



**Town of Amherst  
Committee of the Whole**

Date: **Monday, December 18, 2017**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
1.1 Approval of Agenda (7067)	
1.2 Approval of Minutes - November 27, 2017 (7068)	1 - 3
<b>2. In Camera 4:05</b>	
2.1 Approval of In Camera Agenda	
2.2 Approval of In Camera Minutes	
2.3 MGA 22(2)(f) Potential Litigation	
<b>3. Council Direction Requests 4:15</b>	
3.1 CCTS Funding Request (6574) - SCHURMAN 4:15	4 - 15
3.2 Electronic Voting (3697) - JONES 4:25	16 - 21
3.3 East Pleasant Street Renewal (7057) - MacDONALD 4:35	22 - 24
3.4 Solid Waste Bylaw Amendment - Dual Stream Recyclables (7058) - MacDONALD 4:45	25 - 43
3.5 Residential Solid Waste Collection RFP (7071) - MacDONALD 4:55	44 - 45
3.6 Municipal Hub Strategy (6886) - COUNCILLOR JONES 5:05	46 - 51
<b>4. Information Items 5:15</b>	
4.1 80/20 Trucking Rule Report (4083) - MACDONALD 5:15	52 - 52
4.2 Isthmus of Chignecto - Tantramar Marsh (7022) - MAYOR KOGON 5:25	53 - 63

**5. Monthly Reports 5:35**

<b>5.1</b>	<b>Corporate Services (7062) - ARBING 5:35</b>	<b>64 - 64</b>
<b>5.2</b>	<b>Operations (7063) MacDONALD 5:40</b>	<b>65 - 65</b>
<b>5.3</b>	<b>Police Services (7064) - NAYLOR 5:45</b>	<b>66 - 67</b>
<b>5.4</b>	<b>Recreation (7065) - SCHURMAN 5:50</b>	<b>68 - 69</b>
<b>5.5</b>	<b>Fire (7066) - JONES 5:55</b>	<b>70 - 70</b>

**6. Adjournment 6:00**

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

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

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

**Staff Present**  
Greg Herrett, CAO  
Jason MacDonald, Deputy CAO Operations  
Dwayne Pike, Deputy Police Chief  
Vince Arbing, Treasurer  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Rebecca Purdy, Executive Assistant  
Tom McCoag, Corporate Communications Officer

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**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 Byrne  
To approve the agenda**

**MOTION CARRIED**

**1.2 Approval of Minutes - November 20, 2017**

**Moved By Councillor Rhindress  
Seconded By Councillor Jones  
To approve the minutes of the November 20, 2017 Committee of the Whole meeting**

**MOTION CARRIED**

**3. In Camera**

**Moved By Councillor Rhindress  
Seconded By Councillor MacKenzie  
To go In-Camera**

**MOTION CARRIED**

**4. Council Direction Requests**

**4.1 Policy Amendments - Budget Development Policy and Procurement Policy (6442; 6875) - ARBING**

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

**MOTION CARRIED  
Nay: Councillor Jones**

**6. Monthly Reports (Deferred from November 20, 2017 meeting)**

**6.1 Corporate Services (6878) – ARBING  
Information item; no direction given.**

**6.2 Operations (6879) - MACDONALD**

**Moved By Councillor MacKenzie  
Seconded By Councillor Rhindress  
That the traffic authority be directed to investigate potential installation of a sign to caution drivers of the presence of deer in the area of the Super 8 Motel on Lord Amherst Drive**

**MOTION CARRIED**

**6.3 Police Services (6880) – PIKE  
Information item; no direction given.**

**6.4 Recreation (6881) – SCHURMAN  
Information item; no direction given**

**6.5 Fire (6882) – JONES  
Information item; no direction given**

**7. Adjournment**

**Moved By Councillor Blanch  
Seconded By Councillor Byrne  
To adjourn at 6:15 PM**

**MOTION CARRIED**

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

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David Kogon, MD  
Mayor



**COMMITTEE OF THE WHOLE**

**CDR# 2018054**

**Date: December 18, 2017**

**TO:** Mayor Kogon and Members of Council  
**SUBMITTED BY:** Gregory D. Herrett, CPA, CA – Chief Administrative Officer  
**DATE:** December 18, 2017  
**SUBJECT:** Funding Request – Cumberland County Transportation Services

**ORIGIN:**  
Application for funding received from Cumberland County Transportation Services (CCTS)

**LEGISLATIVE AUTHORITY:**  
MGA 65 (au)(v) authorizes a council to make a contribution to “any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province.” Community Support Grants Policy, 72000-08

**RECOMMENDATION:**  
That the CCTS request for funding be referred to the December 18, 2017 regular meeting for Council’s consideration of approving a one-time five thousand dollar capital grant to assist in the purchase of a bus

**BACKGROUND:**  
This request was received in September, and staff have spent some time reviewing, engaging with the society and getting more information in support of the application. The request is outside the staff approval limits in the Community Support Grants Policy

**DISCUSSION:**  
The society currently receives \$20,000 per year from the County in operating funding. The Town currently does not provide funding to this organization. The society has allocated \$5,000 of the \$20,000 that they receive from the County this year for the purchase of a bus and is requesting that the Town contribute \$5,000. This contribution would support issues for the Town in the areas of support for seniors and dealing with poverty issues.

**FINANCIAL IMPLICATIONS:**  
This request can be accommodated within the current budget for grants to organizations.

**ATTACHMENTS:**  
CCTS Request for Funding  
CCTS Financial Reports

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

Report and Financial approved by:



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



September 27, 2017

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

Dear: Mayor Kogon and Council

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

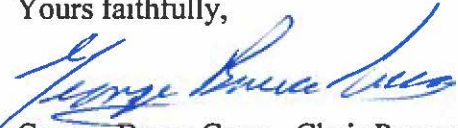
With this critical situation in our future, CCTS will find it very challenging to continue to provide transportation for our clients. We do not wish to reduce services and while a small fare increase is necessary (our last increases were in 2013) to keep pace with rising fuel and repair costs, this is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

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

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

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

Yours faithfully,

  
George Bruce Cuco - Chair Person

**RECEIVED**

SEP 29 2017

Corporate Services  
Amherst, N.S.



Taking You Where You Need to Go!

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

**RECEIVED**

OCT 25 2017

Corporate Services  
Amherst, N.S.

October 23, 2017

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

Dear Mr. Bill Schurman:

Please find enclosed the financial statements for CCTS for our fiscal year ending March 31, 2017 as requested in your e-mail of October 6, 2017. We have included our 2017-18 budget plus the cost breakdown of the proposed new vehicle purchase for next spring to replace one of our older vehicles that is no longer operational.

If you require further information please contact us at the above address or e-mail. We appreciate any financial assistance that the Town of Amherst can provide, which will enable us to continue our door-to-door transportation services for the residents of Amherst and Cumberland County.

Yours faithfully,

A handwritten signature in blue ink that reads "George Bruce Cuco". The signature is written in a cursive style and is positioned above the printed name of the signatory.

George Bruce Cuco  
Chair Person

**Please note:**

Space limited - book early.  
Rides are booked in order of  
priority.

*(Priority is given to wheelchair  
users and medical  
appointments.)*

**Prices (round trip):**

Within Amherst - \$9  
Springhill, Oxford - \$25  
Pugwash, Parrsboro - \$30  
Wentworth, Advocate - \$40

Moncton - \$80  
Halifax - \$195  
New Glasgow - \$150  
Antigonish - \$220  
Wolfville - \$245

**CCTS is a Non-Profit Charity**

CUMBERLAND COUNTY TRANSPORTATION SERVICE



- Wheelchair Accessible
- Door-to-Door Service
- Reasonable Rates
- Serving all of Cumberland County & Beyond

**Tel: 667-8149**

(Weekdays 8:30 am - 4:30 pm)

141 Victoria St. East, Unit K

Email: [ccts@eastlink.ca](mailto:ccts@eastlink.ca)

[www.cctscumberland.com](http://www.cctscumberland.com)

Taking You Where You Need To Go!

## Cumberland County Transportation Services Income Statement 2016-04-01 to 2017-03-31

### REVENUE

#### Revenue

CTAP	108,418.00
ATAP - new vehicle funding	0.00
Federal Student Grant - CSJ	0.00
Provincial Student Grant	3,654.00
Fuel Tax Rebate - Provincial	3,546.35
Municipalities	20,000.00
Fuel Tax Rebate - Federal	343.40
Federal HST Rebate	5,065.23
Fare Income	77,066.00
Charter	0.00
Contractual	0.00
Interest Earned	0.00
Fund Raising	0.00
Memberships	0.00
Miscellaneous Revenue	400.00
Donations	3,264.00
Corporate Sponsorship	0.00
Other - United Way	5,001.00
Rev. Canada - Adjustment on payroll	653.12
CTAP Holdback	0.00
NS Trip	1,500.00
<b>Total Revenue</b>	<u>228,911.10</u>

**TOTAL REVENUE** 228,911.10

### EXPENSE

#### Administrative Expenses

Salaries & Benefits - Mgt	44,243.00
HST adjustment	0.00
Cash Over/Short	0.00
Office Rent	6,544.00
Office Maintenance	0.00
Office Cleaning	2,063.85
Office Supplies	2,843.00
Freight Expenses	0.00
Phone/Internet	2,235.00
Advertising	380.00
Contractual (Accounting/legal)	327.00

Contractural - NS Trip	1,035.00
Dues & Fees	50.00
Meetings/Conferences	0.00
Travel (kms)	0.00
Staff/Volunteer Training	200.00
Insurance	1,592.00
Other - Petty Cash	2,800.00
WCB	6,429.00
Bank Charges/Transfers	1,111.00
<b>Total Admin Expenses</b>	<u>71,852.85</u>

<b>Vehicle Expenses</b>	
Salaries & Benefits - Drivers	101,688.00
Drivers Exps - Cell phone/Meals/Fuel	5,589.00
Parking/Tolls	662.00
Vehicle Insurance	7,750.00
Vehicle Repairs/Maintenance	22,727.00
Vehicle Registration	235.00
Fuel	29,769.00
Total Vehicle Expenses	168,420.00
<b>Total Operating Expenses</b>	<u>240,272.85</u>

**TOTAL EXPENSE** 240,272.85

**NET INCOME** -11,361.75

Generated On: 2017-06-06

**Cumberland County Transportation Services  
Balance Sheet As at 2017-03-31**

**ASSET**

**Current Assets**

Cash to be Deposited	0.00	
Petty Cash	2,800.00	
Operating Account	640.73	
New Vehicle Account	0.55	
Fundraising Account	20.58	
CCU Shares	50.00	
<b>Total Cash</b>		<b>3,511.86</b>
Investments		0.00
Accounts Receivable	658.00	
Adjusting Account	0.00	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
<b>Total Receivable</b>		<b>658.00</b>
Purchase Prepayments		0.00
Prepaid Expenses		0.00
<b>Total Current Assets</b>		<b>4,169.86</b>

**Capital Assets**

Office Furniture & Equipment	3,077.98	
Accum. Amort. - Furniture & Equip	-615.60	
<b>Net Furniture &amp; Equipment</b>		<b>2,462.38</b>
Vehicle	43,981.45	
Accum. Amort. - Vehicle	-13,194.44	
<b>Net Vehicle</b>		<b>30,787.01</b>
<b>Total Capital Assets</b>		<b>33,249.39</b>

**Other Non-Current Assets**

Incorporation Cost		0.00
<b>Total Other Non-Current Assets</b>		<b>0.00</b>

**TOTAL ASSET** 37,419.25

**LIABILITY**

**Current Liabilities**

Accounts Payable	7,003.96
Adjusting Account	0.00
Bank Loan - Current Portion	0.00
Bank Advances	0.00

Income Taxes Payable		0.00
Vacation Payable		1,005.98
EI Payable	371.62	
CPP Payable	586.36	
Employee Income Tax Payable	1,276.61	
Extra Payment/Penalty	0.00	
Revenue Canada Adjustment	<u>0.00</u>	
Total Receiver General		2,234.59
HST Charged on Sales	0.00	
HST Paid on Purchases	<u>15,695.13</u>	
HST Owing (Refund)		15,695.13
Prepaid Sales/Deposits		0.00
WCB Payable		<u>369.38</u>
<b>Total Current Liabilities</b>		<u><b>26,309.04</b></u>
 <b>Long Term Liabilities</b>		
Bank Loan		<u>0.00</u>
<b>Total Long Term Liabilities</b>		<u><b>0.00</b></u>
 <b>TOTAL LIABILITY</b>		
		<u><b>26,309.04</b></u>
 <b>EQUITY</b>		
 <b>Equity</b>		
Retained Earnings - Previous Year		4901.39
Current Earnings		<u>6,208.82</u>
<b>Total Equity</b>		<u><b>11,110.21</b></u>
 <b>TOTAL EQUITY</b>		
		<u><b>11,110.21</b></u>
 <b>LIABILITIES AND EQUITY</b>		
		<u><u><b>37,419.25</b></u></u>

Generated On: 2017-06-08

**CCTS BUDGET FOR 2017-18**

<b>Revenue Sources:</b>	
CTAP	101,495.00
Fuel Tax Rebate (Province)	3,931.00
Municipal Funding	20,000.00
Federal Gas Tax Rebate	375.00
Federal HST Rebate	7,848.00
Fare Income	83,230.00
Donations	3,500.00
Federal Student Grant	3,388.00
Donations - United Way	5,000.00
<b>TOTAL INCOME</b>	<b>228,767.00</b>
<b>Administrative Expenditures: (Incl. HST)</b>	
Salaries & Benefits (mgt/dispatch)	38,886.00
Memberships & Fees	50.00
Office Rent/Utilities	8,808.00
Office Expenses/Supplies	2985
Phone/Internet/Web Costs	2,347.00
Advertising, Promotion	475
Staff/Volunteer Training	210
Insurance	1,596.00
Petty Cash	2,400.00
WCB	4,911.00
<b>Total Admin Expenditures</b>	<b>62,668.00</b>
<b>Vehicle Expenditures:</b>	
Salaries & Benefits (Drivers)	90,196.00
Stipend to Volunteers (Mileage/Meals/Cell Phone)	7,200.00
Parking/Tolls Expense	695.00
Insurance (vehicles)	7182
Vehicle Repairs/Maintenance	23,863.00
Vehicle Registration	665
Fuel	31,257.00
<b>Total Vehicle Expenditures</b>	<b>161,058.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>223,726.00</b>
<b>CASH SURPLUS (Deficit)</b>	<b>5,041.00</b>

## **CUMBERLAND COUNTY TRANSPORTATION SERVICES SOCIETY - CCTS**

The Cumberland County Transportation Service Society (CCTS) is an accessible, affordable, not-for-profit, public transportation service for residents of Cumberland County who are transportation disadvantaged. We are a registered Charity with Revenue Canada. We operate a door-to-door service and transport clients from Cumberland County to other parts of the county, Nova Scotia, New Brunswick and occasionally PEI.

