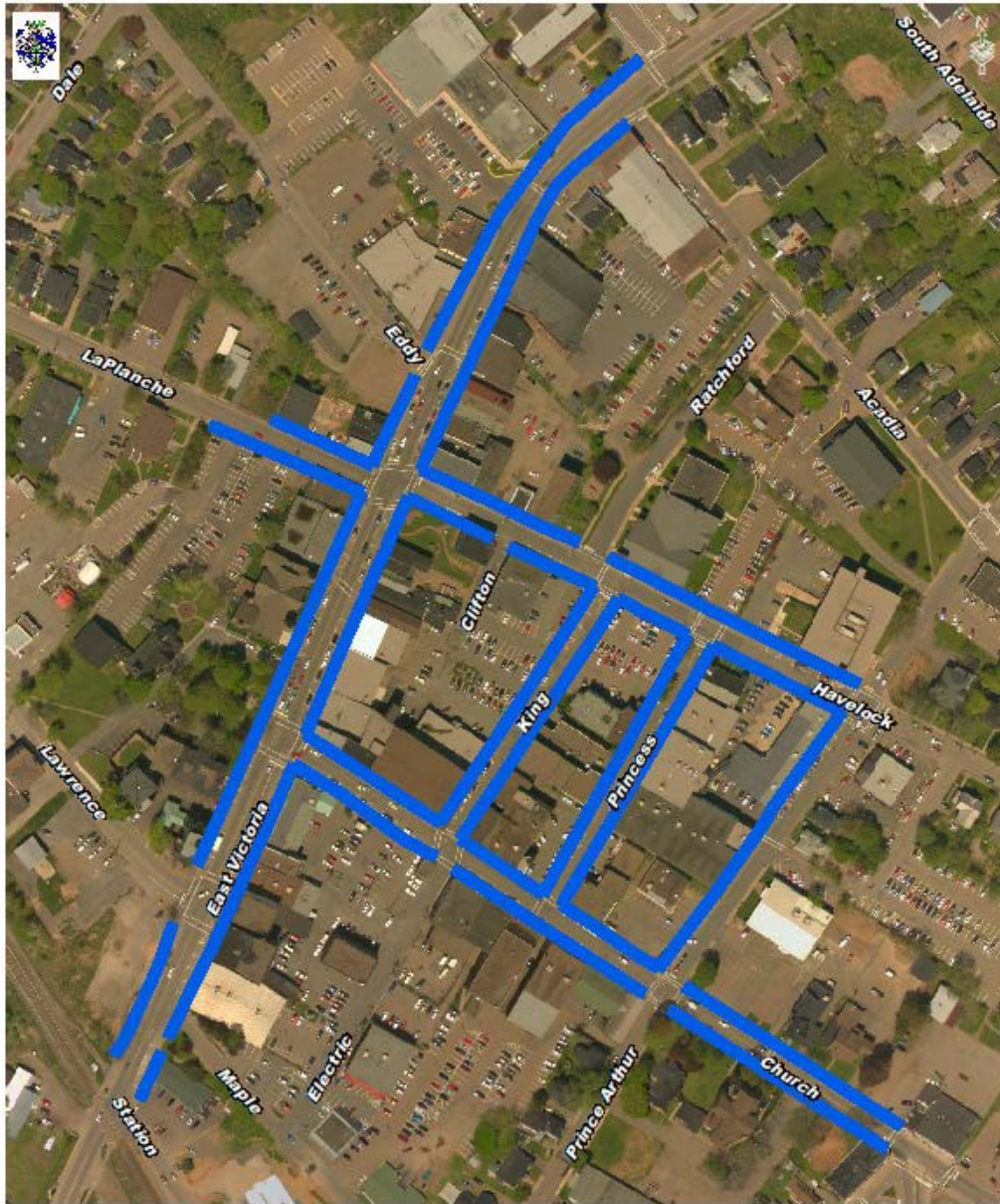
Priority Street – Bare Pavement

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



Snow Removal Bylaw

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



Town Parking Lots

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

Night Shift

- * The collective agreement provides the opportunity to schedule a night shift between the hours of midnight and 8 am for two public works employees.
- * In addition to other more routine duties assigned, these employees will be available to salt streets, widen intersections, improve snow conditions around schools and clean up sidewalks.
- * The nightshift is not meant to reduce overtime for regular snow clearing operations.
- * Two years ago we only had one week where 2 employees volunteered for the night shift. It generally worked well however the trial was too short for any real analysis.
- * Last year we did not have any volunteers so no night shift was implemented.

