



**Town of Amherst
Committee of the Whole**

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

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7. Adjournment

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

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

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

Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Dwayne Pike, Deputy Police Chief
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Andrew Fisher, Business Development Officer
Tom McCoag, Corporate Communications Officer
Rebecca Purdy, Executive Assistant

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 Jones
To approve the agenda

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 October 16, 2017 Committee of the Whole Meeting

Moved By Deputy Mayor Christie
Seconded By Councillor Rhindress
To approve the minutes of the October 16, 2017 Committee of the Whole meeting

MOTION CARRIED

1.2.2 October 23, 2017 Committee of the Whole Meeting

Moved By Councillor Jones

Seconded By Councillor Rhindress

To approve the minutes of the October 23, 2017 Committee of the Whole meeting

MOTION CARRIED

2. Presentations

2.1 CJSMA - Stephen Rayworth (6671)

Stephen Rayworth (Solid Waste Manager), Brenda Rioux (Waste Reduction Coordinator) and Dave Scott (Chief Financial Officer) from the CJSMA made a presentation on dual vs single stream recycling, a recommended two phase education program, and the CJSMA financial model - changes in revenue structure. Mr. Scott said the only real option to meet their increased costs is to increase tipping fees. He estimates an increase of \$53,000 overall in the costs for the Town in the next year. They are seeking a decision from the Town on whether to go forward with dual stream recycling. Our collection contract expires March 31, 2018.

3. In Camera

Moved By Councillor Byrne

Seconded By Councillor Jones

To go In-Camera

MOTION CARRIED

4. Council Direction Requests

4.1 December Meeting Dates (6780)

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That the regular Committee of the Whole and Council meetings scheduled for December 18 and 25 be changed to both meetings being held on December 18 due to the Christmas holidays

**MOTION CARRIED 6-1
Against: Councillor Jones**

4.2 Dog Park (6383)

Moved By Councillor Jones

Seconded By Councillor Blanch

That the decision on an off-leash dog park within the eastern-most baseball

diamond (aka. Cecil Small Field) at the Robbs Facility be referred to the November 27, 2017 regular meeting

**MOTION CARRIED 6-1
Against: Councillor Rhindress**

4.3 SOAR (6496)

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

That staff be directed to maintain the current practice of allowing alcohol to be sold at the Stadium and Town facilities in accordance with license requirements and current security arrangements, and that staff be directed to conduct a review of the current security arrangements

**MOTION CARRIED 6-1
Against: Councillor Blanch**

4.4 Police Vehicle Tender (6764)

Deputy Mayor Christie declared a potential conflict, being an employee of one of the bidders on this tender; she did not participate in the discussion or decision on this agenda item.

**Moved By Councillor Jones
Seconded By Councillor Rhindress**

That the tender for a new police vehicle, T-17-11, be referred to the November 27, 2017 Council meeting for Council's consideration of awarding it to Jim Hatheway Ford Sales Ltd in the amount of \$31,650 plus HST

MOTION CARRIED

4.5 Internal Controls and Documentation RFP (6873)

Though he is not eligible to vote, the CAO declared a conflict stating he has a family member working for one of the bidders on this RFP; he did not participate in the discussion of this agenda item.

**Moved By Councillor Rhindress
Seconded By Councillor MacKenzie**

That 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

MOTION CARRIED

4.6 La Butte (6877)

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

That staff be directed to research and gather the information on the original inhabitants and subsequent settlers in this area, and report the approximate cost of erecting a monument in a prominent location in the downtown area

MOTION CARRIED

4.7 Electric Car Charging Station (6876)

Moved By Councillor Blanch

Seconded By Councillor MacKenzie

That the Town accept the offer of the electric car charger to be installed in the downtown area and invite Dr. Stevenson to make a presentation to council

MOTION CARRIED

Staff will contact Dr. Stevenson to make arrangements for his presentation.

4.8 Letter of Support - Hospice Centre (6854)

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That a letter be sent to the Minister of Health and Wellness expressing support of Mayor and Council for the Cumberland County Hospice Society's establishment of a hospice facility

MOTION CARRIED

4.9 UNESCO Petition - Request from Walt Jones (6321)

Mayor Kogon and Andrew Fisher met with Walt Jones today. In addressing the concern that there needs to be an assurance that there are no financial encumbrances on the Town, Mr. Jones said nothing (financial) is expected of the Town; he is seeking the signatures of all seven members of Council on the petition. All three levels of government would be required to support the application before it could move forward.