### **Our Mission**

*The mission of Cumberland County Transportation Services Society is to provide a sustainable transportation service that is accessible, reliable, affordable and safe for residents of Cumberland County.*

The Cumberland County Transportation Service (CCTS) has been operational since 2009. We provide a 'door-to-door' transportation service where appointments are pre-booked on a first come first served basis with a minimum of 24 hours notice. Priority is given for those with medical appointments and in wheelchairs. Currently, we are booking at least 5 days in advance, due to the high demand for our transportation services, and two weeks notice is needed for trips to Halifax.

CCTS has seen an increase in passengers of 23% from its 2015-16 fiscal year to the 2016-17 year (for a total of 5650) and the total mileage increased by 22% (192,491 kms). In the first 6 months of this fiscal year, CCTS has seen a further increase of 13% for passengers and an 11% increase in the kilometres driven. During the summer months there were normally 4 vehicles on the road daily, this is now down to 3 vehicles as our 2010 Dodge van has been retired due to repairs and high mileage.

With only three vehicles on the road, we are booking up more quickly and can not accommodate all the requests that we receive. This is creating a problem as many clients do not get much notice for medical appointments, especially from the hospitals in Halifax and Moncton. As you can see from our stats business has increased considerably over the last few years. Losing two vehicles within six months could not have come at a more critical time and we are not able to apply for Provincial funding until April 2018.

This does give us a little time to plan financially for our contribution (33%) of a new vehicle. The following is a cost breakdown of the van we wish to purchase next June, including the funds we already have in place. This van will seat a maximum of 8 passengers and can accommodate up to 3 wheelchairs. As you will see from the estimated revenue we will require \$10,308 in additional funds to acquire this vehicle so any financial assistance would be greatly appreciated.

Ram Promaster 2500 Window Van – 8 passenger with lift  
& flexible floor system **\$77,175.00 + HST = \$88,751**

ATAP (Accessible Transportation Assistance Program) (66%) \$58,575

HST Rebate on 2015 Ford Transit (50%) \$1,924

Municipality of Cumberland \$5,000

Vehicle Account at Year End (Mar 31) \$9,588

HST rebate on Promaster Van, excluding conversion (50%) \$3,356

**TOTAL** **\$78,443**

**Remaining Balance** **\$10,308**



# QUOTE

**Malley Industries Inc.**

QUOTATION DATE September 29, 2017

Manufacturer of specialty vehicles.

1100 Aviation Avenue, Dieppe, N.B, E1A 9A3

QUOTATION NUMBER MWF092717003

Phone 1 (877) 859-8591 Fax 1 (877) 817-1745

PO: 0

Mwall-field @malleyindustries.com

EXPIRATION 30 Days

<b>TO</b>	Cumberland County Transportation Services for the attention of: Helen Simms 12 LaPlanche Street, PO Box 952, Amherst, NS, B4H 4E1 ccts@eastlink.ca	1-902-667-8149
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<b>salesperson</b>	<b>job</b>	<b>payment terms</b>
Melanie Wall-Field	Mobility conversion as specified below	COD

<b>YOUR VEHICLE SPEC:</b>	RAM	Promaster	HI ROOF roof, REGULAR body
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QTY	DESCRIPTION	PRICE
1	ALUMINUM 'SURE GRIP' RUNNING BOARDS	\$1,250.00
1	Supply & Install Shoulder Harnesses for Occupant Restraints	\$1,500.00
1	Interior Wall & Ceiling Package	\$3,950.00
1	SMART FLOOR SYSTEM C/W SEATING FOR 8 PASSENGERS	\$12,800.00
1	REAR HEAT / AIR CONDITIONING PRO-AIR 1100	\$2,075.00
2	AMBULANCE STYLE FLUSH MOUNT LED CEILING LIGHTS	\$275.00
1	RICON LIFT K2005 cw PENDANT c/w Interlock REAR DOOR	\$7,550.00
2	WHEELCHAIR RESTRAINT SYSTEM	\$1,950.00
2	Q-STRAINT STORAGE POUCHES (QS-Q5-8522) LOCATION: STANDARD	\$100.00
1	D409 PROV: NS c/w HEAVY DUTY BACK UP ALARM	\$975.00
1	RAM PROMASTER 2500 WINDOW VAN 159" WB GAS	\$44,750.00

<b>TOTAL</b>	<b>\$77,175.00</b>
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Quotation prepared by: Melanie Wall-Field

This is a quotation on the goods named, subject to the conditions noted: (Above price is quoted in CAN \$ and excludes taxes duties or shipping costs)

No returns without prior authorisation. Electrical items are non returnable. Damaged items must be reported to carrier upon receipt. All returns subject to a 25% restocking fee. Shipping charges on returned items will be assumed by the purchaser. Orders may be cancelled if not already shipped.

To accept this quotation, please sign and return: \_\_\_\_\_

Date \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!** PO \_\_\_\_\_



## COMMITTEE OF THE WHOLE

CDR# 2017052

Date: December 18, 2017

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

**SUBMITTED BY:** Kimberlee Jones, HR

**DATE:** December 18, 2017

**SUBJECT:** Electronic Voting Municipal Elections

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**ORIGIN:**

2016 Municipal Election

**LEGISLATIVE AUTHORITY:**

Section 146A of the *Municipal Elections Act* bestows municipal council with the legislative authority to select the method and system of voting. "Section 146A(1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method."

**RECOMMENDATION:**

That Council provide direction to staff regarding the options they wish to proceed with regarding alternative voting for the 2020 municipal election.

**BACKGROUND:**

Over the past year Council has been presented with information regarding alternative voting method options for the next municipal election. Attached is a memo setting out option and addressing voter engagement, risk and cost.

**DISCUSSION:**

Electronic voting, or e-voting, was introduced in Nova Scotia municipal elections in 2008 and at the time traditional methods, paper, were still required. In 2012, legislation changed to allow e-voting only and mechanisms included telephone, internet and kiosk voting. Below are some stats from e-voting in Nova Scotia.

- In 2008, 4 municipalities used e-voting.
- In 2012, 15 municipalities used e-voting.
- In 2016, 20 municipalities used e-voting.
- All 20 municipalities used **e-voting only** for advance polls.
- When Nova Scotia voters were offered the option of an electronic or paper ballot during 2012 Municipal and School Board elections, the electronic option was the choice of 64% of voters.

**Functions of E-voting**



- Each individual on the final list of electors receives a voter information letter containing instructions on how to cast their ballot and their electronic voting credentials (PIN). After receiving the voter instruction letter voters connect to the voting website or call the 800 number.
- The website offers a step by step process where you enter your personal identification number (PIN) in order to proceed.
- The user sees an electronic ballot, one at a time – Mayor, Councillors, School Board - and the individual clicks on the box for their chosen candidate and submits their choice. Before that vote is cast a confirmation screen shows the candidate(s) that the individual chose. If this is not the correct list the individual can return to the ballot or vote now.
- The other benefit would be the report data received from service provider regarding demographics, time and method of vote, IP tracking etc.
- Our plan would be to use electronic options only for the advanced poll period and paper ballots only for actual election day.

Although there are potential risks for e-voting staff believe that the benefits outweigh the risks. The success of e-voting in 20 other Nova Scotia municipalities and the increasing trends in Canadian's use and attitudes towards technology and e-voting are evidence that moving forward with e-voting for the 2020 municipal election would be beneficial. The experience from other municipalities has been overwhelmingly positive. While the experience hasn't shown that it dramatically improves voter turnout, it does provide the convenience, options and flexibility that people expect with the proliferation of technological advances.

#### **FINANCIAL IMPLICATIONS:**

The 2016 Municipal Election cost approximately \$34,000 to administer. Based on a proposal from service provider (Intellivote) without any additional options cost was estimated at \$41,274 for the 2016 election. (This was based on a combination of e-voting and paper ballots)

The Intellivote costs were based on a bulk purchase RFP for the 2016 election and a presumed number of participants.

#### **COMMUNITY ENGAGEMENT:**

Staff will include an educational component in the voter engagement plan to ensure that voters are aware that e-voting will be used and know how to use it.

#### **ENVIRONMENTAL IMPLICATIONS:**

#### **ALTERNATIVES:**

- That Council proceeds with an Alternative Voting Bylaw
- That Council proceeds with traditional paper elections.

#### **ATTACHMENTS:**

Memo re: Voting Risk Assessment

Report prepared by: Kimberlee Jones, Returning Officer  
Report and Financial approved by:

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Kimberlee Jones, Returning Officer  
**Date:** December 18, 2017  
**Subject:** Alternative Voting Risk Assessment

There are several issues to consider regarding alternative voting for Amherst. Below I will try to identify factors of Voter Engagement, Risk and Costs.

Options:

OPTION	RISK LEVEL	ADVANCE POLLS (2 days)	ADVANCE POLLS (ALTERNATIVE) (7 – 10 days)	ELECTION DAY
A	Low	Paper		Paper
B	High	Paper		Paper/Alternative
C	Low	Paper		Alternative
D	Moderate		Paper/Alternative	Paper
E	High		Paper/Alternative	Paper/Alternative
F	Moderate		Paper/Alternative	Alternative
G	Low		Alternative	Paper
H	High		Alternative	Paper/Alternative
I	Low		Alternative	Alternative

**All or nothing options:**

**1)Traditional Paper Ballots only - Election day and 2 advance polls.** This provides 3 scheduled voting opportunities. Low risk. Doesn't address voter engagement issues. Costs are stable

**2)All Alternative voting - Would include election day and 7-10 advance polling days.** Options available with be telephone and internet voting. Expands the polling days, voters can be anywhere with an internet connected device. Advance polling times are 24 hrs per day. Election day 8am – 7pm. We could provide some voting kiosks with staff to assist those who require it – ex. Town hall lobby, CCUBIC. They would need to be supervised and scheduled however.

This option would provide more voting opportunity and would require less staffing. There would be an expected increase in costs for the e-voting service provider, however our costs for printing and election workers would reduce.

**Combination Options:**

**3) Alternative voting only Advanced Poll/ Paper voting only Election Day**

This option would address concerns raised regarding eliminating traditional paper ballots, and still address voter engagement by allowing an expanded Advanced Poll period with electronic options. The two systems would run independently which would lower the risk of voter fraud. The alternative voting system would “close” 5 days prior to election day and we would prepare the paper lists for use on election day. Risk is low, however costs would increase as we would be financing 2 systems.

**4) Paper voting only Advanced Poll/ All Alternative only Election Day**

This option would not increase advance voting opportunities. The act allows for an expanded advance polling period for alternative voting. It does not allow for an expanded period for paper ballot voting. Therefore we would still only have 2 advanced polling days, and election day hours would remain the same. This would increase costs for limited access to alternative voting. Low risk, but high in costs.

**5) Alternative/paper for both Advanced Poll and Election Day**

This option has the highest risk and the highest cost. To run this combination we would be required to have all voting locations electronic. The voters list would need to be electronic, preferably on a hard wired system with live time updates to avoid the risk of fraudulent voting attempts. Election staff would need significant training to operate the system and troubleshoot on site. There are also issues with any technology upgrades needed in polling stations that are not owned by the Town. We would also need computers at every polling station. With regards to compliance with the Municipal Elections Act, the Act allows for 2 advance polling days. For alternative voting we can expand the polling times. Having 2 different sets of schedules for advance polling would be very confusing to the voter.

Council has indicated they would like to explore alternative voting. **With considerations of cost, risk and improving voter engagement issues, I would recommend the Combination Option 3 for the 2020 Municipal Election.** Presently advance voting accounts for roughly 1/3 of voting. The risk to using alternative voting is lower due to the volume of votes. This gives us an opportunity to try something new and allows us the opportunity to address any issues that arise between advance voting and election day.

It is important to note that any option that includes alternative voting will mean that costs will increase. The degree of the increase is dependent upon the options chosen. The lowest increase in costs is expected to be the recommended Option 3.



## AMHERST TOWN COUNCIL

CDR# 2018056

Date: December 18, 2017

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**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Jason MacDonald, Deputy CAO - Operations  
**DATE:** December 18, 2017  
**SUBJECT:** 2018/19 Capital Budget – East Pleasant Street Infrastructure Renewal

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**ORIGIN:**

Staff have been contacted by Mr. Russell Scott, the owner of the former St. Charles baseball field, who intends to construct a new street and a number of townhouses on that property. He has requested that East Pleasant Street be reconstructed in the upcoming fiscal year to coincide with the construction he will be undertaking on his property.

**LEGISLATIVE AUTHORITY:**

Municipal Government Act Section 65; *The council may expend money required by the municipality for (aa) streets, culverts, retaining walls, sidewalks, curbs and gutters; (ak) wastewater facilities and stormwater systems; (al) water systems.*

**RECOMMENDATION:**

That Council direct staff to promote the East Pleasant Street renewal project to Year 2 in the current ten year capital budget document, and defer the Beacon Street and Spring Street reconstruction projects to Year 4 of that document. Note: (Should the priority of these projects be switched as recommended, the East Pleasant Street project will be placed in Year 2 of the current year. Year 2 of the current ten year capital budget document forms the basis for the recommended capital budget for the coming fiscal year(2018/19))

**DISCUSSION:**

Based on the Town's Ten Year Capital Budget - Spring Street from Croft to Church and Beacon Street from Croft to Church were scheduled for complete infrastructure renewal in fiscal year 2018/19 (year 2). East Pleasant Street from Central to Church was included for complete renewal in 2020/2021(year 4).

Mr. Scott has indicated that if the Town were to re-construct this portion of East Pleasant Street this upcoming fiscal year then he would commence the development of his property at that time as well.