Parking Ban

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

Questions

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



@TownofAmherstNS



@AmherstRecreationDepartment

amherst.ca



Monthly Report

Corporate Services

November 2017

FINANCIAL - The 2nd quarter financial results shows the Town continues to be in strong financial condition, showing a surplus of \$369,121. This is mainly due to the mandatory Housing contribution coming in under budget by a little over \$100,000, and vacant positions which have now been filled or are in the process of being filled. All departments are getting ready to start the 2018/19 budget process.

TAXATION - Statements were mailed out in mid-October reminding those with outstanding balances that their account is now overdue.

TAX SALE - Tax sale signs were posted on 7 properties on October 10. Of these 7 properties, 1 property owner has paid their taxes in full removing them from the tax sale. The tax sale is scheduled for Tuesday, December 12.

TRAINING - Our Revenue Officer Ann Estabrooks along with our new Water/Sewer Billing Clerk Krista Crossman attended this year's Association of Municipal Tax Collectors Conference which was held October 4 and 5 in Truro.

ASSESSMENT APPEALS - Of the 117 taxpayers appealing their assessment, 108 are complete, 3 are outstanding and 6 have been withdrawn.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Nov 1, 2017	Appeals Withdrawn as of Nov 1, 2017	Appeals Successful as of Nov 1, 2017	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	91	\$26,448,100	85	5	39	\$1,206,300	\$19,663	3
Commercial	26	23,076,100	23	1	14	1,171,100	51,880	2
TOTAL	117	\$49,524,200	108	6	53	\$2,377,400	\$71,543	5

WATER/SEWER COLLECTIONS - Water bills were sent out with a due date of November 30. Work is now being done to clean up accounts, i.e: unusual high/low consumption, bills with incorrect subtotals, etc. Appointments are also being made to follow up with meter repairs.

PROCUREMENT - Our Procurement Coordinator attended the fall conference of the Atlantic Public Purchasing Association in Saint John, NB. The focus this year was information regarding the most current, efficient ways to process RFPs and the impact that the Canadian Free Trade Agreement (CFTA) has had on public procurement.

Procurement continues to work with departments preparing the balance of the capital budget procurement items, along with our annual winter operations procurements. Work also continues 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. October stats are as follows:

	<u>Released</u>	<u>Closed</u>	<u>Awarded by Council</u>	<u>Awarded by Staff</u>
RFQ	1	1	0	0
RFP	5	6	1	1
Tender	0	1	0	0
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	6	8	1	1

Monthly Report

Operations

November 20, 2017

The Streets crew has been completing several tasks from patching and driveway fixes to helping out other departments with odd jobs at the Library, Stadium and Police Station. The shouldering and painting of Robert Angus Drive was also completed during October.

The Utility crew was kept very busy with line painting being completed, signage changes, various banner changes for fiber arts events and setups for street closures for capital projects. They also completed extra signage work for water main breaks and street closers due to the reservoir project.

The Water crew has been busy completing their fall hydrant inspection record sheets as well as winterizing hydrants, the splash park and outdoor facilities. We had two water main breaks, one on McCully Street and one on Rupert Street. Four new water services were also installed.

The well blow-off project is now complete and should help with water quality in the long term. The recent pole failure in the Tyndal Wellfield has been replaced and well #4 is back on line. The new pole and wires have been installed and the well tested. NSP and Aliant have been to the site to inspect remaining poles.

The Sewer crew has been busy with multiple sewer blockages and repairs through-out town. Several days were spent at the WWTP preparing for winter and doing the usual preventive maintenance and building repairs. They also completed two new service tie-ins.

The mechanic has been very busy performing various repairs and servicing all Town equipment. Our snow removal equipment is now ready for winter operations.

Our new Operations Manager Patrick Mulholland is getting settled. Gordon Smith retired on November 3.

All of the pipe work for the East Victoria Street project was completed by the end of October. We anticipate that the installation of the subgrade gravels, curb work, paving and landscaping will all be completed by the end of November.

Work has begun on the Reservoir Project with the Church Street pressure reducing valve chamber (PRV) now completed. Work on the second chamber has started with two more chambers to be installed, one on the MacDonald Road and one on Robert Angus Drive.