5. Information Items (5:50 - 6:00)

5.1 Snow Removal Policies (6830)

Jason MacDonald made a presentation on the Town's snow removal bylaws and policies. This is an information item - no direction given.

6. Monthly Reports (6:00 - 6:20)

Due to time constraints, the remaining agenda items were deferred to next week's meeting.

7. Adjournment

Moved By Councillor Jones

Seconded By Councillor Rhindress

**To adjourn at 6:25 PM and defer the Monthly Reports to the November 27
Committee of the Whole meeting**

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

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR#

Date: November 20, 2017

TO: Mayor Kogon and Members of Council

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

DATE: November 20, 2017

SUBJECT: Policy Amendments – Budget Management / Procurement

ORIGIN:

Direction from Council to development a Budget Management Policy

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:

That the amended Procurement Policy along with the new Budget Management Policy be referred to the November 27, 2017 regular meeting for Council's consideration

BACKGROUND:

In conjunction with the development of the Budget Management Policy, it became obvious that the Procurement Policy needed to be reviewed. Staff have conducted such a review and have proposed a number of amendments. The Budget Management Policy applies to the operating and capital budgets of the Town as and the Amherst Water Utility.

The proposed revisions to the Procurement Policy are intended to improve efficiency of the procurement function by authorizing the CAO to award contracts on projects that have already been approved by Council during the budget process, within specified limits.

It has been noted that on several occasions over the years, Council debate on procurement decisions for contract award have effectively become a second debate on the merits of a capital item or project which has already been approved. This practice has the potential to expose the Town to liability from bidders and proponents who have provided bids and proposals in good faith. The proposed revisions would serve to lessen this risk while also lessening the risk that significant organizational effort on project development and procurement process would be wasted on projects where contract awards were rejected at this secondary debate, not for procurement reasons but on the merits of the project itself.

DISCUSSION:

Budget Management Policy:

Council had asked staff to refine the Budget Management policy presented to Committee of the Whole last month; changes requested included more clarity with respect to the authority of the CAO regarding capital budget overruns. The approval limits have been removed from the draft Budget Management Policy and addressed more appropriately, in staff's opinion, in the Procurement Policy.



The tax rates and area rates have been more clearly defined, and the overall layout of the policy has been restructured for improved clarity.

Council may want to further discuss public engagement in the budget process.

Procurement Policy:

The most significant amendment to the Procurement Policy is in section 9. Staff proposes that the CAO may authorize the procurement of goods, services and construction that are \$250,000 or less and are included within the approved operating and capital budgets. The present amount the CAO can approve is \$30,000. It is proposed that awards over \$250,000 must be approved by Council.

In addition, it is proposed that the CAO may authorize procurement of items that exceed the capital budget by 25% or \$200,000, whichever is less. This would be done when it is reasonable to do so and when options to achieve project completion are limited.

Further, it is proposed that the CAO may authorize procurement in an emergency situation with no limits.

However, at any time, the CAO has the discretion to refer any item to Council for their approval.

Reporting requirements of these awards to Council is covered in section 9 of the Budget Management Policy.

All other amendments to the Procurement Policy are housekeeping in nature.

Staff is not suggesting any changes at this time to the local preference area (section 2. d.) nor the 5% local preference percentage to local businesses (section 8) but Council may want to have a discussion on this topic.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications to these proposed revisions, however it is anticipated that more timely award of contracts will result in more timely procurement of goods, services and construction contracts. While it is difficult to quantify the exact financial impact of the lessened risks identified in the background section, they should also be given some weight.

COMMUNITY ENGAGEMENT:

No community engagement has taken place, other than to seek information from other Nova Scotia municipalities.

ENVIRONMENTAL IMPLICATIONS:

N/A.

ALTERNATIVES:

1. Refer the policies back to staff for further revision
2. Do not adopt a Budget Management Plan at this time, and do not amend the Procurement Policy

ATTACHMENTS:

Procurement Policy 3700-01 with proposed amendments.

Budget Management Policy 3450-04

Report prepared by: Vince Arbing, CPA, CA – Director of Finance

Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Procurement Policy**

Minutes reference date: 30 April 2007 28 September 2009 26 November 2012

1) Policy Statement

The purpose of this policy is to establish transparent procurement guidelines to ensure the most cost effective and cost efficient methods are used to provide best value for the procurement of goods, services and construction for the Town of Amherst (hereinafter referred to as the "Town").