Staff have analysed the situation and believe that it makes sense to coordinate the street reconstruction with the development of the private lands. In this way the new services can be installed within the new road bed as it is reconstructed, and they will not have to be torn out during a subsequent reconstruction of the street. Just as importantly, the street can be designed so that the grade of the property within the new development functions efficiently with the new street infrastructure. Finally, the sidewalk in this area is in need of replacement, and it makes sense to



do this in conjunction with the new street and driveways being constructed within the development.

Should the infrastructure renewal on Spring Street and Beacon Street be deferred, routine street patching and sidewalk maintenance will be carried out to ensure an acceptable and safe surface for motorists and pedestrians is maintained. While the water, sanitary, and storm sewers are nearing the end of their useful service life staff are confident the existing infrastructure is not in danger of failure if these projects are deferred for two years.

Recently an RFP was issued for the design of the complete infrastructure renewal of East Pleasant Street from Church Street to Central Avenue. Staff estimate the cost of the design, drawings, and tender documents to be \$20,000. **Should this recommendation be accepted the CAO will direct staff to procure this design, drawing and tender work immediately.** This amount can be accommodated within the existing Water and General operating budgets.

### **FINANCIAL IMPLICATIONS:**

The 10 year capital budget includes estimated costs of projects based on information available at the time. Staff have updated the information within our system based on the latest costs contained in recent reconstruction contracts. This update reflects the difference in the estimates below and those contained within the 10 year capital budget.

The updated estimated construction cost for Spring Street (190m) and Beacon Street (225m) replacement of street, curb, sidewalk, water, sanitary, and storm sewer including non-recoverable HST are:

- Spring Street (Croft to Church) - \$320,000
- Beacon Street (Croft to Church) - \$425,000
- Estimate for design services - \$40,000
- Total estimated cost - \$785,000

The updated estimated construction cost for East Pleasant Street (435m) replacement of street, curb, sidewalk, water, sanitary, and storm sewer including non-recoverable HST are:

- East Pleasant Street (Church to Central) - \$785,000
- Estimate for design services - \$20,000
- Total estimated cost - \$805,000

Funding for this project in the proposed capital budget of \$540,000 in the general capital budget and \$265,000 in the water capital budget.

### **COMMUNITY ENGAGEMENT:**

Some community engagement would take place with the residents during the design phase of the project. Additional engagement, including a public meeting, would take place prior to commencing construction.

### **ENVIRONMENTAL IMPLICATIONS:**

Replacement of the existing infrastructure which is reaching the end of its service life will

reduce water loss due to leakage and main breaks and eliminate storm water from entering the sanitary sewer system. The existing asphalt surface will be recycled (cold milled) and can be used for trails, parking lot maintenance, or 10-15% of the milled material can be incorporated into the new asphalt street surface.

**ALTERNATIVES:**

1. Do not proceed with East Pleasant Street infrastructure renewal at this time.
2. Include East Pleasant Street infrastructure renewal in the proposed 2018/19 capital budget in addition to Spring Street and Beacon Street reconstruction.

**ATTACHMENTS:**

N/A

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Report prepared by: Jason MacDonald, Deputy CAO, Operations

Report and Financial approved by:



## AMHERST TOWN COUNCIL

CDR# 2018053

Date: December 18, 2017

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**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Jason MacDonald  
**DATE:** December 18, 2017  
**SUBJECT:** Dual Stream Recycling Collection Solid Waste Bylaw Amendments

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**ORIGIN:**

With the destruction of the recycling facility at the Cumberland Joint Services Management Authority Little Forks site, all participating units are being requested to move to a dual stream recycling system so our recycling materials can be processed at other processing sites in Nova Scotia.

**LEGISLATIVE AUTHORITY:**

Municipal Government Act Section **172 (1)** A council may make by-laws, for municipal purposes, respecting (k) services provided by, or on behalf of, the municipality.

**RECOMMENDATION:**

That first reading of the attached amendments to the Solid Waste Bylaw be placed on the agenda of the December 18, 2017 meeting of Amherst Town Council.

**DISCUSSION:**

Historically the partnering municipal units in the CJSMA have utilized a single stream recycling program - we are the only area in Nova Scotia that does not utilize a dual stream system. With the destruction of the recycling facility at the Cumberland Joint Services Management Authority Little Forks site, all participating units are being requested to move to a dual stream recycling system so our recycling materials can be processed at other processing sites in Nova Scotia. Once our new recycling facility is constructed, dual stream recycling will also improve our efficiency at the sorting site and improve the marketability of our sorted recycling materials.

In order to enact a dual stream recycling system, amendments to the Solid Waste Bylaw are required. Such amendments are detailed in the attached bylaw.

The collection of dual stream recycling is being dealt with through the current process of developing a request for proposals for our new residential solid waste collection contract.

In addition to the changes to the residential sector, the Industrial, Commercial and Institutional (ICI) sector will also have to convert to two stream recycling. This will result in additional sorting and storage requirements for these businesses. As always when changes to our system are implemented, an educational period will be conducted prior to strict enforcement.



**FINANCIAL IMPLICATIONS:**

It is expected that a dual stream recycling system will save money in the form of reduced sorting being required at the recycling facility. The dual stream system could also improve the marketability of our recyclables through reduced contamination.

The cost of residential collection of a dual stream system to a single stream system is not known but is not expected to be significant. We have included this change in service in our draft RFP for residential collection services and will have solid numbers when those responses are received.

**COMMUNITY ENGAGEMENT:**

Staff of the CJSMA are preparing a public information session on the dual stream recycling topic in the new year.

**ENVIRONMENTAL IMPLICATIONS:**

Dual stream recycling reduces contamination at the source of the material and therefore improves the actual recycling rate of the material at the sorting site.

**ALTERNATIVES:**

1. Do not move to a dual stream recycling system and continue to pay the additional costs of having the material sorted at the recycling facility.

**ATTACHMENTS:** Amended Solid Waste Bylaw

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Report prepared by: Jason MacDonald, Deputy CAO, Operations

Report and Financial approved by:

# Town of Amherst Solid Waste By-Law

1. This By-Law is entitled the “Town of Amherst Solid Waste By-Law” and is developed in accordance with *the Municipal Government Act 1998, Chapter 18, Section 325*.

## Definitions

2. In this By-Law:

- (1) “**backyard composting**” means composting at a residential premise of organic solid waste comprised of yard waste and food scraps and spoiled or waste food or foodstuff excluding meat, fish, eggs or dairy products where:
  - (i) the waste is generated by the residents of the residential premise;
  - (ii) the annual production of compost on any property lot does not exceed 2 cubic metres;
  - (iii) the composter or compost pile is not located within 15 metres of any window or door of a structure on an adjacent property;
- (2) “**biomedical waste**” means and is limited to carcasses of animals exposed to pathogens, disease waste, cultures and stocks, human blood and blood products, pathological waste, sharps waste, and other waste determined to be infectious;
- (3) “**CJSMA**” means the Cumberland Joint Services Management Authority or its successors who manage the operation of the Little Forks Landfill at Cumberland County;
- (4) “**collector**” means any person or corporation collecting solid waste in the Town for gain or profit licensed in accordance with section 7 of this by-law;
- (5) “**collector license**” means a license to transport solid waste generated within the town of Amherst and issued by the Solid Waste Manager.
- (6) “**commercial container**” means any container used for the storage of solid waste or any container used for the storage of organic materials or recyclable materials originating from industrial, commercial, or institutional premises on properties located in the Town of Amherst for collection by a hauler;
- (7) “**compostables / organics**” means food scraps and spoiled or waste food or foodstuff including vegetable peelings, meat, fish, eggs, bones, waste food products, soiled and wet paper and soiled paper products such as table napkins, paper towels, pizza boxes, wet ashes, leaves and yard waste, together with such other organic materials as may, from time to time, be identified in public education documents suitable for municipal collection in compost bins;

- (8) “**compost bin**” means a wheeled aerated cart designed to be emptied by hydraulic lifting devices for the storage and municipal collection of compostables made available by or through the Town for that purpose;
- (9) “**composting**” means the nuisance-free biological decomposition of organic materials, substances or objects under controlled circumstances to a condition sufficiently stable for nuisance-free and safe storage and use in land applications;
- (10) “**container recyclables**” means redeemable beverage containers, steel, tin or aluminum food containers and cans, glass food containers, jars and bottles, low density polyethylene bags and packaging, high density bags, containers and packaging, polycoat containers for milk, milk products, soya milk, concentrates or other liquids or powders, and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Amherst or CJSMA as suitable for municipal container recyclables collection;
- (11) “**construction, demolition and renovation debris**” means materials which are normally used in the construction of buildings, structures, roadways, walls and other landscaping material and includes, but is not limited to, soil, asphalt, brick, mortar, drywall, plaster, cellulose, fiberglass fibers, gyproc, lumber, wood, asphalt shingles, and metals and such other materials as may be permitted from time to time by regulations of the Province of Nova Scotia for disposal at a disposal site for construction, demolition and renovation debris;
- (12) “**contaminated soil**” means soil which
- (i. has been contaminated with and contains in excess of 2,000 parts per million of total petroleum hydrocarbons; or
  - (ii. Has been removed from a site because of actual or suspected contamination pursuant to a requirement or order of the Nova Scotia Department of Environment;
- (13) “**contamination**” generally refers to any item which is not acceptable in any given source-separated stream according to the definition of that stream. In the case of recyclable materials, contamination also refers to recyclable items which may be soiled or dirty, which renders such items non-recyclable;
- (14) “**Council**” means the council for the Town of Amherst;
- (15) “**curb**” means that portion of the public street right-of-way between the traveled portion of the street and the property line which parallels the street center line;
- (16) “**Cumberland Central Landfill**” means the solid waste processing and disposal complex at Little Forks which includes a sanitary landfill, a recycling plant, a compost processing facility, leachate treatment facility, leaf and yard waste area, contaminated soils area, a metal salvage area, and a demolition debris disposal site;

- (17) **“Enforcement Officer”** means the person appointed by the Town to be the Enforcement Officer or their designate;
- (18) **“fibre recyclables”** means corrugated cardboard, newsprint, catalogues, bond paper, glossy flyers and magazines, paper egg cartons, boxboard, computer paper, telephone and other soft cover books, and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Amherst or CJSMA as suitable for municipal fibre recyclables collection.
- (19) **“hazardous waste”** means waste that may be harmful to humans, animals, plant life or natural resources including, but not restricted to, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid, pesticides and insecticides;
- (20) **“hospital and pharmaceutical waste”** means waste generated at hospitals, clinics, pharmacies, veterinary clinics, dentist offices and includes used needles, drugs, dressings, excluding pathological waste;
- (21) **“householder”** means owner, occupant, lessee, tenant or other person in charge of a dwelling, mobile home, hotel, restaurant, apartment unit, office building, public institution or other building or property, and includes the person assessed for the building pursuant to the Assessment Act, R.S.N.S. 1989, c.23;
- (22) **“ICI Sector”** means motel, restaurant, office building, public institution, manufacturing plant, retail sales outlet or any other premise not a residential premises as defined by this by-law;
- (23) **“owner”** means:
- (i. a part owner, joint owner, tenant in common or joint tenant of the whole or any part of the land or a building;
  - (ii. In the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building; or
  - (iii. In the absence of proof to the contrary, the person assessed for the property;
- (24) **“pathological waste”** means any part of the human body excepting hair, nail clippings and the like, any part of a dead animal infected with a communicable disease, and non-anatomical waste infected with a communicable disease;
- (25) **“premise”** means any building or property in the Town;
- (26) **“public education documents”** includes newspaper or radio advertisements, newsletters, pamphlets, flyers or other material circulated by mail or delivery by or for the Town, CJSMA, the Nova Scotia Department of Environment or the Nova Scotia Resource Recovery Board;

- (27) **“reactive waste”** means a waste that reacts violently with water or is readily capable of detonation or explosive reaction including calcium carbide;
- (28) ~~**“recyclable material”** means corrugated cardboard, newsprint, bond paper, glossy flyers and magazines, egg cartons, box board, computer paper and redeemable beverage containers, steel, tin or aluminum food containers or cans, glass food containers, jars and bottles, low density polyethylene bags and packaging, high density bags, containers and packaging, polycoat containers for milk, milk products, soya milk, concentrates or other liquids or powders, tetrapacks and any such other items as may, from time to time, be identified in public education documents distributed by the Town or CJSMA as suitable for municipal general recyclable material collection;~~
- (29) **“redeemable beverage container”** means a container of less than 5 litres which contains or has contained a beverage and was sealed by the manufacturer after the beverage was placed in it, other than a container for milk, mild products, soya milk or concentrates;
- (30) **“residential premises”** included single family dwellings, duplexes and apartment buildings with three dwelling units or less, but does not include a motel, hotel or inn;
- (31) **“residential solid waste”** includes compostables, recyclable materials and residual garbage generated at a residential premise;
- (32) **“residual waste”** means waste other than:
- (i. recyclable material;
  - (ii. compostables;
  - (iii. construction, demolition and renovation debris, pathological waste, reactive waste, septic waste, hospital and pharmaceutical waste, contaminated soils, friable asbestos, leaf and yard waste, sharps waste, white goods, or other material identified in this by-law as to be placed for collection only upon special collection dates;
  - (iv. notwithstanding subparagraphs (i and (ii hereof, residual waste may include compostables or recyclable materials to the extent separation of compostable and recyclable material was not reasonably possible for the waste generator because of the fusing or bonding together of materials in the state in which the waste generator received them or because of the reasonable cross-contamination of materials in the ordinary course of use by the waste generator if such contamination was unavoidable by the exercise of due diligence by the waste generator;
- (33) **“scrap metal / white goods”** includes items such as washers, dryers, dishwashers, stoves and refrigerators;

- (34) **“septic waste”** means the liquid and solid material removed from septic tanks, sewage treatment plants, and manholes, cesspools, privies and portable toilets;
- (35) **“sharps waste”** means hypodermic needles, syringes with needles attached, IV tubing with needles attached, dental scalers, scalpel blades and lancets that have been removed from the original sterile package;
- (36) **“solid waste”** includes recyclable material, compostables, and residual waste, construction, demolition and renovation debris, leaf and yard waste, contaminated soils and any other waste or discarded tangible personal property;
- (37) **“Solid Waste Manager”** means the Solid Waste Manager of the CJSMA;
- (38) **“stream”** means waste of the same kind being:
  - (i. compostables;
  - (ii. Recyclable material;
  - (iii. Residual waste;
  - (iv. Construction and demolition debris;
  - (v. contaminated soil;
  - (vi. solid waste of any type which is not acceptable at a municipal solid waste management facility; or
  - (vii. solid waste of any type which is only accepted on the occasion of special collections, or by contract, or by express approval in advance of the operator of a municipal solid waste management facility;
- (39) **“Town”** means the Town of Amherst;
- (40) **“unacceptable materials”** shall be defined as materials not accepted for disposal at the Cumberland Central Landfill, this includes but is not limited to biomedical waste and household hazardous waste;
- (41) **“yard and leaf waste”** means vegetative matter resulting from gardening, horticulture or landscaping, including materials such as tree and shrub trimmings, plant remains, grass clippings, leaves, trees and stumps, but excludes construction and demolition debris or contaminated organic matter.

