



**Town of Amherst  
Committee of the Whole**

Date: **Monday, March 19, 2018**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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

**Date:** February 20, 2018  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

**Staff Present** Greg Herrett, CAO  
Jason MacDonald, Deputy CAO Operations  
Ian Naylor, Police Chief  
Bill Schurman, Director of Recreation  
Greg Jones, Fire Chief  
Natalie LeBlanc, Deputy Clerk  
Tom McCoag, Corporate Communications Officer  
Kim Jones, Municipal Clerk  
Sarah Wilson, Manager of Financial Services  
Emily Wainwright, Administrative Assistant

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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 Blanch**  
**Seconded By Councillor Byrne**  
**That the agenda be approved.**

**MOTION CARRIED**

The new Administrative Assistant to the Clerk`s Office Emily Wainwright was introduced to Council.

**1.2 Approval of Minutes**

**1.2.1 20180115 COW Minutes**

**Moved By Councillor MacKenzie**

**Seconded By Deputy Mayor Christie**

**To approve the minutes of the January 15, 2018 Committee of the Whole meeting.**

**MOTION CARRIED**

**1.2.2 20180122 COW Minutes**

**Moved By Councillor Rhindress**

**Seconded By Councillor MacKenzie**

**To approve the minutes of the January 22, 2018 Committee of the Whole meeting.**

**MOTION CARRIED**

**2. Presentations**

**2.1 Bordertown Biker Bash Presentation (7188) 4:00 pm**

Representatives of the Bordertown Biker Bash made a presentation to the Committee.

**3. In Camera**

**Moved By Councillor MacKenzie**

**Seconded By Councillor Byrne**

**That the Committee move to an In Camera session.**

**MOTION CARRIED**

**4. Council Direction Requests**

**4.1 Mandatory Provincial Contribution Area Rate**

**Moved By Councillor Byrne**

**Seconded By Deputy Mayor Christie**

**That the Mandatory Provincial Contribution Area Rate being set at \$0.39 for the 2018-19 fiscal year be referred to the February 26, 2018 regular meeting of Council for approval.**

**MOTION CARRIED**

**4.2 Budget Amendment - Reservoir Generator**

**Moved By Councillor Jones**

**Seconded By Councillor MacKenzie**

**That Council refer approval of the purchase of a new mobile generator, to be added to the contract with Maritech Construction Limited for the replacement of the Willow Street Reservoir CWWF project, to the February 26, 2018 regular meeting of Amherst Town Council.**

**MOTION CARRIED**

**4.3 Cumberland YMCA Homelessness Prevention and Outreach Program Presentation**

**Moved By Councillor Byrne**

**Seconded By Deputy Mayor Christie**

**That Council direct staff to invite Alison Lair of the Cumberland YMCA to do a presentation to Council on the Homelessness Prevention and Outreach Program.**

**MOTION CARRIED**

**4.4 Appointment of Members of Councils to External Boards, Committees & Commissions Policy**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Blanch**

**That Council refer the proposed new policy - Appointment of Members of Council to External Boards, Committees & Commissions to the February 26, 2018 regular meeting of Amherst Town Council for approval.**

**MOTION CARRIED**

**5. Information Items**

**5.1 CJSMA Draft Budget 2018-19**

Information item; no action required or direction given.

**5.2 NSCC Make Way Campaign**

Information item; no action required or direction given.

**5.3 Labutte (6877)**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**That Council direct staff to contact the Acadian Federation of Nova Scotia to gain further input and information with respect to the appropriateness of this initiative.**

**MOTION CARRIED**

**5.4 Tesla Charging Station**

**Moved By Councillor Blanch**

**Seconded By Councillor MacKenzie**

**That staff contact Tesla and investigate the opportunities and the process of having one of their Tesla Rapid Charging Stations located in Amherst.**

**MOTION CARRIED**

**6. Adjournment**

To adjourn the meeting at 6:30 PM.