The Town of Amherst will conduct procurement practices in compliance with all Provincial legislation, International, National and Regional Trade Agreements, including the Nova Scotia Public Procurement Act and any amendments thereto.

2) Definitions

- a) Alternative Procurement (ALTP) - the procurement of goods, services and construction without a competitive process due to certain conditions/situations.
- b) Best Value - bids will be evaluated on the purchase price while also taking into consideration other factors, if applicable, such as environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in the requesting documents. **the bid that is determined by the Town to be in its best interests, not necessarily the lowest price bid, which is determined by evaluation of bids based on criteria or factors that may include purchase price, life cycle cost considerations, environmental and social considerations, delivery, servicing, past experience and performance, and any other criteria or factors stated in the requesting documents.**
- c) Bid - a supplier's response to a Request for Quotation (RFQ), Request for Construction (RFC), Tender, Request for Proposal (RFP), Request for Expression of Interest (REI) or a Two Phase Bid to provide goods, services or construction.
- d) Local Preference Area – all suppliers located within the County of Cumberland and the Town of Sackville, New Brunswick, plus a ten (10) mile radius outside of Sackville New Brunswick's town boundaries.
- e) Public Request for Submission - refers to inviting responses to tenders, request for proposals, two phase bids, request for construction, request for expression of interest and request for standing orders.
- f) Purchase Card - a corporate visa card for the Town of Amherst with various restrictions and limits based on the cardholder.
- g) Purchaser – a Town of Amherst employee with the authority to purchase goods.

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- h) Request for Construction (RFC) - used to publicly tender for a construction, reconstruction, demolition, remediation, repair or renovation of a building, structure, road, bridge or other engineering or architectural work.
- i) Request for Expression of Interest (REI) - process in which suppliers are invited to propose a solution to a problem and then those chosen are asked to respond to a subsequent Request for Proposal.
- j) Request for Quotations (RFQ) - informally obtaining price quotations from a number of different suppliers.
- k) Request for Proposal (RFP) - a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Town of Amherst.
- l) Purchase Requisition/Purchase Order-an electronically generated document for the supply of goods or services from an approved vendor.
- m) Standing Offer- a contractual arrangement with a supplier to provide certain goods or services on an “as required” basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.
- n) Sustainable Procurement- involves taking a holistic approach to obtain best value by integrating the following considerations in the procurement process:
- Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction;
 - Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy;
 - Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.
- o) Tender- a formal request to solicit for goods, services or construction obtained through posting on the Town of Amherst and the Provincial websites.
- p) Two Phase Bid- a two stage process in which suppliers submit proposals for evaluation, and separately submit prices.

3) Guiding Principles

The following principles will guide the procurement practices of the Town of Amherst:

- a) Procurement policy and procedures should provide the most efficient and effective methods resulting in best value for the Town.
- b) The procurement process is to ensure a fair, open, consistent and transparent process in the acquisition of goods, services and construction.

- c) Procurement methods are to encourage competition, innovative ideas and solutions, wherever possible, while respecting all legislative and trade agreement obligations for the supply of goods services and construction.
- d) Procurement policy provides for the use of suppliers, who can be expected to provide satisfactory performance, based on, but not limited to:
 - (i) past performance and/or previous contacts
 - (ii) financial and other resources to complete the contract bid;
 - (iii) references
- e) Promoting the use of Sustainable Procurement when evaluating bids by striving to obtain best value, taking into consideration environmental, economic and social considerations.
- f) This policy does not apply to payments for reoccurring items such as utilities, leases, rentals and similar reoccurring operating charges, while recognizing that in some circumstances, the initial commitment that leads to these ongoing payments is subject to the provisions of this policy.

4) General

- a) This policy applies to all departments, agencies, boards and commissions of the Town of Amherst over which the Town has jurisdiction.
- b) The procuring of goods, services and construction will be facilitated by the Director of the requesting department in conjunction with the Procurement Coordinator according to this policy.
- c) The Town of Amherst will be under no obligation to accept any bid received which is considered to be not in its best interest, in response to a verbal or written request.
- d) The Town may work with other levels of government, other municipal units, other agencies, boards and commissions, and associations such as the FCM (Federation of Canadian Municipalities) and UNSM (Union of Nova Scotia Municipalities) to encourage standardization of items and/or reduce overall costs to the Town for joint purchasing.
- e) The dollar values indicated within this policy are inclusive of the Town's non-recoverable HST and are in Canadian Dollars.