**Source Separation**

- 3. Owners and occupants of property in the Town shall separate solid waste at the time of generation, and provide storage, placement for collection and disposal into uncontaminated separate solid waste streams as follows:
  - (1) compostables;
  - (2) **(i. container** recyclable materials;  
**(ii. fibre** recyclable materials;
  - (3) residual waste;
  - (4) construction, demolition and renovation debris;

- (5) contaminated soil;
- (6) solid waste of any type which is not accepted at a municipal solid waste management facility, each such type in its own stream; and
- (7) solid waste of any type which is only accepted on the occasion of special collections, or by contract or by express approval in advance of the operator of a municipal solid waste management facility, each such type in its own stream.

## **RESIDENTIAL SECTOR**

### **Residential Solid Waste Disposal**

4. Except for the placement of solid waste for collection in accordance with this by-law, no person shall deposit, cause to be deposited or permit to be deposited solid waste at any place in the Town provided, however, that:
  - (1) backyard composting carried out in such manner as not to constitute a nuisance is permissible;
  - (2) no person shall place, cause to be placed for collection any solid waste that is not separated as required by Section 3 of this by-law or which is falsely or misleadingly presented or packaged as solid waste of a particular kind, type, stream or place of origin or which is concealed within or intermingled with solid waste of another kind, type, stream or place of origin;
  - (3) no householder in the Town shall permit the accumulation of solid waste in or around the property to the extent that it is or is likely to become a nuisance, unsightly or a hazard to public health;
  - (4) subject to statutes, regulations or laws of the Province of Nova Scotia or Canada to the contrary, the unconcentrated disposal of waste trees, brush or portions thereof or other organic farm or forestry waste by decay on forest or farm land is permitted; and
  - (5) subject to statutes, regulations or laws of the Province of Nova Scotia or Canada or other by-laws of the Town to the contrary, the nuisance-free disposal of aggregate, soil, bricks, mortar, concrete, asphalt pavement, porcelain or ceramic materials as fill is permitted.

### **Municipal Residential Collection**

5. Council may, by resolution, provide for municipal collection of solid waste by a contractor in some or all areas of the Town and, for greater certainty and without limiting Council's discretion to use different collection classifications, Council may limit collection to particular types of solid waste to properties containing not more than a specified number of residential households, and/or to commercial solid waste generators of a particular type or size or generating not more than a specified volume of solid waste, and may provide different collection services for any different class of waste generator.

## **Solid Waste Collection**

6. Except to the extent authorized by contract with the Town or by public education documents distributed from time to time, including but not restricted to public education documents or notices published in connection with special collection days, persons placing solid waste for collection shall comply with the following:
- (1) the frequency and schedule of collection of residual residential solid waste within the Town shall be determined by resolution of Council;
  - (2) all solid waste shall be placed for collection within three meters of the curb, placed in such a manner as to interfere as little as possible with pedestrian traffic and snow removal;
  - (3) residual waste shall be placed for collection in securely tied, transparent, colourless, plastic disposable water-proof bags of a dimension not smaller than 60 cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag and not more than six [6] such bags per dwelling unit shall be placed for collection on any one collection day;
  - (4) ~~general~~ **(i. container** recyclable materials shall be placed for collection in securely tied, transparent plastic disposable water-proof bags of a dimension no smaller than 60 cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag. Not more than **six three [63]** such bags or bundles per dwelling unit shall be placed for collection on any one collection date;  
  
**(ii. paper recyclable materials shall be placed for collection in securely tied, transparent plastic disposable water-proof bags of a dimension no smaller than 60 cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag. Not more than three [3] such bags or bundles per dwelling unit shall be placed for collection on any one collection date;**
  - (5) the collection of organic materials (compostables) shall be subject to the following conditions or such further conditions as the Town may establish by resolution:
    - (i. each residential premises shall have a compost bin as approved by the Town in which organics are to be placed for collection;
    - (ii. the compost bins are the property of the Town. The owner of the residential premises shall be responsible to ensure that such bins are kept secure on their premises and are kept in good repair;
    - (iii. storage of food scraps and spoiled or waste food or foodstuff, except as disposed of by backyard composting, shall be removed from every property by the occupant no less than once every two weeks and disposed of according to this by-law;

- (iv. leaf and yard waste placed for collection shall, in the case of leaves, be placed in compostable/paper bags of a dimension no smaller than 60 cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag and not more than 10 such bags per residential premise shall be placed for collection on any one collection day. Brush and tree branches shall not exceed 1.5 m in length or 25 kg in weight and individual limbs shall have a diameter not exceeding 5 cm in diameter;
- (6) bulky items placed for special collection shall not exceed 50 kg in weight for any one item or 150 kg for all items for any one residential premise on any one special collection date and no individual item shall measure greater than 2.0 meters in any dimension;
- (7) except to the extent authorized by contract with the Town or by public education documents distributed from time to time, no person shall place for collection:
    - (i. hazardous waste
    - (ii. hospital and pharmaceutical waste
    - (iii. pathological waste
    - (iv. asbestos
    - (v. septic waste
    - (vi. hot or dry ashes
    - (vii. dead animals
    - (viii. industrial waste, including non-residential farm, forestry or fishing waste
    - (ix. tires
    - (x. waste generated outside the Town
    - (xi. other materials or solid waste as may be identified as unacceptable for collection in public education documents distributed from time to time;
- (8) Scavenging
    - (i. no person shall pick over, interfere with, disturb, remove or scatter any waste or bundled article placed out for collection, whether in a concealed container or otherwise;
    - (ii. no person shall permit or suffer any animal owned or harboured by him or under his control to pick over, interfere, disturb, eat, remove or scatter any waste placed out for roadside collection;

- (iii. except as authorized by the Town, no person shall remove recyclable material or other solid waste placed or apparently placed for municipal collection by waste generators, owners or occupants and all recyclable materials are the property of the Town from the moment of placement for municipal collection. Nothing in this section relieves an owner or occupant from the duties set out in subsection [(12)] of section [6];
  - (iv. this section does not apply to the person who placed the waste material for collection or to the Town, its contractors or authorized Town collection contractors;
- (9) no person shall place solid waste for collection on a property other than solid waste generated on that property;
  - (10) no person shall place waste from premises other than residential premises on municipal property for collection or other reason without written permission from the Town;
  - (11) waste refrigerators and freezers shall either be stored inside or enclosed, locked child-proof building or shall have their doors removed from the appliance;
  - (12) solid waste containers, compost carts, uncollected waste and any waste scattered by animals, pests or weather shall be removed by the householder from the place where such solid waste was placed for collection not later than midnight on the day of collection.
7. Only the contractor hired by the Town is permitted to regularly collect solid waste from residential premises in Amherst.

**Special Collections**

8. Council may, by resolution, provide for special municipal solid waste collections on an occasional basis or may provide for municipal collection from a drop-off site, of particular types of solid waste, such as discarded Christmas trees, bulky items not eligible for regular municipal collection, household hazardous waste or other specified solid waste, and may limit such special collection in particular areas of the Town, to properties containing not more than a specified number of residential households and/or to commercial solid waste generators of a particular type or size or generating not more than a specified volume of solid waste.

**Solid Waste Containers**

9. The owner and occupant of every property in the Town shall provide sufficient and adequate receptacles or containers for solid waste which may accumulate from time to time on the property, and, without limiting the generality of the foregoing:
- (1) food scraps and spoiled or waste food shall be stored in compost bins or in other receptacles or containers that are water-proof, impervious to domestic and wild animals and rodents and which are designed to avoid the entrapment of children;

- (2) compost bins or other receptacles or containers used for storage of food scraps and spoiled or waste food shall not be placed or kept within 2 meters of a window or door situated on an abutting or adjacent property;
- (3) recyclable material and residual garbage shall be stored inside buildings or in receptacles or containers that are water-proof, impervious to domestic and wild animals and rodents, and which are designed to avoid the entrapment of children.

## **INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL SECTOR (ICI)**

### **Industrial, commercial, Institutional Solid Waste Disposal**

- 10. (1) Owners and occupants of properties in the ICI Sector which generate the following waste shall, either personally or by employees, contractors or agents and in compliance with all applicable federal, provincial and municipal laws, remove and dispose of such waste:
  - (i) all solid waste generated by industrial, commercial or institutional premises, facility or operation;
  - (ii) all solid waste resulting from construction of any kind, including renovation or repair;
  - (iii) all solid waste resulting from the demolition of a building or structure.
- (2) The Town, by contract with solid waste generators in the ICI Sector, may provide collection of solid waste and may, in such contract, vary any of the limitations or restrictions applicable to general municipal collection as set out herein.
- (3) The property owner of an industrial, commercial or institutional property shall ensure that:
  - (i) adequate space is provided on the property to accommodate containers for the collection of source-separated residual waste, organic materials, **container** recyclable materials **and fibre recyclable materials** generated at the property;
  - (ii) where food is consumed on site, receptacles must be present to accommodate the collection and separation of residual waste, organic material, and recyclable materials for people disposing of such material;
  - (iii) signage clearly defined for the sorting of recyclables, organic materials and residual waste is to be located within three [3] meters of the commercial container(s);
  - (iv) where industrial, commercial or institutional properties have a chute, signage is required to be posted on every floor where access to a chute is provided to instruct tenants to the location of commercial containers for residual waste, recyclables, and organic materials.

- (4) The occupant of an industrial, commercial or institutional property shall:
- (i) source separate all waste generated in the occupant's unit or portion of the building at the point of generation into residual waste, organic material, **and container** recyclable material **and fibre recyclable material**, so as to comply with the disposal bans and to facilitate their recycling, composting or disposal in accordance with the Town's waste resource management system;
  - (ii) place for collection source separated material in containers in accordance with Section 11 at the storage areas on the property as designated by the property owner;
  - (iii) place all residual waste in securely tied, transparent, colourless plastic disposable water-proof bags of a dimension not smaller than 60cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag;
  - (iv) where food is consumed on site, clearly label bags of solid waste generated and sorted by consumers of food with identifying labels or markers provided by the Solid Waste Manager for this purpose. This provision does not relieve the occupant of the requirement to source separate waste generated or handled by employees on site.

### **Commercial Containers**

11. (1) Any person who makes use of a commercial container for the temporary storage of waste shall ensure that such commercial container:
- (i) is sturdily constructed of weather-proof and animal-proof material, and is capable of containing the material deposited within;
  - (ii) has displayed thereon the name and telephone number of the owner of the container and the type of material to be deposited therein;
  - (iii) has displayed thereon the following message "GARBAGE" or "WASTE" where residual waste is to be deposited in the commercial container;
  - (iv) has displayed thereon the following message "ORGANICS" where organic materials are to be deposited in the commercial container;
  - (v) has displayed thereon the following message "**CONTAINER** RECYCLABLES" where **container** recyclables are to be deposited in the commercial container;
- has displayed thereon the following message "**FIBRE** RECYCLABLES" where **fibre** recyclables are to be deposited in the commercial container

- (vi) where it is not possible to display the appropriate message as outlined in this subsection directly on the commercial container, then appropriate signage shall be posted within three [3] meters of the commercial containers with the message indicating the materials to be deposited therein, and
- (vii) any message required by this section shall use lettering not less than 10 centimeters in height and 4 centimeters in width;
- (viii) is equipped with a lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;
- (ix) is cleaned regularly and periodically, as necessary to avoid the build-up of odours;
- (x) where tenants are required to place materials in the container, the container shall be designed and situated to be reasonably accessible for this purpose.

(2) The owner of any premises on which a commercial container is placed shall ensure that:

- (i) where possible, any such container is kept behind or beside the building which it serves;
- (ii) if kept in front of the building due to lot size and/or property configuration, such container is located at least six (6) meters from the front property line;
- (iii) any such container is reasonably screened so as not to be visible from any street; and
- (iv) any such container is kept in a manner that is not unsightly and does not cause a nuisance or health-related problem.

(3) No person shall place a commercial container on any public street within the Town without the written permission of the Town Engineer.

(4) The owner of any premises upon which a commercial container is located shall be responsible to:

- (i) keep the area surrounding any such container free from litter and waste;
- (ii) cause any such container to be emptied at least once in every seven [7] days or more frequently if the container becomes filled before the seven day period elapses unless the material is of a nature such that longer storage will not cause a nuisance or health related problem (e.g. dry or inert type materials, recyclable material, scrap metals, etc.);
- (iii) to ensure that any such container is loaded uniformly and is loaded such that waste material is completely contained within the container when closed.

- (5) The owner of any industrial, commercial or institutional premises shall ensure that commercial containers on the premises:
  - (i) accommodate source separated waste generated at that location;
  - (ii) are designed and constructed such that the waste (residual waste, organic materials, recyclable materials) remains in a source separated condition; and
  - (iii) are easily accessible to the occupants.
- (6) The owner of any industrial, commercial or institutional premises may make use of aerated organics containers specifically designed and approved for the storage and collection of source-separated organic materials from industrial, commercial or institutional premises provided the owner complies with the other applicable requirements of this Section 11.
- (7) Bulk commercial containers used during construction or repair work need not comply with paragraphs [11. (1)] and [11. (2)] of this by-law for temporary period of not more than six [6] months or until the completion of the construction or repair work, whichever is sooner.