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**Date:** February 6, 2018  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

**Staff Present** Greg Herrett, CAO  
Jason MacDonald, Deputy CAO Operations  
Ian Naylor, Police Chief  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Rebecca Taylor, Business Development Officer  
Tom McCoag, Corporate Communications Officer  
Sarah Wilson, Manager of Financial Services  
Andrew Fisher, Manager of Planning and Strategic Initiatives  
Kim Jones, Municipal Clerk  
Natalie LeBlanc, Deputy Clerk

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**1. Call to Order**

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

- 1.1 Approval of Agenda**  
**Moved By Councillor Byrne**  
**Seconded By Councillor Blanch**  
**That the agenda be approved.**

**MOTION CARRIED**

**2. In Camera**

**Moved By Councillor Rhindress  
Seconded By Councillor MacKenzie  
To go in-camera.**

**MOTION CARRIED**

**3. Council Direction Requests**

**3.1 Community Support Grants (7210)**

Information item, no action required or direction given.

**3.2 Adhoc Tourism Strategic Planning Committee Terms of Reference**

**Moved By Councillor Jones**

**Seconded By Councillor MacKenzie**

**That Council forward this Terms of Reference to the February 26, 2018 meeting of Amherst Town Council for approval and that the Council approval be communicated to the Councils of the Town of Oxford and the Municipality of the County of Cumberland.**

**MOTION CARRIED**

**3.3 General Accounts Receivable Write-offs**

**Moved By Councillor Byrne**

**Seconded By Councillor MacKenzie**

**That the write-off of uncollectable accounts in the amount of \$4,217.36 be referred to the February 26, 2018 regular meeting of Amherst Town Council.**

**MOTION CARRIED**

**4. Information Items**

**4.1 Mandatory Use of Helmets - Amherst Stadium**

Information item; no action required or direction given.

**4.2 Smart Grid / Smart Community Pilot Project Feasibility Study (4023)**

Information item, no action required or direction given.

**4.3 Urban Mayors Meeting - Mayor Kogon Verbal Update**

Information item, no action required or direction given.

**5. Monthly Reports**

**5.1 Corporate Services**

Information item, no action required or direction given.

**5.2 Operations**

Information item, no action required or direction given.

**5.3 Police Services**

Information item, no action required or direction given.

**5.4 Recreation**

Information item, no action required or direction given.

**5.5 Fire Services**

Information item, no action required or direction given.

**6. Adjournment**

**Moved By Councillor Byrne**

**Seconded By Councillor Blanch**

**To adjourn the meeting at 6:15 p.m.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor



## COMMITTEE OF THE WHOLE

CDR# 2018077

Date: March 19, 2018

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

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** March 19, 2018

**SUBJECT:** **POLICY 02300-04 – FLAG PROTOCOL (New policy)**

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**ORIGIN:** Created to provide clarification on the presentation of flags as requested by the Chief Administrative Officer

**LEGISLATIVE AUTHORITY:** MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

**RECOMMENDATION:** That the attached Policy 02300-04 - Flag Protocol be forwarded to the March 26, 2018 regular meeting of Amherst Town Council for approval.

**BACKGROUND:** To create a policy that would provide guidance as to how stationary flags on Town of Amherst owned / used flag poles or municipal buildings shall be flown.

**DISCUSSION:** This policy has been designed to provide a protocol on how flags shall be flown when displayed at Town of Amherst events or on flag poles, which are owned or used by the Town of Amherst. Creation of this policy is in line with the established flag etiquette as defined by the Government of Canada and provides the requirements for displaying flags, maintenance of flags and flying flags at half mast.

**FINANCIAL IMPLICATIONS:**

Acceptance of this policy will have no financial implications on the Town of Amherst.

**COMMUNITY ENGAGEMENT:**

Not applicable

**ENVIRONMENTAL IMPLICATIONS:**

Not applicable

**ALTERNATIVES:**

Council may choose to not accept this policy.

**ATTACHMENTS:**

1. Proposed Town of Amherst Policy 02300-04 – Flag Protocol

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Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



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**DEPARTMENT: ALL DEPARTMENTS**

**TITLE: FLAG PROTOCOL**

Minutes reference date:

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## **1 PURPOSE**

The purpose of this policy is to provide guidance as to which stationary flags on Town of Amherst properties shall be flown and how they will be presented at half-mast.