5) ~~Authority of the Chief Administrative Officer~~

- a) ~~The Chief Administrative Officer (CAO) may authorize the procurement of goods, services and construction that are less than \$30,000 provided such purchases are made in accordance with this policy and fall within the thresholds established within The Atlantic Procurement Agreement and all subsequent amendments thereto, and are included within the approved budget.~~

- b) ~~The CAO may authorize procedures consistent with this policy and may delegate the authority under this policy.~~

6) Purchasing Guidelines

The following guidelines will be followed for the procurement of goods services and construction for the Town:

- a) Up to \$2,000 - For purchases that are random in nature, purchaser will use standing offer, if one exists. Otherwise, purchases may be purchased by the department using a purchase order or Town of Amherst purchase card in accordance with the Guiding Principles of this policy.
- b) More than \$2,000 but less than \$15,000- Where three or more suppliers exist, purchaser will attempt to solicit at least three written quotations ~~and attach them to the Request for Quotation form. This form must be completed and authorized by the CAO (or designate) and then given to the Procurement Coordinator for filing.~~ Award will be to the supplier offering best value. Funds are to be clearly identified in the approved operating or capital budget.
- c) More than \$15,000 but less than \$25,000 - Where three or more suppliers exist, purchaser will attempt to solicit at least three written quotations, ~~and attach them to the Request for Quotation Form. This form must be completed and authorized by the CAO (or designate) and then given to the Procurement Coordinator for filing.~~ The Purchaser **Procurement Coordinator** will post these opportunities on the Town of Amherst website. Award will be to the supplier offering best value. Funds are to be clearly identified in the approved operating or capital budget.

If there is a possibility that the value will be over \$25,000 and/or ~~you are~~ **there is** uncertainty of the exact requirements of this request, ~~you should use~~ other methods of procuring, such as RFP's and Tenders, **should be used**. These would be posted on both the ~~Amherst Town~~ and the Provincial website. This decision would be made by the Director **of the requesting department** in conjunction with the Procurement Coordinator.

- d) \$25,000 or greater - the ~~Purchaser~~ **Procurement Coordinator** will issue a public request for submissions (see Definitions, Section 2-e) by posting on the ~~Town of Amherst~~ website and the Nova Scotia Procurement web portal. Documentation must state if submissions received are to be acknowledged at a public opening at a designated place, date and time. After bids are evaluated they are to be forwarded to the CAO, or Council for approval on the recommendation of the CAO. Funds are to be clearly identified in approved operating or capital budget.

7) Methods of Procurement

All procurement activity must be obtained through one of the following methods:

- a) Tender - A formal invitation to solicit competitive bids. It is used when detailed specifications are available that permit the evaluation of tenders against clearly stated

criteria and specifications. A request for tenders is a formal, competitive, sealed bidding process. Bid deposits and performance security may be required. The award is normally to the lowest bid received from a qualified bidder meeting the requirements of the tender and providing best value. Tender purchases shall be made by purchase order. Tenders must be opened in the presence of at least one elected official and the CAO or his/her designate at a time and location that is open to the public.

- b) Request for Proposal - A request for proposal is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet specific needs of the Town. It is used when a supplier is invited to propose a solution to a problem, requirement, or objective. Unlike tenders, Request for Proposals are evaluated against stated criteria to the terms of the RFP to determine if any should be accepted.

Negotiations with suppliers may be required to finalize any aspect of the proposal provided such discussion and negotiations are conducted to:

- (1) Award equitable treatment to each qualified bidder with respect to an opportunity for discussion and the revision of the proposal.
- (2) Prevent the disclosure of the proposal content of one bidder to another.

Proposals submitted in response to a request for proposal need not be opened in public. A list of ~~the submissions will be available to the public and~~ **the proponents may be made available** upon request. An award of a contract based upon a request for proposals will be made to the supplier whose proposal has the highest score based upon the criteria for evaluation set out in the request for proposals and equitably applied to all proposals. RFP purchases shall be made by purchase order.

- c) Request for Quotation - A request for quotation is an informal request for prices for goods and services that the purchaser will attempt to solicit from at least three (3) different suppliers. This process is normally used where bid deposit and performance bonds are not required and where the cost of the work does not warrant the time and level of effort and expense required for a normal tender process. Quotations should be in written form and attached to the Request for Quotation form which must be completed and given to the Procurement Coordinator for filing once it has been awarded.

If a quote is obtained verbally, the person obtaining it must document the quotation, including time, date, supplier, price and description of the goods and services, the person from whom the quotation was obtained and the name of the municipal staff obtaining the quotation. The RFQ form should be used for documentation purposes. RFQ purchases shall be made by purchase order.