## **GENERAL**

### **Inspections**

- 12. Where an inspection is required or conducted pursuant to this by-law:
  - (1) the Enforcement Officer may enter in or upon land or premises at a reasonable time without a warrant;
  - (2) except in an emergency, the Enforcement Officer shall not enter a room or place actually being used as a dwelling without the consent of the owner or occupier, unless the entry is made in daylight hours and written notice of the time of the entry is given to the owner or occupier at least twenty-four hours in advance; and
  - (3) where a person refuses to allow the inspector to exercise, or attempts to interfere or interferes with the Enforcement Officer in the exercise of a power granted pursuant to this by-law, the Enforcement Officer may apply to a judge of the Supreme Court of Nova Scotia for an order,
    - (i) to allow the Enforcement Officer entry to the building, and
    - (ii) restraining a person from further interference;
    - (iii) to recover all costs associated with any such order.

### **Solid Waste Collectors**

13. No person shall engage in the business of collection or transporting solid waste generated within the Town of Amherst, nor shall they deposit solid waste at the Cumberland Central Landfill unless the person holds a current collector License from the Town of Amherst for that purpose, obtained or renewed before March 31 in each calendar year.
14. The application for a Collector's License shall be made in writing, in duplicate, on such form as may be specified by the solid Waste Manager from time to time, and signed by the person applying therefore. Every application for a Collector License, including each annual renewal, shall contain the following information:
  - (1) the name, address and phone number of the applicant;
  - (2) the provincial motor vehicle registration number and description by make, model and year of any vehicles to be used by the applicant in connection with the collection or transportation of solid waste in the Town of Amherst;
  - (3) a description of the types of solid waste for which a Collector License is sought;
  - (4) an annual license fee as determined from time to time by Council.
15. Licensed collectors shall use collection and transportation equipment which:
  - (1) is insured for third party liability in such amount as may be required from time to time by the Solid Waste Manager or as listed in tender documents;
  - (2) is registered under the Motor Vehicle Act and which complies with all provisions of that Act or of any other applicable statute or regulation in effect from time to time;
  - (3) is driven by an operator with valid operator's permits of the requisite class for that type of vehicle;
  - (4) is designed and utilized in a manner which prevents any solid waste or liquid waste from falling out, being spilled, blown or scattered from the vehicle during collection or transportation and, in particular:
    - (i) must be equipped with a tailgate or other restraining device which shall be closed while the vehicle is in motion;
    - (ii) must be equipped with a cover, tarpaulin or other adequate protective device to prevent littering during collection or transportation of solid waste;
  - (5) if used in the collection of more than one type of solid waste, be designed, constructed and used in such a manner as to prevent cross-contamination between different solid waste streams;
  - (6) displays the name of the Licensed Collector in characters not less than 2.5 cm in height.

16. Licensed collectors shall:
- (1) refuse collection of solid waste which is not separated or otherwise placed for collection in accordance with the requirements of this by-law;
  - (2) haul in separate loads of solid waste collected in different municipal units, except as may be expressly authorized by the Solid Waste Manager;
  - (3) comply with the provisions of this by-law, including but not restricted to those concerning the placement or deposit of solid waste at municipal solid waste management facilities;
  - (4) attend courses or training seminars, as stipulated from time to time by the Solid Waste Manager regarding the collection and transportation of solid waste, the use of solid waste management facilities and the public education of solid waste generators;
  - (5) comply with any directives or restriction on collection or transportation routes, or the timing, procedures or methods to be utilized in connection with the collection or disposal of solid waste at a municipal solid waste management facility as may be specified by the solid Waste Manager from time to time.
17. The Solid Waste Manager may refuse to issue or renew or may revoke or suspend a Collector's license for breach of the by-law or of the terms or conditions of a License. The Solid Waste Manager may suspend a Collector's License on reasonable and probable grounds without hearing or notice in the event of a willful breach of the by-law or a loss or apparent loss of vehicle/driver licensing, registration of insurance, in which event an interim suspension shall remain in effect for a period of up to 30 days pending a hearing. In all other instances, a refusal to issue or renew or a revocation or suspension of the license shall only be made by Council after convening a hearing.

### **Prohibitions**

18. No person shall export or remove solid waste material generated within the Town of Amherst outside the boundaries of Cumberland County and all such solid waste shall be disposed of within the boundaries of Cumberland County and in accordance with this by-law.
19. For the purpose of Section 18., solid waste means solid waste materials including but not limited to residual waste, industrial/commercial/institutional waste, construction and demolition waste, mixed waste, and organic materials but does not include recyclable materials from industrial, commercial and institutional premises, pathogenic or biomedical waste, hazardous waste materials.

### **Enforcement and Penalty**

20. Proof that solid waste that was deposited or placed somewhere in contravention of this by-law originating from a particular person shall be evidence that the person so deposited or placed it, or caused or permitted it to be so deposited or placed, in the absence of evidence to the contrary.

21. Any person who contravenes any provision of this by-law is punishable on summary conviction by a fine of not less than \$200 and not more than \$5,000 and to imprisonment of not more than 60 days in default of payment thereof.
22. Each day that a person commits an offence under this by-law constitutes a separate offence.

### **Solid Waste Disposal**

23. It is the policy of the CJSMA that all materials brought for disposal to the Cumberland Central Landfill are source separated at the time of generation as per Section 3 of this by-law.
24. No person shall place, cause to be placed or permit to be placed at, in, or adjacent to a municipal solid waste management facility any solid waste when the facility is not open or when the operator or municipal staff of the municipal solid waste management facility refuses to accept a load or loads of items of solid waste.

### **Scavenging**

25. No person shall remove material from the Cumberland Central Landfill without permission from Cumberland Joint Services Management Authority.

### **Inspection and Enforcement at Cumberland Central Landfill**

26. Loads entering the Cumberland Central Landfill site will be inspected. Waste haulers and generators are advised that CJSMA reserves the right to reject non-compliant loads or portions of loads and to recover additional waste management cost incurred due to the improper disposal of non-compliant materials by haulers and/or generators.

In the event materials are not in compliance with regulations for disposal at the site not identified by the site owners and operators until dumping of the materials has commenced or has been concluded, the collector and the originator of such materials shall be responsible to immediately remove the non-compliant materials from the site.

Any waste hauler/generator disposing of solid waste at the Cumberland Central Landfill must provide a manifest upon request.

**Repeal**

27. The Town of Amherst Solid Waste By-law, D-20, approved by Council on April 22, 2002 with amendments dated February 24, 2003 and April 30, 2007 is hereby repealed.

**Clerk's Annotation for Official By-Law Book**

Date of First Reading: \_\_\_\_\_ 28 March 2011 \_\_\_\_\_

Date of Notice of Intent to Consider: \_\_\_\_\_ 12 April 2011 \_\_\_\_\_

Date of Second Reading: \_\_\_\_\_ 26 April 2011 \_\_\_\_\_

\*Date of Advertisement/Notice of Publication\* \_\_\_\_\_ 16 May 2011 \_\_\_\_\_

Date of mailing to Minister a certified copy: \_\_\_\_\_ 16 May 2011 \_\_\_\_\_

I certify that this **Solid Waste By-law** was adopted by Council and published as indicated above.

-----  
Gregory D. Herrett,  
Town Clerk and CACChief Administrative Officer

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Date

\*Effective Date of the By-Law unless otherwise specified in the text of the By-Law.



## AMHERST TOWN COUNCIL

CDR# 2018057

Date: December 18, 2017

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**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Jason MacDonald, Deputy CAO - Operations  
**DATE:** December 18, 2017  
**SUBJECT:** Residential Solid Waste Collection RFP

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**ORIGIN:**

The current 5 ½ year residential solid waste collection contract is due to expire on March 31, 2018. A new contract is required to continue with this service.

**LEGISLATIVE AUTHORITY:**

Municipal Government Act Section 65; *The council may expend money required by the municipality for (q) collecting, removing, managing and disposing of solid waste.*

**RECOMMENDATION:**

That Council direct staff to prepare and release a request for proposals for the collection of residential solid waste, including collection of recyclable material on a dual stream basis, based on the options and evaluation criteria contained within this CDR.

**DISCUSSION:**

The current residential solid waste collection contract expires on March 31, 2018. In order to continue providing this service, a new contract is required. As Council has recently approved in principle the switch to a dual stream collection of recyclables, the RFP should be drafted to reflect this potential change. The accepted method of securing such a contract is through the request for proposals method.

**The following options will be incorporated into the RFP:**

Optional price for a special yard waste collection each spring and fall

Optional price for a special bulky item collection each spring

Optional price for Christmas tree collection in January and May of each year

Optional price for six extra organic collections resulting from a possible weekly organics collection program from June 15 to September 15

Optional Price for C & D special collection each spring

Optional price for weekly pickup of approximately 30 public solid waste receptacles on streets and within parks between April 1 and November 30

Optional price for the bi-weekly collection of one special bulky item



**FINANCIAL IMPLICATIONS:**

The contract price is captured within the residential solid waste charge which is currently \$160 per year. This charge can be increased or decreased by Council during the regular budget process. The previous contract total price was approximately \$1,344,609 for 66 months. **The proposal submitted by each proponent will be evaluated according to the following factors:**

- 10%** Previous experience in the provision of residential solid waste collection, including:
  - a) Overall experience of the company;
  - b) Experience of the project manager and other assigned individuals;
  - c) Acceptable reference recommendations.
  
- 70%** Cost of the service, including:
  - a) Overall cost of the primary residential three stream collection service;
  - b) Cost of individual special collections;
  - c) Cost of additional work required of the contractor.
  
- 10%** Type, age, and condition of equipment to be used for the collection service.
  
- 5%** General organization and clarity of the proposal.
  
- 5%** Social considerations

**COMMUNITY ENGAGEMENT:**

No specific community engagement has been contemplated specifically for the release of the RFP.

**ENVIRONMENTAL IMPLICATIONS:**

In the RFP submission process, bidders may propose changes to the system that incorporates environmental improvements in the process.

**ALTERNATIVES:**

1. Direct staff to add additional optional collection practices or make one or more of the current options mandatory.
  
2. Direct staff to negotiate a short term extension of the current contract to allow Council time to review their options.

**ATTACHMENTS:**

N/A

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Report prepared by: Jason MacDonald, Deputy CAO, Operations

Report and Financial approved by:

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Gregory D. Herrett, CPA, CA – Chief Administrative Officer  
**Date:** December 18, 2017  
**Subject:** Urban Hub

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The Chairman & CEO of Corporate Research Associates Inc., Don Mills has, for several years now, been promoting an “urban hub” concept which is outlined in the attached document. He recently hosted a session in Truro to discuss the concept and has asked each of the hub communities represented to approve the concept in principle so that it can be developed further.

New Glasgow and Yarmouth have now endorsed the hub concept in principle. Bridgewater has discussed the concept at the Committee of the Whole level and is supportive of working with the other identified “hub” communities. Truro and Kentville have yet to formally discuss it. I understand from speaking with the CAO’s in each of these centres, that while the concept has been fairly well accepted by many, some have concerns that embracing it may cause issues with their municipal neighbors.

The direction being sought is whether Council endorses the concept in principle and wishes to work with the others, and Mr. Mills, to more fully develop it.

Councillor Jones attended the session that was recently held in Truro on this topic and may have more to add at the meeting.

## The Need for a New Economic Strategy

Nov Scotia is currently in year nine of a lost decade. The average real GDP growth in the province over the past eight years has been an anemic 0.5%. This is on average about 1.0% less than the national GDP average for Canada over the past eight years. In fact, Nova Scotia's economy has been dead last in the country for 22 out of the last 25 years. Clearly, the current economic stargey for the province is not working.

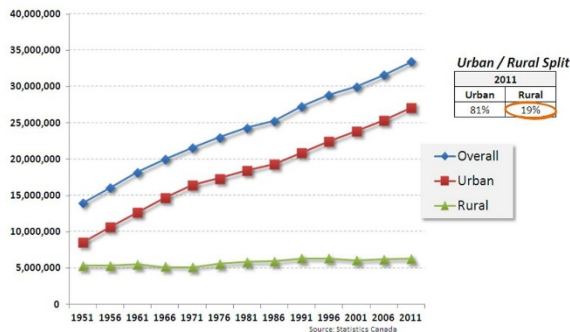
Gross Domestic Product									8-Year Average
	2009	2010	2011	2012	2013	2014	2015	2016	
Annual % Change									
Canada	-3.2	3.5	3.3	1.9	2.5	2.6	0.9	1.3	1.6
Nova Scotia	0.0	2.6	0.3	-1.0	-0.3	0.7	1.0	0.9	0.5

Source: Statistics Canada.

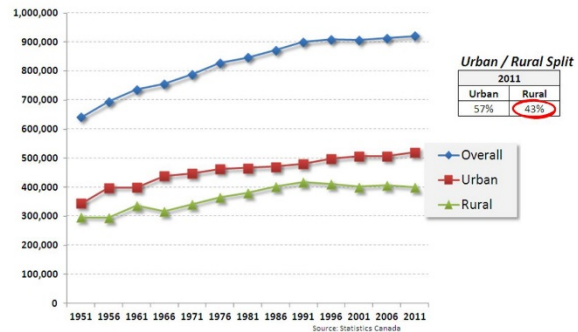
There are two structural problems in our economy in Nova Scotia that prevent our province from performing even average economic growth rates for the country.

The first structural problem is that Nova Scotia has **twice as many** residents living in small rural areas of the province (43% of the population compared to the rest of the country (19% of the population).