All minor deficiencies for the Station Street project are now either complete or in the process of being completed.

The work on Alma and Highfield Streets is now complete with both streets having been paved.

Nine building permits were issued during the month of October, with a total permit value of \$392,000. The Dangerous and Unightly Premises Administrator opened four new files and closed six, bringing the total number of active files to seven.

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, with a view to implementation actions. Other projects include an off-leash dog park pilot project, 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

November 20, 2017

This report covers the period from October 1 to October 31, 2017.

PROFESSIONAL DEVELOPMENT

Mental Health First Aid: All members of the Police Department received training in Mental Health First Aid. This training was provided by the Mental Health Commission of Canada. This training came as a result of the partnership that exists between the Police Department, Cumberland Mental Health and other organizations.

Auditing in a Police Environment: Deputy Chief Pike attended a week long course hosted by the Department of Justice and Ray Jacobson, who has an extensive background in auditing of police agencies. Audits were conducted as part of the course in which participants were divided into teams and worked through the entire audit process.

R2MR Training (Road to Mental Readiness) On October 23, the third session for R2MR was conducted. This course focuses on educating our staff about mental health issues, discussing stigmas and barriers to help and also provides information about stressful incidents, the impact it has on our bodies and techniques to build resilience against stress injuries.

Domestic Violence/Trauma Informed: On October 23, a third group of police officers received Domestic Violence training. Part of the session is a review on the Domestic Violence procedures, including assessing the potential for violence of an abuser, the cycle of abuse, and understanding victim behaviour.

Cannabis Consultation Group: On October 24, Cst Jason Galloway participated in a "Cannabis Constultation" on behalf of the Amherst Police Department. This session invited Nova Scotia stakeholders to discuss their views on cannabis legislation in relation to legal age to purchase and use, sale and distribution models, and impacts on drug impaired driving.

OPERATIONAL STATS – October 2017

Occurrences: 428	Criminal Code Charges: 72
Impaired by Alcohol: 0	CDSA: 2
Impaired by Drug: 0	Traffic Written Warnings: 4
Traffic Tickets: 42	LCA: 5
Vehicle Checks: 160	Bike Patrol Hours: 0
Foot Patrol Hours: 62 h 35 min	

SCEU

CC Search Warrants Executed: 3	CDSA Warrants Executed: 3
CC charges laid: 39	CDSA charges laid: 10
Street Value of Seized Drugs: \$177,120	Total Cash seized: \$3075
Value of other property: \$1226	Firearms seized: 6

Focused Enforcement: November focused enforcement was on 'seatbelts'. 24 patrols were conducted and resulted in over 30 hours dedicated to this initiative. There were 20 seatbelt tickets and 14 written warnings issues. five tickets and three written warnings were issued for other violations. Two charges under the Controlled Drugs and Substances Act were also laid during this initiative.

PERSONNEL

Dispatcher Positions: Peter Laschak, one of APD's part time dispatchers resigned. Peter had started work with APD in June of 2017. A competition was held and Daniel Beaton was hired part time. Wendy Herrett was the successful candidate for the full time dispatcher position that was made vacant when Shelby Hum resigned. Wendy first started work with APD as a part time dispatcher in 2015.

CRIME PREVENTION OFFICER/YOUTH & SCHOOL RESOURCE OFFICER

Seniors Police Academy had its first session on October 11 with 30 participants in attendance. Police presentations during October included the carbine program, the restraint chair and a taser demonstration. Other presentations were done by the Amherst Fire Department, CAST, 911, the YMCA and a Yoga Demonstration.

Race Against Drugs, a partnership between the Amherst Police Department and the Lion's Club was held on October 16 and included 14 different presentors from different community groups. The program is an anti-drug campaign that focuses on grade 5 children.

Monthly Report

Recreation / Culture / Programming / Communications

November 20, 2017

Active Living/Healthy Community

The Amherst Cumberland Multisport Group has completed their first two sports, basketball and soccer. Participants and parents are enjoying the program so far. The fall/winter season recreational skating schedule was released in mid-October and we are offering free skating seven days a week (exceptions do apply). The Active Living Coordinator collaborated with the Esther Fest community group and assisted in gathering events, created a brochure with the schedule of events and shared with the community. The after school Youth on the Move program is commencing along with the hiring of the youth leaders needed for the program. The youth drop in is up and running Thursday and Friday evenings at the YMCA. Swims are included. The planning of the Christmas light up, parade and Tree for Boston event details are finalized, with dates and float applications being promoted and received. The After the Bell grant money was approved. Ringette equipment was purchased for the program. In contact with Ringette NS to possible set up a "Come Try Ringette" session.