- d) Standing Offer – A tender process to guarantee a continuous supply of various goods, services or construction at a specific price for a specific period of time. The term of the standing offer can vary in duration but will be clearly defined in the tender documents.

Standing Offers of the Government of the Province of Nova Scotia or other public sector entities may be used under the constraints within this policy where it is in the best interest of the Town of Amherst.

- e) Two Phase Bids- Where detailed specifications are not available or it is impractical to prepare a specification based on price, a two phase bid may be issued, inviting for the submission of bids as follows:

Phase One- Pre-qualification step in which bidders submit proposals/expressions of interest in response to basic terms of reference for evaluation; need not be opened in public

Phase Two- Only those bidders whose submissions were determined to be acceptable in Phase One will be invited to submit priced bids for further consideration. Phase Two bids must be opened in public.

This type of purchasing has the advantage of a request for proposal in Phase One and the advantages of a tender in Phase Two. Two phase bid purchases shall be made by purchase order.

- f) Request for Expression of Interest - This process is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.
- g) Request for Construction - Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.
- h) Negotiations - Negotiations with suppliers for the supply of goods and/or services would take place when any of the following conditions exist:
- (a) Due to market conditions, goods and/or services are in short supply;
 - (b) There is only one source of the goods or services;
 - (c) All bids received are non-compliant or exceed the amount budgeted for the purchase;

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- (d) The extension or reinstatement of existing contract would be more cost effective or beneficial to the Town providing the extension has been outlined in original documents. The extension or reinstatement of existing contract is subject to the approvals listed in section 9 – Award of Contracts.
- i) Alternative Procurement - In certain circumstances, described in this section, the Town may purchase goods, services and construction without using one of the options set out above. An alternative procurement purchase may occur.

- (a) Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures. An emergency purchase occurs when a situation creates immediate and serious need which may not be reasonably met by any other procedure and includes without limitation:

A condition where lack of supplies or services may adversely affect the functioning of civic government, threaten public or private property or the environment, or jeopardize the health or safety of the public;

Emergency purchases are completed using the most expedient method, but will take economy into consideration.

Emergency purchases must be pre-approved by the CAO (or designate) where such approval may be reasonably sought.

- (b) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- (c) Where compliance with the open tendering provisions set out in this policy would interfere with the Town of Amherst's ability to maintain security or order or to protect human, animal or plant life or health;
- (d) In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender;
- (e) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- (f) Where there is an absence of competition for technical reasons and the goods or services can only be supplied by a particular supplier and no alternative or substitute exists;
- (g) For the purchase of goods on a commodity market;

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- (h) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
 - (i) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor:
 - (j) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
 - (k) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for routine purchases;
 - (l) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
 - (m) For the procurement of original works of art;
 - (n) For the procurement of subscriptions to newspapers, magazines or other periodicals;
 - (o) For the procurement of real property;
 - (p) For the procurement of goods intended for resale to the public;
 - (q) For the procurement from charitable institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs;
 - (r) For procurement from a public body or non-profit organization; or
 - (s) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

**When an alternative procurement purchase occurs, the reason for doing so must be documented using the Alternative Procurement (ALTP) form.

8) Local Preference

If the goods, services or construction available from a local business are equal in providing best value to those available from a non-local business, the goods, services or construction from the local business shall be purchased.

In evaluating which goods, services or construction offer best value to the Town of Amherst, the Town shall apply a preference of 5% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 5% for the purposes of evaluating which goods, services or construction offer best value.

In accordance with the Atlantic Procurement Agreement, the local preference described above does not apply to the following procurements:

- a) goods that have a value of \$25,000 or greater;
- b) services that have a value of \$50,000 or greater;
- c) construction that has a value of \$100,000 or greater.

All requests for quotations and public requests for submissions must state that local preference applies to the procurement.