Population Growth, Urban versus Rural, 1951-2011  
Canada



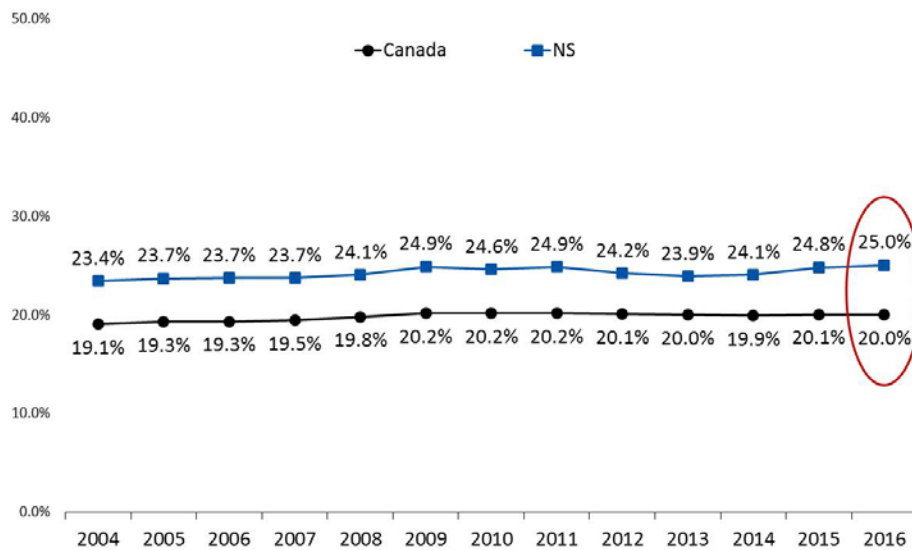
Population Growth, Urban versus Rural, 1951-2011  
Nova Scotia



This leads to two specific economic challenges: first, the cost of public sector service delivery is more costly per capita (resulting in much higher levels of taxation) than in more urbanized parts of the country and, secondly, the ability to generate full-time, year-round work is much more difficult in smaller communities that too often do not have the necessary economic base to generate those jobs. The consequence is that too many of our rural communities rely on seasonal work to make do. The effect of this higher reliance on seasonal work for our population means that the province has fewer workers building and growing the economy. In effect, the province is playing a man short and trying to keep up with the rest of the country. Continued reliance of this type of part-time economy dooms the province to slower than normal growth.

The second important structural problem in our economy is that proportionately the province has fewer private sector workers compared to the other provinces outside Atlantic Canada. Indeed, the latest StatsCan numbers indicate that **one in four** of those with jobs work for the public sector in Nova Scotia. The average is **one in five** for Canada as a whole. Again, the province is playing one man short and expecting to grow at the same rate as the country overall. It is not possible, that is, if you believe it is the private sector most responsible for creating jobs and generating economic wealth in Canada.

**Percentage of Public Sector Employees in the Workforce**  
Canada versus Nova Scotia

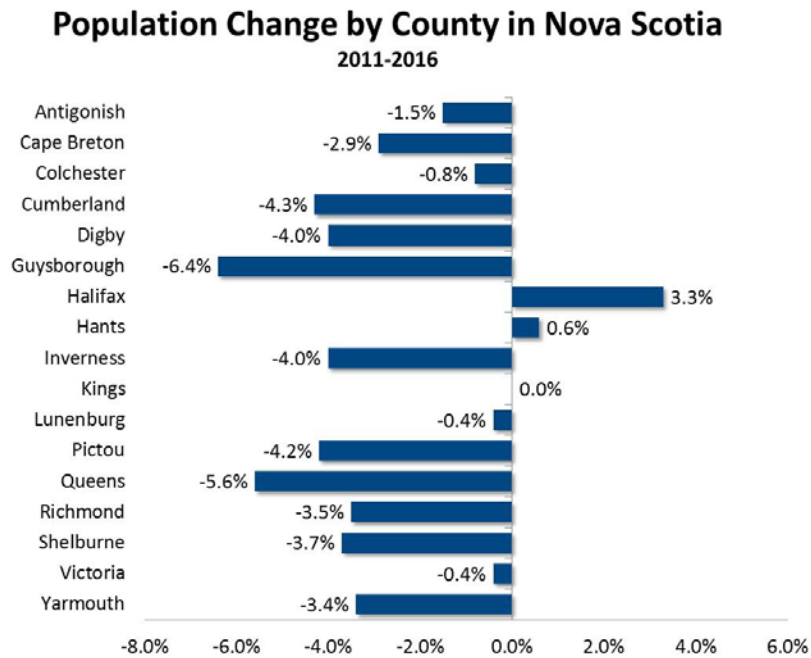


Statistics Canada, 2017: CANSIM 282-0089.

Our research has shown that Nova Scotians are largely unwilling to move for better economic opportunities. But our research also indicates that most are willing to commute a reasonable distance from their homes for full-time employment and key public services such as health care. That reasonable distance is approximately 65 kms based on our work for the Ivany Commission.



In Canada, the population has grown consistently at 1% per year for more than sixty years. All that growth has been concentrated in urban communities (that is communities of 5,000 or more population). That has not been the case for Nova Scotia. The population in the province literally stopped growing until very recently in the early 1990s. Of that 1% growth in the national population, approximately 0.7% has been due to immigration. Nova Scotia (and for that matter, the rest of Atlantic Canada) has not shared in population growth attributed to immigration. Furthermore, there are now more people dying each year than are being borne. Of seventeen counties in Nova Scotia, all but three declined in population in the most recent census and four of eight urban communities (communities with a population of 5,000 or more) also declined in population.



*Source: Statistics Canada.*

Clearly, Nova Scotia needs to have reasonable population growth if it is to be able to replace the 100,000 65 year olds that will be leaving the workforce over the next 12 years. Nova Scotia has been able to grow its population in the last couple of years through increased immigration. But most of that growth has been limited to Halifax. The Ivany Commission suggested that the province needed 7,000 net new residents per year by 2030 to replace all those aging baby boomers that will be leaving the workforce over that period. Last year that number was less than 5,000.



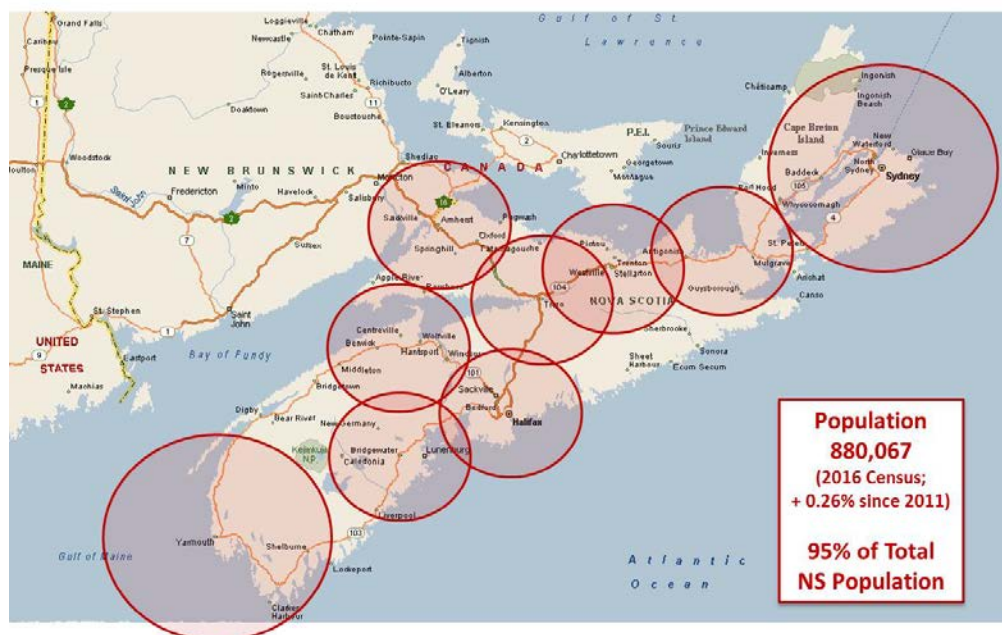
Impact of Aging Population in Workforce 65+				
	2015	2030	Difference	
			Number	Percentage
Atlantic Canada	449,400	709,200	259,800	+ 58%
Nova Scotia	179,500	279,500	100,000	+ 56%

Source: Statistics Canada.

So, what is the solution to turning around our economic prospects? Nova Scotia needs to replicate the success of Halifax as an economic hub for all those residing in nearby rural communities and who depend on the Halifax economy for jobs and key public services, for shopping and entertainment, for culture and sports. The Halifax Partnership developed a regional economic strategy for both urban and rural residents. This approach could serve as a model for creating other economic hubs around the province with Nova Scotia's urban communities at the centre of these hubs. These urban communities already serve as economic hubs. Is there a way to accelerate and expand this role to attract people from other parts of Canada or the world to these communities and create more economic activity and infrastructure to support all those living in surrounding and nearby rural communities?

If the urban communities would endorse this province wide economic strategy and commit to work together to develop comprehensive regional economic strategies, there is a real opportunity to bring more economic growth and prosperity to the province, than has been possible to date.

### Urban Centered Economic Development



There are nine economic hub zones in Nova Scotia that currently serve 95% of Nova Scotians within a mostly a 50km radius. Your community is the centre of one of these zones. Can we take control of our future together? I know that Halifax, through its Mayor and Council, the Halifax Partnership as the economic development agency for the municipality and the Halifax Chamber of Commerce are all willing to assist in this effort, because everyone recognizes that the province can only achieve its full economic potential if every part of the province is succeeding and growing. Can we count of your support and endorsement of this strategy as a first step?

Don Mills  
Chairman & CEO  
Corporate Research Associates Inc.



# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
**From:** Danielle Cooper, Procurement Coordinator  
**Date:** December 18, 2017  
**Subject:** 80/20 Update

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While all of the information has not been thoroughly analysed as of yet, the following is a summary of 'what we heard' from the various stakeholders involved in the 80/20 Trucking pilot project.

## General Contractors

At this point, indications from general contractors is that it has been difficult, particularly with the infrastructural type of work we were doing (pipe replacement and street renewal), to utilize the 80/20 rule. The work changes from day to day and may not involve the need for large amounts of trucks, which is really what the 80/20 was intended for (e.g. large road paving work). Small numbers of trucks are required (approximately 1-3), so once the contractor uses his own truck first, there may not be a need for a second truck. If there is, instead of using their original truck again, they need to organize with the Trucking Association for more. When the contractors bring in their own equipment and operators, there is flexibility for both to be used as needed (drivers can get out and dig, rake, etc.) which is lost when using a Trucking Association driver/truck. The contractors are also not always capable of predicting 12 hours before what work could be needed to be done the next day.

There has also been mention of having members of the Trucking Association watching job sites to determine whether Trucking Association trucks are being used or not. This has the potential to lead to negative local relationships amongst local companies.

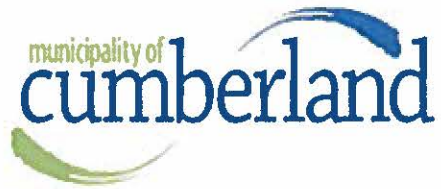
## Consulting Engineers

The consulting engineers have agreed that this type of infrastructural work is not ideal for having the contractors use outside forces to complete the work. Contractors have mentioned directly to them that it increases the bid pricing due to the uncertainty of how the flow is going to work and the added work of dealing with the Trucking Association dispatch.

## Trucking Association

Overall, the Trucking Association believes that with two out of the three contractors used, the system worked well where those contractors indicated the night before how many trucks were required. One company did not follow this pattern and the Trucking Association reached out the night before to try and organize to keep the flow going. Both sides will allow there has been quite a bit of animosity, as well as extra time spent discussing, between some of the contractors and the Trucking Association during these projects.

Once the remainder of the projects come to a close, we will be able to further evaluate and advise what the results were on how the system worked or did not work for our projects.



12 December 2017

Honourable Lloyd Hines  
Minister Transportation and Infrastructure Renewal  
Chedabucto Centre  
Guysborough, Nova Scotia  
B0H 1N0  
[lphines@ns.sympatico.ca](mailto:lphines@ns.sympatico.ca)

Honourable Bill Fraser  
Minister of Transportation and Infrastructure  
Kings Place; P.O. Box 6000  
Fredericton, New Brunswick  
E3B 5H1  
[bill.fraser@gnb.ca](mailto:bill.fraser@gnb.ca)

Re: Request for a meeting to discuss the high risk to national infrastructure crossing the Chignecto Isthmus (Tantramar Marsh)

The Honourable Amarjeet Sohi, Federal Minister Infrastructure & Communities, has indicated he is willing to meet with us to discuss the risks the highway, railway and electrical infrastructure crossing the Chignecto Isthmus face as a result of climate change and rising ocean levels.

Before the meeting with the federal minister takes place, we the municipal leaders of Sackville, N.B., and the Nova Scotia communities of Amherst and the Municipality of Cumberland request a joint meeting with Mr. Hines and Mr. Fraser sometime in January so we can be brought up to speed on this issue.

We note that Mr. Hines indicated, in a letter received by us on Nov. 20, 2017, that his department and the New Brunswick Department of Transportation and Infrastructure submitted a proposal on Nov. 6, 2017, to the federal government seeking funding, through Transport Canada's National Trade Corridors Fund, in order to conduct a Chignecto Isthmus Climate Change Adaptation Project Comprehensive Engineering and Feasibility Study.

We are particularly interested in being updated by the ministers on this proposal so that we are intimately aware of what the provincial governments are requesting from the federal government.

We also feel a meeting with the two provincial ministers would help clarify the roles and responsibilities of the provincial and municipal levels of governments while ensuring the province and municipalities are on the same wavelength when discussing this issue with the federal minister and members of his department.

It is our intention to invite our respective Members of Parliament and Members of the Legislature to the meeting with the two ministers because we feel it is important that all the representative of the people are speaking with a united voice on this urgent issue.

The three municipalities note that in his letter Mr. Sohi indicated the federal government has budgeted several billions of dollars in various programs over the next few years that will help communities prepare for the challenges resulting from climate change. Mr. Sohi noted that under the new agreement “proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.”

The minister also encouraged the municipalities to “provide your proposal to the province so that it may determine whether the project should be prioritized for funding consideration under the Adaptation, Resilience and Disaster Mitigation Stream.”

We believe a meeting sometime in January between the municipal leaders, the two ministers as well as the MLAs and MPs would create the necessary network that would enable the municipalities and two provinces to present a united front when approaching the federal government for funding under the programs mentioned by Mr. Sohi.

Thank you in advance for your co-operation and we look forward to meeting with you.