## **2 DISPLAY AND MAINTENANCE OF FLAGS**

- a. All flags shall be maintained in a condition fitting their significance. Frayed flags shall be replaced and/or repaired as soon as possible. Any flag that is removed from service shall be destroyed in a dignified manner.
- b. When the Canadian flag is displayed on a speaker's platform, it should be placed on a flag pole on the left (from the point of view of the audience) and when it is displayed in an auditorium, it should be placed on a flag pole on the right (from the point of view of the audience).
- c. At no time shall any flag touch the ground or be displayed at a level higher than the Canadian flag.
- d. When the Canadian flag is flown alone on top or in front of a building where there are
  - i. Two flagpoles - the Canadian flag shall be flown on the flagpole to the left.
  - ii. More than two flagpoles - the Canadian flag should be flown as near as possible to the center
- e. When the Canadian flag is flown in a line of flags
  - i. Three flags - the Canadian flag shall be displayed in the center, with the other flags being placed from left to right in alphabetical order.
  - ii. More than three flags - the Canadian flag shall be displayed on the left side, with the other flags being placed from left to right in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag > Other countries > Provincial flags > Municipal flags > All other flags)
- f. Town of Amherst flag locations
  - Town hall
  - Amherst Fire Station
  - Amherst Stadium
  - Amherst Police Department
  - Community Credit Union Business Innovation Center
  - Community flag poles (In front of YMCA)
  - Victoria square

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DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date:

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### 3 FLYING FLAGS AT HALF MAST

- a. The CAO's office will arrange for the half-masting of the flags at all Town of Amherst Facilities, and will advise the Mayor, Council and staff of the Town's Administrative offices, of the name of the individual, and any known details of the funeral or memorial service for the individual. In addition, the CAO's office will define the date and time in which all flags will be placed back to full mast. Regardless of the situation, the Canadian flag shall be at full mast on Victoria Day and Canada day.
- b. Recognition of Prominent Public Figures and Others  
The flag will be flown at half-mast to mark the passing of any of the following individuals, for a period beginning when the Town is notified of the individual's death, until and including the date of the funeral or memorial service, or at the discretion of the CAO:
- i. Canadian and Abroad
    - The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
    - The Governor General or a former Governor General of Canada;
    - The Prime Minister of Canada.
  - ii. Nova Scotia
    - The Lieutenant Governor;
    - The Premier.
  - iii. Town of Amherst
    - The Mayor, or a former Mayor of the Town;
    - A Councilor, or a former Councilor of the Town;
    - A Town of Amherst employee
    - A Member of Canadian Parliament, or a former Cabinet Member who represented a constituency that included the Town;
    - A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town.
  - iv. Protective Services Personnel
    - Individuals from the Town of Amherst whose duties can be described as "Protective Services", who have died in the line of duty, including but not

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**DEPARTMENT: ALL DEPARTMENTS**

**TITLE: FLAG PROTOCOL**

Minutes reference date:

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limited to police, fire, emergency health services, DNR Conservations Officers and Fisheries Officers.

- v. Canadian Military Personnel
  - Members of the Canadian Armed Forces from the Town of Amherst or surrounding area who have died while on a peacekeeping or combat mission.
  
- c. Other Circumstances  
All Town of Amherst flags will be lowered to half-mast from sunrise to sunset for the following events:
  - April 28th** – Day of Mourning for Persons Killed or Injured in the Workplace
  - November 11th** - Remembrance Day
  - December 6th** – National day of Remembrance and Action on Violence Against Women
  
- i. The flag will be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Nova Scotia but will be at the discretion of the CAO.
  
- ii. Other individuals and events may be recognized by lowering the flag at the direction of the CAO.
  
- d. Any citizen, councilor or staff member of the Town of Amherst, who becomes aware of an individual whose passing should be recognized under this Policy, should contact the CAO’s office as soon as possible.
  