9) Award of Contracts

- a) ~~Awards of \$30,000 and greater and shall be presented to Council for approval.~~ **The Chief Administrative Officer (CAO) may authorize the procurement of goods, services and construction:**
 - i) **that are \$250,000 or less and are included within the approved operating and capital budgets;** Awards over the value of ~~\$30,000~~ **\$250,000** will be submitted to Council for approval.
 - ii) **that exceed the approved capital budget by 25% or \$200,000, whichever is less. This will be done when it is reasonable to do so and when options to achieve project completion or item procurement are limited.**
 - iii) **that is an emergency situation. In these cases, 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. Authorizations for such expenditures are considered to be over and above the other authorities given under this policy to exceed approved budget amounts.**
 - iv) where the purchase was made in accordance with this policy and falls within the thresholds established within the Atlantic Procurement Agreement and all subsequent amendments thereto.
 - v) Where the purchase was the result of a public purchasing process conforming to the Town's procurement policy and The Atlantic Procurement Agreement.
 - vi) Where the purchase is awarded to the supplier providing best value and meeting specifications.
 - vii) Where the award of a Request for Proposal is made to the highest scoring qualified proponent based upon evaluation criteria within the Request for Proposal.
 - viii) Where there is no legislative requirement to obtain Council approval.

- ~~b) Awards of less than \$30,000 may be approved by the CAO in conjunction with the user department:~~
- ~~i) Where the funds and program have been approved by Council as part of the annual business planning and budget process and the expenditure will not result in an over expenditure of the entire budget.~~
- ~~The CAO may, at his sole discretion, forward any decision for award to Council.~~
- b) All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.
- c) Where award is over the limits established in the Atlantic Procurement Agreement for the purchase of goods, services and construction, award amount and company name is to be posted on the Provincial Procurement Web Portal.
- d) A quarterly report to Council of awards of contracts under the value of ~~\$30,000~~ **\$250,000** approved by the CAO or designate shall be made available to Council and shall show the name of the contract, the name of the successful bidder, the amount of the award, any person or company to whom a single or sole source has awarded, and the budgetary provision.
- e) **At the discretion of the CAO, any award of goods, services or construction may be referred to Council for approval.**

10) Documentation Requirements

The following documents are required in order to work on ~~Town of Amherst property~~ **for the Town:**

Workers Compensation Board (WCB) - WCB certificates are required any time a service and/or construction project is being completed on Town of Amherst property. The proponent **MUST** provide a valid WCB certificate prior to the commencement of any work. This certificate will state ~~what employees are covered and~~ when the coverage expires. If the WCB certificate expires before the project is finished, then the replacement certificate **MUST** be received in order for the work to continue. Town of Amherst employees have the right to stop any work in progress if an up-to-date WCB certificate is not provided. **If the approved vendor is exempt from WCB, proof of the exemption will be supplied before work can commence.**

Liability Insurance - Proponents must provide a valid certificate from their insurance company with the Town of Amherst named and added under Additional Insured for liability purposes with at least \$2,000,000 liability coverage. This certificate must be provided before the commencement of any work.

Construction Safety- A Certificate of Good Standing is required from a registered safety certified company such as the Nova Scotia Construction Safety Association whenever

any type of construction, reconstruction, demolition, remediation, repair or renovation is being completed on Town of Amherst property for any projects that are over \$10,000. This documentation must be provided before the commencement of any work.

11) Code of Ethics

All procurement carried out by the Town of Amherst must be conducted according to policies, provincial and federal legislation, trade agreements and ethical business practices. We must in good faith, conduct business with current and prospective suppliers and be fair in all business dealings. We shall encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises and request removal from a procurement process when a personal conflict of interest is perceived. We shall require suppliers to provide accurate representations of goods, services and construction and encourage them to consider sustainability in their products. We shall strive to obtain best value for each expenditure.

12) Supplier Performance

- a) Suppliers may be subject to disqualifications if there is sufficient evidence of failure to meet the standards specified by the Town. Suppliers may be evaluated based on competitive price, quality of a product, contract adherence and performance and after sales service. Upon reasonable notice in writing to the supplier involved, and after a reasonable opportunity for response, a supplier can be disqualified for a period not exceeding three years from participation in solicitation for goods, and services **and construction** when:
 - i. Serious breach of contract indicating unwillingness to perform a contract in accordance with the terms and conditions or specifications or a record of unsatisfactory performance of one or more contracts in accordance with its specifications or both.
 - ii. The offer of any gratuity to an official or employee of the Town by a supplier or contractor for consideration.
- b) A written decision shall be issued to the person disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that person as shown in the records of the purchasing section.
- c) Disqualification will be approved by the CAO.

13) Supplier Debriefing

Upon request of a supplier who is an unsuccessful bidder, the Town of Amherst must conduct a debriefing with that supplier to provide feedback on the evaluation of the bid. The debriefing must be conducted as follows:

- a) the Treasurer **or designate** and/or ~~Coordinator of Procurement~~ **Coordinator**, along with the person named in the documents, will ~~conduct~~ **attend** the meeting;

- b) the debriefing must provide reasons for the disqualification of the supplier, or in the case where evaluation scoring was used, provide an overview of the supplier's score in each category and reasons for that score;
- c) the debriefing must also provide information to the supplier on how to improve future submissions;
- d) the debriefing must not disclose any information regarding other bidders or their submissions.