Horticulture/Green Spaces

The horticulture division was busy in the month of October, working to keep the Town's parks and greenspaces neat and tidy, while also prepping the flower beds for the winter. After a prolonged flowering season, annual plants were removed from the flower beds, leading the way for the planting of spring and summer flowering bulbs within some of the downtown flower beds. Hanging baskets were removed mid-month after a long and floriferous growing season. Aeration has taken place on our playing surfaces as well as downtown parks to alleviate compaction caused by seasonal play and will help to create healthy playing surfaces for next year. October also saw improved beautification efforts through the beginning stages of a new holiday lighting program, which will see our holiday lighting display take a shift from past years, with a more conscious effort being placed on creating a more vibrant experience without jeopardizing the health of trees.

Facilities

Parks and Green Spaces

Although mowing was ongoing during the early part of October there was effort put forth to winterize some parks. Dickey Park, Beacon Street and Rotary Park washrooms were open daily from 9:00am to 6:00pm daily. Splash pad at Dickey Park was closed after Thanksgiving Weekend. Our new tennis courts at Lion's Park was also schedule to the public from 9:00am to 6:00pm. With shorter days these times are changed for October with washrooms opening at the same time at 9:00am but now closing at 6:00pm. Lion's Park tennis courts also opens at 9:00am but closes at 6:00pm.

Amherst Stadium

The Amherst Stadium was in full swing during the month of October. The Amherst Stadium was again very proud host of the 52nd Annual Bluenose Tournaments. During two weekends of play they used 46 hours of ice time as a part of the free ice pilot project. This tournament attracted hundreds of people to our community and was a huge success. Teams saved \$150 in registration costs as a result of this support. Also the number of teams has increase due to the no fee ice pilot project. The Amherst Ramblers played four regular season games. CCMHA used 96.5 (which included Bluenose weekends) hours compared to 91 Hours in October of 2016. Amherst Skating Club used 38.5 hours compared to 29.75 hours in October 2016 and program skating was offered for 54 hours. The ice was used for a total of 255.75 hours compared to 255.25 hours in October 2016. The meeting space on the second level was used 40 hours compared to 26 hours in October 2016. Ongoing maintenance and cleanliness is a high priority at the Amherst Stadium.

Robb Complex

Robb Complex for the month of October had 5 hours rented. ARHS boy's baseball team utilized Robb Complex and took advantage of practice time using 4 hours. Efforts are being put forth by staff to start the process of closing down the facility for winter. October the Dwight Jones Field was used 2 hours compared to 6 hours in October 2016, Cecil Small was used 0 hours and 0 hours in October 2016 and Robb 3 (baseball) was used 4 hours compared to 12 hours in October 2016

Trails

Trail maintenance was performed along Strawberry Field into Marshview Drive as well as along Lamy to Robb Complex. Gravel was added and compacted as well as widened some.

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 that is in final draft, and the Commercial Assessment Phase-In Bylaw that is now in effect. Updates to the draft Active Transportation Plan are ongoing, 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

November 20, 2017

Responses

Town of Amherst – 18 events

- 3 Smoke alarm activations
- 6 Fire alarm system activations
- 1 Natural gas leak
- 1 Wildland fire
- 1 Dumpster fire
- 2 Motor vehicle accidents
- 1 CO alarm activations
- 1 Mulch fire
- 1 Power lines on fire/arcing
- 1 Hazardous material
- 1 Smell of smoke

Contract area (District 2) – 7 events

- 1 CO alarm activations
- 3 Open burns
- 3 Wildland fires

Fire inspections:

9 fire inspections were completed during this period.

Professional development:

Chief Jones and fire fighter Bob Sperry attended one of the required level two fire inspector training sessions in Bridgewater. This session focused on indoor and outdoor storage of combustible items.

Also, Chief Jones attended a interoperability conference in Dartmouth. This conference was related to the interoperability of radio communications throughout Atlantic Canada.