David Kogon  
Mayor, Town of Amherst



Al Gillis  
Warden, Cumberland County



John Higham  
Mayor, Town of Sackville

Attachment: Letter from Amarjeet Sohi, Minister of Infrastructure and Communities

Cc	Honourable Bill Casey – MP Cumberland	<a href="mailto:Bill.Casey@parl.gc.ca">Bill.Casey@parl.gc.ca</a>
	Honourable Dominic Leblanc – MP Beausejour	<a href="mailto:dominic.leblanc@parl.gc.ca">dominic.leblanc@parl.gc.ca</a>
	Premier Stephen McNeil – Nova Scotia	<a href="mailto:PREMIER@novascotia.ca">PREMIER@novascotia.ca</a>
	Premier Brian Gallant – New Brunswick	<a href="mailto:premier@gnb.ca">premier@gnb.ca</a>
	Bernard LeBlanc – NB MLA	<a href="mailto:Bernard.LeBlanc@gnb.ca">Bernard.LeBlanc@gnb.ca</a>
	Elizabeth Smith-McCrossin – NS MLA	<a href="mailto:mla@smithmccrossinmla.com">mla@smithmccrossinmla.com</a>

Minister of Infrastructure  
and Communities



Ministre de l'Infrastructure  
et des Collectivités

Ottawa, Canada K1P 0B6

His Worship Dave Kogon, Mayor of the Town of Amherst  
Warden Al Gillis, Warden, Cumberland County  
His Worship John Higham, Mayor of the Town of Sackville  
c/o 98 East Victoria Street  
Amherst, Nova Scotia B4H 1X6

NOV 29 2017

Dear Messrs. Kogon, Gillis and Higham:

Thank you for your letter of November 1, 2017, also addressed to the Honourable Lloyd Hines and the Honourable Bill Fraser, regarding addressing the risk to infrastructure across Chignecto Isthmus that connects New Brunswick and Nova Scotia. I also want to thank you for reaching out to me. I understand the urgency and sensitivity of this issue relating to climate change.

The Government of Canada has a long history of making strategic investments in a wide range of infrastructure categories. Infrastructure is the foundation of sustainable and inclusive communities—it removes barriers, brings people together and allows all Canadians to be active participants in their community. Moreover, good infrastructure fosters an environment where the best of Canadian innovation can grow.

The Government of Canada is investing more than \$180 billion under the long-term Investing in Canada Plan. Our priority is to promote infrastructure that will create good, well-paying jobs that can help the middle class grow and prosper. Key areas for investment include public transit, green and social infrastructure, transportation infrastructure that supports trade, and infrastructure in rural and northern communities.

Through Budget 2017, the Government has also announced plans to invest \$20.3 billion towards public transit that would transform the way Canadians live, move and work. Green infrastructure projects will also be prioritized through an investment of \$16.9 billion over 11 years that will reduce greenhouse gas emissions, deliver clean water, safely manage wastewater, and help communities prepare for challenges that result from climate change.

Under the new Agreement, proposed projects must first be prioritized by the Province before they are submitted to Infrastructure Canada for consideration. Once the agreement is signed, I would encourage you to provide your proposal to the Province so that it may determine whether the project should be prioritized for funding consideration under the Adaption, Resilience and Disaster Mitigation Stream.

...2

Canada

Infrastructure Canada has started discussions with its provincial and territorial partners to sign a long-term agreement with each of them that would see a total of over \$30 billion invested in infrastructure over the next 11 years.

Our goal is to conclude negotiation of the Integrated Bilateral Agreements by March 2018 at the latest.

Budget 2017 also announced \$2 billion over 10 years for the creation of the Disaster Mitigation and Adaptation Fund (DMAF). As a national, competitive, merit-based program, the DMAF is designed to support investments that will mitigate current and future climate risks, including floods. The objective of the DMAF is to strengthen the resilience of Canadian communities through investments in large-scale infrastructure projects, including natural infrastructure, to better withstand current and future risks such as floods, wildland fires, and droughts as well as other natural disaster risks, and ensure continuity of services. Infrastructure Canada is currently finalizing the program design and expects to launch the program in early 2018.

Further to your request for attendance at a full day session to discuss the risk to infrastructure across Chignecto Isthmus that connects New Brunswick and Nova Scotia, please contact Ms. Sadie Ghosn, Special Assistant, in my office at 613-949-1759.

Thank you for writing on this important issue.

Yours sincerely,



Amarjeet Sohi, P.C., M.P.

Enclosure

c.c. The Honourable Lloyd Hines, M.L.A.  
Minister of Transportation and Infrastructure Renewal  
Government of Nova Scotia

The Honourable Bill Fraser, M.L.A.  
Minister of Transportation and Infrastructure  
Government of New Brunswick

Minister of Infrastructure  
and Communities



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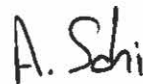
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Thank you for writing on this important issue.

Yours sincerely,



Amarjeet Sohi, P.C., M.P.

Enclosure

c.c. The Honourable Lloyd Hines, M.L.A.  
Minister of Transportation and Infrastructure Renewal  
Government of Nova Scotia

The Honourable Bill Fraser, M.L.A.  
Minister of Transportation and Infrastructure  
Government of New Brunswick



**Transportation and Infrastructure Renewal  
Office of the Minister**

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PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

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NOV 20 2017

Mr. David Kogon  
Mayor, Town of Amherst  
98 East Victoria Street  
Amherst, NS B4H 1X6  
[dkogon@amherst.ca](mailto:dkogon@amherst.ca)

Mr. Al Gillis  
Warden, Municipality of Cumberland  
30 Water Street, PO Box 301  
Pugwash, NS BOK 1LO  
[agillis@cumberlandcounty.ns.ca](mailto:agillis@cumberlandcounty.ns.ca)

Mr. John Higham  
Mayor, Town of Sackville  
31C Main Street, PO Box 6191  
Sackville, NB E4L 1G6  
[j.higham@sackville.com](mailto:j.higham@sackville.com)

Dear Mayor Kogon, Warden Gillis and Mayor Higham:

**Re: Chignecto Isthmus**

Thank you for your joint letter concerning the risk to the infrastructure situated along the Chignecto Isthmus due to the impacts of climate change and flooding. The Government of Nova Scotia recognizes the risks of climate change and the importance of protecting trade corridor infrastructure within the Chignecto Isthmus.

The Nova Scotia Department of Transportation and Infrastructure Renewal has partnered with the New Brunswick Department of Transportation and Infrastructure to submit a proposal for project funding under Transport Canada's National Trade Corridors Fund. The funding request is seeking federal support to conduct the Chignecto Isthmus Climate Change Adaptation Project Comprehensive Engineering and Feasibility Study. Our joint proposal was submitted to Transport Canada on November 6, 2017.

.../2

Mayor Kogon, Warden Gills and Mayor Higham  
Page 2

I have requested senior officials from my department contact the appropriate officials in other departments and to liaise with the New Brunswick Department of Transportation and Infrastructure to coordinate a meeting with your committee. The senior contact from Nova Scotia will be Mr. David Oxner, Executive Director of Transportation and Trade Corridors ([david.oxner@novascotia.ca](mailto:david.oxner@novascotia.ca)).

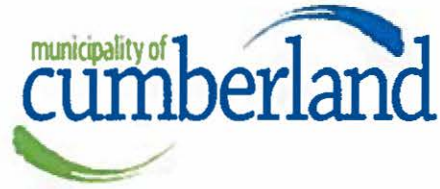
I appreciate you taking the time to write concerning this issue. As a former warden, I want to acknowledge the cooperation among the Towns of Amherst and Sackville and Cumberland County.

Sincerely,



Lloyd P. Hines  
Minister

- c: Honourable Amarjeet Sohi, Federal Minister of Infrastructure and Communities  
[infc.minister-ministre.infc@canada.ca](mailto:infc.minister-ministre.infc@canada.ca)
- Honourable Stephen McNeil, Premier of Nova Scotia  
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- Honourable Brian Gallant, Premier of New Brunswick  
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- Honourable Bill Casey, MP for Cumberland-Colchester  
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- Honourable Dominic LeBlanc, MP for Beauséjour  
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- Honourable Bill Fraser, Minister of New Brunswick Transportation and Infrastructure  
[bill.fraser@gnb.ca](mailto:bill.fraser@gnb.ca)
- Mr. Bernard LeBlanc, MLA, Memramcook-Tantramar  
[bernard.leblanc@gnb.ca](mailto:bernard.leblanc@gnb.ca)
- Ms. Elizabeth Smith-McCrossin, MLA, Cumberland North  
[mia@esmithmccrossinmla.com](mailto:mia@esmithmccrossinmla.com)



November 1, 2017

Honourable Amarjeet Sohi  
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Honourable Lloyd Hines  
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E3B 5H1  
[bill.fraser@gnb.ca](mailto:bill.fraser@gnb.ca)

Re: High Risk to National Infrastructure across Chignecto Isthmus (Tantramar Marsh)

We write to all three senior governments today to express our shared concerns over the increasing risk climate changes poses to the highway, railway, and electrical infrastructure that crosses the Chignecto isthmus shared by New Brunswick and Nova Scotia. As we live here we can attest to the documents showing the quickly increasing risk of flooding from the Bay of Fundy. This infrastructure across the head of the Bay is a key part of an integrated trade and commercial system of ports, marine terminals, airports, border crossings, and road and rail connections. The extent of damage of a major flood event on the isthmus will ripple across Canada, hugely effect our two provinces, and will be devastating to local governments at both ends of the Tantramar marsh.

Protection of the infrastructure investments on the Tantramar marsh rely on a series of agricultural dykes first built in the 1700s. The aging dykes combined with documented rising water levels and increased frequencies and intensity of weather events -- has led to new floodplain mapping. These clearly show that a flood that will breach the national Rail and Road networks is no longer a theoretical question - it is a matter of how soon it will occur.

A 2016 study of this topic by Natural Resources Canada estimates that a flood that interrupts road and rail activity here will cause over \$50 million/day in lost commerce. That report also examined adaptation options and found that the most cost-effective measure was to shorten and re-engineer dykes with a specific intent to protect priority infrastructure.

Since the study was released we have been working to raise understanding of the scope of the threat. While our local jurisdictions will be impacted, a solution requires far more than we can offer. Action requires national and interprovincial commitment and involvement of multiple public agencies as well as effected private ventures.

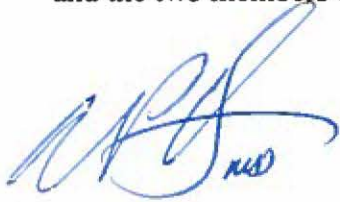
After a variety of independent actions by our respective local governments, we found we shared the same concerns and agreed the issue was too large for us to address. We jointly met with the local Members of Parliament for Cumberland and Beausejour ridings to explain the increasing urgency and the national scope of this matter. We noted that numerous complicating features seemed to be working against a cooperative and urgent response. We were advised that a joint letter should take those same messages to the three Ministers responsible for federal and provincial infrastructure as quickly as possible—hence this letter to each of you today.

We believe that the documented facts of the risks and impacts of this situation will be self-apparent and that discussion should be focused on protection and adaptation actions. However, we first want to ensure that is the case before you or your departments consider action. So we would suggest the following set of priority actions:

1. You or your senior representatives join us here within the next four or five weeks for a full day session on the data involved with the flooding threat to local, interprovincial, and national assets and interests.
2. That from those results we strike a working group that will:
  - Outline the prime funding sources, applications and documents necessary to act on the full response to the danger based on the recommendation in the Natural Resources Canada report and;
  - Produce an initial draft of terms of reference for a preliminary study to technically examine the nature of the work required to undertake a full response
  - Combine the results above into a full submission for funding and action necessary to protect the infrastructure of National importance across the Tantramar marsh.

We understand that much of this work can be undertaken during winter and highly recommend we seek to meet as soon as possible so that action can begin. Please know that each of the undersigned will be contacting your offices in the next few days to ensure the meeting can be as timely and productive as possible.

Thank you for your understanding of the urgency with which we have written to you today. As you will note we have copied the two Premiers as well as the two federal Members of Parliament and the two members of our respective provincial legislatures.



David Kogon  
Mayor, Town of Amherst



Al Gillis  
Warden, Cumberland County



John Higham  
Mayor, Town of Sackville

Cc Honourable Bill Casey - MP Cumberland  
Honourable Dominic LeBlanc - MP Beausejour  
Premier Stephen McNeil - Nova Scotia  
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[mla@esmithmccrossinmla.com](mailto:mla@esmithmccrossinmla.com)

# Monthly Report

## Corporate Services

### December 2017

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#### **FINANCIAL**

The 2018/19 budget process is under way by all departments. The Treasurer will review and make any necessary updates and/or revision before it goes to the CAO for review. The goal is to have budget discussions with Council in February 2018.

#### **TAX SALE**

The tax sale was held on Tuesday, December 12<sup>th</sup> at 10:00am in Council Chambers. We had a total of 4 properties for sale and sold 1, with a surplus of \$557.53. The other 3 properties will be brought to Council to set a minimum bid.

#### **ASSESSMENT APPEALS**

Of the 117 taxpayers appealing their assessment, 109 are complete, 2 are outstanding and 6 have been withdrawn.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Dec 1, 2017	Appeals Withdrawn as of Dec 1, 2017	Appeals Successful as of Dec 1, 2017	Loss of Assessment Value	Amount of Revenue Reduction	NS Assessment Appeal Tribunal Status
Residential	91	\$26,448,100	85	5	39	\$1,206,300	\$19,663	1
Commercial	26	23,076,100	24	1	15	1,198,800	53,107	0
<b>TOTAL</b>	<b>117</b>	<b>\$49,524,200</b>	<b>109</b>	<b>6</b>	<b>54</b>	<b>\$2,405,100</b>	<b>\$72,770</b>	<b>1</b>

#### **WATER/SEWER COLLECTIONS**

Water/sewer bills were due on November 30<sup>th</sup>. Letters have now been sent to all accounts with known meter issues requesting call-backs for appointments with Public Works to investigate. Statements for overdue accounts have been sent out. We continue to investigate and compile a list of low to zero consumption from the last quarter readings.

#### **PROCUREMENT**

Procurement continues to work with departments preparing the balance of the capital budget procurement items, along with the annual procurements for winter operations. Work also begins on the procurements for those contracts due to expire March 31, 2018.

The ongoing review continues of vendors for "good standing" status for WCB, liability insurance and where appropriate, Nova Scotia Construction Association.

Procurement stats for the month of November are as follows:

	<u>Released</u>	<u>Closed</u>	<u>Awarded by Council</u>	<u>Awarded by Staff</u>
RFQ	4	2	0	0
RFP	2	2	0	2
Tender	0	0	0	0
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Totals</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>5</b>

# Monthly Report

## Operations

### December 2017

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The Streets crew has been busy assisting the Utility crew with the installation of lights and banners for the events held in November, including Remembrance Day, the Christmas parade and the Town light up. There was also extra road closers signage and signage needed for the reservoir projects that took place during the month.