14) Contract Documents, Bid and Performance Securities and Specifications

- a) The CAO may, from time to time, approve such standard forms including bid and performance securities if any, for purchase by Invitation to Tender, Request for Proposals, Request for Quotations, sole source, or emergency purchases as well as forms of contract for types of purchase including but not limited to construction, supplies and installation or service as they may deem advisable.
- b) Bid bonds, performance bonds, irrevocable letters of credit and other securities including labour and material bonds may be required for such purposes in such form and in such amounts as the CAO deems advisable.

15) Special Services

- a) Legal Services - Legal services will be acquired by staff based upon qualifications, experience, services offered, past performance, proposed fees and other relevant considerations. The acquisition of legal services must be approved by the CAO in consultation with the Director(s) of the user department(s). (These services include expert witnesses, and subject experts required for legal proceeding, hearing or similar matter.) Legal services having a value of \$10,000 or more shall be approved by Council. The term for legal services will be at the discretion of the Town.
- b) Financial Auditing Services – These services may be contracted on a one year term to be renewed on an annual basis on terms satisfactory to the Town. Selection of an auditor shall be completed by the Audit Committee of Council who will recommend the selection of an auditor to Council. Annual **selection and/or** renewal of the contract for audit services will be made by the Audit Committee.

16) Tie Bids

After the assessment process is complete and it cannot be reasonably determined who has submitted the lowest compliant bid and a tie exists, the ~~Purchaser~~ **Procurement Coordinator** may flip a coin to determine the award.

17) Suppliers indebted to the Town of Amherst

Any supplier/contractor having a customer account with the Town of Amherst, which is in arrears, will have such arrears deducted from any payments due to the supplier/contractor. Such deduction may be waived by the CAO, where the supplier/contractor has entered into a payment arrangement deemed to be suitable by the Treasurer.

18) Purchases by Town of Amherst Employees

Employees or immediate family members (husband, wife, son, **or** daughter) of employees of the Town of Amherst are not permitted to purchase personal use items through the purchasing system except where employee purchase plans are being offered.

DEPARTMENT: All Town Departments

TITLE: Budget Management Policy

Minutes reference date:

Policy Statement:

1. The Town of Amherst (hereinafter referred to as “the Town”) 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 Town, and to facilitate their engagement in the financial decision making of the Town.
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.

Policy Objectives:

3. 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) Ensuring Town operations function in an efficient and effective manner;
 - e) Being accountable for budget decisions.

Definitions:

4. 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 and approved 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 and the first year is approved by Council, with subsequent years approved in principle only;
 - c) Uniform Assessment (UA): An amount calculated by the Province of Nova Scotia which is calculated as the sum of all taxable assessments plus the capitalized value of all grants or payments received in lieu of taxes;

- d) **General Tax Rate:** This rate covers all operating costs, other than those costs covered by the area rates for Mandatory Provincial Contribution and Community Support. These costs include all municipal services such as fire, police, public works, recreation, economic development and administrative costs, less the revenue generated from such things as services provided to other local governments, sale of services, equalization, conditional grants, etc.

Not included in the general tax rate are costs for sewer and solid waste operations. Both sewer and solid waste have their own uniform charge that funds their operating expenditures.

User fees are set by the User Fee Policy (03470-03); sewer charges are set pursuant to the Sanitary Sewer Rates Bylaw (D-19), and the Solid Waste Management Uniform Charge is set by Council resolution.

The water rates are set pursuant to an Order of the Nova Scotia Utility and Review Board (NSUARB). Operating and capital budgets are approved annually by Council and submitted to the NSUARB.

- e) **Mandatory Provincial Contribution Rate** includes the cost of:
- i. **Education** – The Town is required (as are all municipalities) to provide funding to the Regional School Board under the *Education Act*. This mandatory education contribution is determined by taking the Town's Uniform Assessment figure and multiplying by the education rate as set by the Province of Nova Scotia.
 - 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 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 operations of the provincial correctional facilities for all of Nova Scotia. This includes youth and adult correctional facilities. The contribution is set by the Province of Nova Scotia and is based on the Town's share of Uniform Assessment (50%) and the Town's dwelling units (50%).
 - iv. **Housing** – The Cobequid Housing Authority administers and manages 262 (2017) public non-profit housing units 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.
- f) **Community Support Area Rate** includes:
- i. **Community Support Grants Policy** - All costs that are covered in Policy 72000-08
 - ii. **Tax Exemption Bylaw** – All costs that are covered by Bylaw B-1
 - iii. **Tax Reduction Policy** - All costs that are covered by Policy 03800-02

- iv. Community Events – The Community Events covers costs for such things as the Town’s holiday events (Christmas light up, New Year’s Eve, Music in the Park, etc.), festivals and other events.
- v. Cumberland YMCA – The Town contributes to maintain the community YMCA pool by way of a one-cent levy on the Town’s commercial and residential tax rates. The Town also provides several in-kind services such as snow clearing and financial services.

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 and Capital funds, including budgets for the Town of Amherst Water Utility.
- 7. The CAO will ensure budgeting practices are consistent with the *Municipal Government Act* and all other relevant provincial statutes.
- 8. The CAO will ensure a procedure is in place to guide Town staff in the budget process.

Governance and the Budget Process:

- 9. 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.
- 10. The fiscal year of the Town is April 1 to March 31. The annual budgeting process is preceded by a planning process that identifies priority initiatives for the upcoming fiscal year, based on the strategic directions previously established by Council.
- 11. 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.
- 12. 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).

Calculation of Rates

- 13. Each of the Residential and Commercial rates has three components, which are listed below and defined in Section 4. All rates in this section are expressed as per \$100 of assessment. The calculation to determine each one is:

- a) Mandatory Provincial Contribution Area Rate
The sum of the costs of Education, Property Valuation Services Corporation Assessment, Corrections Services and Housing, divided by the sum of all the taxable property assessment values as provided by PVSC, including grants in lieu.
 - b) The Community Support Area Rate
The sum of the costs of Community Support Grants Policy, Tax Exemption Bylaw, Tax Reduction Policy, Community Events, and the Cumberland YMCA divided by the sum of all the taxable property assessment values as provided by PVSC, including grants in lieu.
 - c) General Tax Rate
 - 1. Residential – total operating expenditure budget (excluding solid waste and sewage) less the revenue generated by the area rates for the Mandatory Provincial Contribution and Community Support, as well as other non-tax revenue (i.e.: own source revenue, equalization, etc.) divided by the taxable residential and resource property assessment values as provided by PVSC .
 - 2. Commercial – Total operating expenditure budget (excluding solid waste and sewage) less the revenue generated by the area rates for the Mandatory Provincial Contribution and Community Support, as well as other non-tax revenue (i.e.: own source revenue, equalization, etc.) divided by the Commercial taxable property assessment values as provided by PVSC, including grants in lieu.
14. To meet the objective of preparing budgets in a fair, open, consistent, and transparent manner, the tentative budgets will be prepared and posted 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.

Council Approval

15. Council will consider setting:
- a) The Mandatory Provincial Contribution Area Rate by the end of February of each year based on the available information from the Province at that time, and will communicate it to the public through social media;
 - b) The Community Support Area Rate and the General Tax Rate in the month following the posting of the tentative budgets on the Town's website which will be in the late winter/early spring of each year.

Resolutions of Council are required to approve the rates and the operating and capital budgets.

Authority of CAO:

- 16. 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.
- 17. 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.

18. 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 Mandatory Provincial Contribution (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 may be approved by the CAO without prior approval of Council but must be reported to Council as per section 23 of this policy.
19. The CAO has additional authority to exceed the operating budget provided that the Town is still within the overall 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.
20. The CAO may authorize expenditures in excess of the capital budget on approved capital items or projects as outlined in the Procurement Policy, 03700-01 Section 9. Such authorization will be reported to Council as per section 23 of this policy.
21. 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, bylaw, policy, resolution, etc.). 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 the contract.
22. 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, as outlined in the Procurement Policy, 03700-01 Section 9. 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 23 of this policy.

Reporting :

23. The CAO is responsible for timely reporting to Council on the Capital and Operating budget variances and general / emergency related over-expenditure approvals; this will be done in conjunction with the Quarterly Financial Reporting to the Audit Committee. However, over-expenditures approved by the CAO that exceed \$50,000 will be reported to Council at the meeting following the decision. Interim reporting may also be done at the discretion of the CAO.

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 Consultation" 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 issued. 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/arcng
- 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 throughtout Atlantic Canada.