The Water crews have been busy performing valve replacements and repairs as well as work on capital projects such as installing extra valves on Willow Street to allow for the tie-in of PRV chamber. They also kept busy with completing hydrant inspections.

The Sewer crew spent most of their time preparing for winter with jobs like the Laplanche Lift Station cleaning, yard cleaning and organizing of inventory and supplies. Bi-weekly submission of samples from our WWTP as well as any service calls that came in were also completed.

The mechanic has been very busy servicing and performing various repairs of all Town equipment. All snow related equipment has been serviced and fitted with plows, blades etc. and is now ready for winter weather.

10 building permits were issued during the month of November, with a total permit value of \$1,628,428. The Dangerous and Unightly Premises Administrator opened two new files and closed seven, bringing the total number of active files to six.

The East Victoria Street Infrastructure Renewal capital project achieved substantial completion on November 30. This was a large undertaking and a late construction start forced a late fall completion. Currently the contractor is working on cleaning up deficiencies related to the project and attending to concerns raised by citizens.

Capital Paving was completed in November with the completion of Alma Street, Highfield Street and a portion of Tantramar Crescent being paved.

The Reservoir Replacement project continues to proceed on schedule with a projected completion date of late January. Currently all of the PRV chambers have been installed and the two new reservoirs are under construction. December and January will see the completion of the mechanical work in the various PRV chambers and the completion of the two reservoir structures. It is expected that we will meet the CWWF deadline of March 2018.

Planning staff continue to play a central role in all development and permitting as the new Building Inspector continues to get 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. Other projects include an off-leash dog park pilot project, and other dog-friendly facilities. Planning staff also have a lead role in business development activities such as the train station transfer, the Net-Zero/Smart-Grid Energy study, and the Commercial Phase-in Bylaw.

# Monthly Departmental Report

Amherst Police Department

December 18<sup>th</sup>, 2017

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This report covers the period from November 1<sup>st</sup> to November 30<sup>th</sup>, 2017.

## PROFESSIONAL DEVELOPMENT

**Safetalk Training – Assessing suicide in youth.** On November 14<sup>th</sup>, Cst Michelle Harrison attended a one day SafeTALK presentation on assessing youth suicide risk. The SafeTALK program deals with suicide alertness and prevention. Cst. Harrison is a certified SafeTALK instructor. In her role as the School Resource/Youth Officer she has been involved in interventions of youth identified as at risk of suicide. As a SafeTALK trainer, Cst Harrison has been involved in training many of our community partners and our members and staff.

**Use Of Force Meeting:** On November 15<sup>th</sup>, Sgt Tim Hunter attended a meeting hosted by the Department of Justice. The purpose of this meeting was to discuss annual and mandatory Use of Force training and certification programs for Nova Scotia police officers. Sergeant Hunter is our senior Use of Force instructor and is responsible to ensure that all members are fully trained and qualified use of force techniques and the use of force continuum.  
**Outcome?**

**Drug Investigative Techniques Course – CPC:** A training opportunity was made available as a result of a collaboration between the NSCPA and the Department of Justice. Nova Scotia Police Departments were invited to submit candidate names for the one of seven positions on the Drug Investigative Techniques Course, a 10 day course which includes instruction on drug investigations and working in a team based environment. Constable Aaron Graham was selected to attend the course with the expenses covered by the Department of Justice. The course cost is \$3,643.88. Constable Graham is currently assigned to the Cumberland Street Crime Enforcement Unit. In the past year he has completed the RCMP Surveillance course, the RCMP Source Handling course and a warrant writing course at the Atlantic Police Academy.

## OPERATIONAL

**Break and Enters:** A 23 year old male is facing numerous charges including 3 break and enters, trespassing at night, possession of stolen property, possession of a prohibited weapon (taser) and several charges under the Controlled Drugs and Substances Act. The arrest and charges were the result of the collaboration between the Major Crime Unit, the Cumberland Street Crime Unit and members of the patrol section. A search of residences in Amherst and in River Hebert located items which included weapons, drugs and items stolen from break and enters.

**Thefts from Vehicles/Frauds:** A 44 year old male has been arrested and faces over 35 charges in relation to thefts from vehicles, frauds and possession of stolen property. In many cases, the male was using credit cards or debit cards with 'tap' that had been stolen from vehicles. The male is currently in custody and is scheduled to appear in court on December 7<sup>th</sup>, 2017 for plea.

## **OPERATIONAL STATS – November 2017**

Occurrences: 419

Impaired by Alcohol: 0

Impaired by Drug: 0

Traffic Tickets: 34

Vehicle Checks: 127

Foot Patrol Hours: 81 hours, 59 min

Criminal Code Charges: 82

CDSA: 3

Traffic Written Warnings: 18

LCA: 2

Bike Patrol Hours: 0

## **SCEU**

CC Search Warrants Executed: 18

CC charges laid: 45

Street Value of Seized Drugs: \$114,841

Value of other property: \$6335

Other weapons Seized: 3

CDSA Warrants Executed: 4

CDSA charges laid: 12

Total Cash seized: \$55

Firearms seized: 8

## **Focused Enforcement**

The focused enforcement for November was on seat belts. The initiative resulted in 18 hours and 42 minutes being dedicated to seatbelt enforcement. There was one seatbelt ticket issued, one warning issued and three warnings for other infractions.

## **PERSONNEL**

**Hiring of Additional Jail Guards:** A hiring competition was held and three new jail guards were hired and trained. While the Corp of Commissionaires supplies a jail guard service, a hybrid system of our own employees and the Commissionaires better serves the needs of APD by ensuring guard availability.

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

**Cram a Cruiser:** The Cram a Cruiser Campaign is done in support of the 'Coats for Cumberland' initiative. Constable Wood set up at several places throughout town collecting winter clothing and food for those in need. This year, Cram a Cruiser resulted in 1 full cruiser full of winter clothing and a cruiser and a half of food.

**Seniors Police Academy:** Seniors Police Academy sessions were held on November 8<sup>th</sup> and then wrapped up on November 15<sup>th</sup>. Presentations included Chuck Ellis who spoke about Power of Attorney and Wills, Weston Jones presented on pre-arranging funerals. The final session included a presentation on the Tantramar Seniors College and Denise Corey spoke about internet safety.

**MADD Red Ribbon Campaign.** The MADD Red Ribbon campaign is held annually to raise awareness of impaired driving. The AFD, EHS, RCMP and APD all participated and were joined by members of the local MADD chapter and Deputy Mayor Sheila Christie. A check point was set up on Robert Angus Drive and drivers were given a red ribbon and other handouts with information about MADD.

**Municipal Awareness Week:** The department participated in The 'Touch a Truck' event held at the Amherst Stadium.

**NSCC Presentations.** Cst. Wood and Cst. Travis Dow of the Cumberland RCMP spent a day at the NSCC in Amherst. Students were given presentations on the pending legalization of marijuana and frauds and scams with particular focus on internet frauds.

**Code Blue Town Hall Staff.** Presentation was provided to Town Hall Staff on the action for a dangerous intruder. This is commonly referred to as a Code Blue. Staff were provided information on how they should react and how police would respond. We plan to conduct an exercise later in the year. We would also like to provide a presentation to Council.

# Monthly Report

## Recreation / Culture / Programming / Communications

### December 18, 2017

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#### **Culture, Tourism Marketing Coordinator**

The Culture, Tourism and Marketing Coordinator assisted with coordination and promotion of events including Remembrance Day, the Christmas parade, and the Boston tree send-off.

Following recommendations set out in the Town's Arts, Culture and Heritage Strategy, she has begun meeting with people in the cultural community to gather information toward development of marketing and promotional strategies and materials.

Social media activity saw a noticeable increase in November, mainly through Facebook. Facebook activity is measured in four key ways: impressions, reach, engagement, and likes.

- Impressions are counted every time someone views content associated with a Page. The number of views of content on the Amherst Recreation Department Page saw a large jump in November due to a number of giveaway promotions related to the World Junior 'A' Challenge. The average number of daily impressions was 26,671 and the average number of weekly impressions was 184,276. This is almost double the results from November 2016.
- Reach refers to the number of people who have seen any content associated with a Page. In November, the average daily reach was 8,046 unique users, and the average weekly reach was 30,277 unique users. This is a large jump compared to last November, which saw an average weekly reach of 10,768.
- Engagement describes the number of people who liked or clicked on Page content. In just one month, engagement increased from 3,745 unique users in October to 7,094 unique users in November 2017. This is an increase of more than 200% over the previous year.
- The number of people who liked the Amherst Recreation Department Page increased by almost 10%, with 3,222 lifetime likes at the end of the month.

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

Recreation received a Canada 150 grant to host a National Day Skating Party on Sunday December 10. Free skating, entertainment, and healthy snacks will be provided. The recreational daily skates continue to be popular with numbers increasing during the Adult/Senior Skate and the After the School Skate. The Amherst Cumberland Multisport Group has completed their third sport with the Cumberland Cheer Club and is participating in Curling at the Amherst Curling Club. The active living coordinator worked with an Adult Pickle ball group to provide paddles and balls for their new location at the West Highland Elementary School. Their group has expanded over the last few months and they have added 2 weekly gym times outside of the YMCA sessions. It is free and open to the public. The youth drop in continues Thursday and Friday evenings at the YMCA. Swim are included. The holiday kick off weekend was a success. The Downtown Light up, Christmas parade, and Tree for Boston had large attendance and were well received by the community. Before the Light up, Laura Farrow from the YMCA provided 5 minutes of physical activity, engaging the crowd. The Physical Activity Strategy was finalized and approved by Peter McCracken, the Department of Communities, Culture, and Heritage Regional Manager.

#### **Horticulture/Green Spaces**

The month of November was spent getting the town ready for the winter season. The start of the month saw spring and summer flowering bulbs be added to some key flowerbeds to help boost their appearance in spring after the winter thaw. Flowerbeds were put to bed in preparation for the upcoming winter months. Some flowerbeds have had the plant debris left on them in an effort to provide extra winter protection from freeze/ thaw cycles as well as to act as a buffer from road salt.

The redesign of the holiday lights and decorations in Victoria Square went from design to fruition with the help of public works and have really enhanced the beauty that the Square possesses. The planters that spend the summer months enhancing Victoria St. on the sidewalks as well as in front of Town Hall, have been decorated to prolong the beauty of our streetscapes throughout the winter season and now located in front of Town Hall and the Stadium. Required tree work has been identified and contracted out on some town owned trees to ensure public safety by the proper removal of any hazards that may be present in the overhead trees.

## **Facilities**

### **Parks and Green Spaces**

All parks have been winterized but remain in operation. Dickey Park washroom remains open daily for citizens from 9:00am to 6:00pm. Church Street Activity space is still open for road hockey. All trails are open and accessible for walkers and runners. Parks that have swing sets in them are still in full operation.

### **Amherst Stadium**

The Amherst Stadium had a busy month. To kick things off we hosted Skate Canada Sectionals. They used 29 hours under the Free Ice Pilot Project. In total there were 103 skaters from PEI, NB and NS compete at this event. All skaters because of the free ice pilot project had a reduced registration cost, saving \$70.. In November CCMHA used 44.5 hours compared to 100.75 hours used in 2016. Amherst Figure Skating used 52.75 hours, in 2016 Amherst Figure Skating used 35.75 hours. Total program skating hours for November is 86.5 hours, compared to 70.25 hours in 2016. The ice was used for a total of 289.25 hours, compared to 298.25 hours used in November 2016. Electrical cost for November is \$9,235, compared to \$9,865 in 2016. Natural gas cost for November is \$4,734, compared to \$4,236 in 2016. Ongoing maintenance and cleanliness is a high priority at the Amherst Stadium.

### **Robb Complex**

The netting on Cecil Small Field was removed and water was shut off to the buildings to finalize the closure of the facility. Plans are currently in place to construct a pilot dog park on Cecil Small Field. In closing, we would like to thank all departments for continued support, helping us do what we can do. "A" great effort by all.

## **Business Development**

Business Development continues to provide 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 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, the Net-Zero/Smart-Grid Energy project, the Commercial Assessment Phase-In Bylaw, and updates to the draft Active Transportation Plan. Staff continue to meet regional stakeholders to share information, ideas, and look for ways to collaborate.

Community Credit Union Business Innovation Centre users for the month of November included Compass Minerals, NS Health Authority, Town of Amherst, Youth Town Council, Business Connector, Dept. of Labour and Advanced Education, Fred Page Cup, Amherst Chamber, Festival of Trees Business Luncheon, AC Group, Municipal Awareness, and Indigenous and Northern Affairs.

# Monthly Report

## Fire Department

### December 2017

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#### Responses

##### Town of Amherst – 8 events

- 2 Smoke alarm activations
- 2 Monitored alarm activations
- 2 Structure fire
- 1 Power lines on fire/arcng
- 1 Smell of smoke

##### Contract area (District 2) – 8 events

- 3 Monitored alarm activations
- 1 Open burns
- 1 Flue fire
- 1 Smoke alarm activations
- 1 Motor vehicle accident
- 1 Power lines on fire/arcng

#### Fire Inspections

Eight complete fire inspections were completed during this period. Also, during this period fire inspectors have increased their fire safety awareness around holiday safety with local businesses and churches.

#### Professional development

The recruits have completed their training sessions in the basic fire fighter program. The training that they have received has provided them with basic fire fighting knowledge, which will assist them during future training and fire service operations. The next phase in this program will be their final exam and practical evaluations.

#### Community Involvement

The Amherst Fire Department participated in the Remembrance Day ceremony, MADD Cumberland Operation Red Ribbon, Municipal Awareness Week Touch a Truck event and the Town of Amherst Christmas parade.

#### Annual Fire Department Banquet

On November 4<sup>th</sup>, the Fire Department held its annual banquet. Annually, this is an opportunity to look back on the past year and acknowledge the years of service and efforts, that the members of the Amherst Fire Department have put forth. The banquet committee has started planning for the 2018 banquet. 2018 will mark the 135<sup>th</sup> anniversary of the Amherst Fire Department.

#### Personnel

During the month of November, a previous member re-joined the department. This member was previously with the department and left approximately five year ago to attend post secondary training and employment in another community. Recently, this member was fortunate to find a new job in Amherst and return home.