- e. The CAO will determine if the request conforms to the criteria of the Policy.

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DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date:

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**4 PROCEDURE FOR LOWERING FLAGS TO HALF MAST**

a. LOWERING FLAGS AT HALF MAST

Upon receiving authority to lower the flags to half mast the following shall occur:

- i. All flags shall be first raised to the top of the mast and then slowly lowered to half mast
- ii. All flags which are flown together will be lowered to half-mast. The Canadian flag shall be the last one to be lowered.
- iii. Only those flags that have halyards and pulleys will be flown at half-mast;

b. PLACING FLAGS BACK TO FULL MAST

At the assigned date and time flags will be returned to full mast. The following shall occur:

- i. All flags shall be returned to full mast
- ii. Where multiple flags are flown together, the Canadian flag shall be returned to full mast first; followed by the remaining flags from left to right.

**5 DISPLAYING NON -GOVERNMENTAL FLAGS**

- a. Details on how non-governmental flags may be displayed can be found in Policy 10350-14 (REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES).

**6 REFERENCE DOCUMENTS**

- a. Government of Canada – Rules for flying the national Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>
- b. Government of Canada – Rules for half-masting the National Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>
- c. Government of Canada – Position of honour of the National Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/position-honour.html>

# MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Gregory D. Herrett, CPA, CA  
Chief Administrative Officer

DATE: March 8, 2018

SUBJECT: Fibre Arts Festival Presentation to Council Request

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Staff have received an email request from Denise Corey, Chair of the Fibre Arts Festival, to give a presentation to Council.

In accordance with Policy 10350-24 Proceedings of Council Policy, I am seeking Council's direction on whether it may be interested in such a presentation. Should Council have an interest I will proceed to arrange for her to present at a future meeting.

# MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Gregory D. Herrett, CPA, CA  
Chief Administrative Officer

DATE: March 8, 2018

SUBJECT: NSCC Make Way Campaign Presentation to Council Request

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Staff have been contacted by Stephen Maltby on behalf of the NSCC Make Way Campaign to give a presentation to Council.

In accordance with Policy 10350-24 Proceedings of Council Policy, I am seeking Council's direction on whether it may be interested in such a presentation. Should Council have an interest I will proceed to arrange for him to present at a future meeting.

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Councillor Rhindress  
DATE: March 8, 2018  
SUBJECT: Amendment to the Office of the Deputy Mayor Policy

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I would like to discuss adding a provision to Policy 10350-16 Office of the Deputy Mayor that would limit the term of the Deputy Mayor to no more than two consecutive one year terms.

**Motion:**

I move that Council direct staff to draft amendments to **Policy 10350-16 Office of the Deputy Mayor** by inserting the following in paragraph 3 (d): “Unless there are no other nominees for the office of Deputy Mayor at the time of the call for nominations, a member may not be nominated to serve a third consecutive one year term as Deputy Mayor”

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DEPARTMENT: COUNCIL

TITLE: **OFFICE OF DEPUTY MAYOR**

Minutes reference date: November 27, 2006 Page 256

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**PURPOSE**

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

**POLICY STATEMENT**

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

## Deputy Mayor History

2018	Sheila Christie
2017	Sheila Christie
2016	Terry Rhindress
2015	George Baker
2014	Lisa Emery
2013	George Baker
2012	Dale Fawthrop
2011	George Baker
2010	Terry Rhindress
2009	Robert Angel
2008	Terry Rhindress
2007	George Baker
2006	David March
2005	David March



## COMMITTEE OF THE WHOLE

CDR# 2018079

Date: March 19, 2018

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

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** March 19, 2018

**SUBJECT:** Amendment to the "Inter-Municipal Emergency Services Agreement"

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**ORIGIN:** Following a review by the Regional Emergency Management Coordinator, it was identified that several changes were needed to bring this agreement up to date.

**LEGISLATIVE AUTHORITY:** MGA section 61 authorizes Council the ability to enter into agreements.

**RECOMMENDATION:** That this amendment to the Inter-Municipal Emergency Services Agreement be referred to the March 26, 2018 regular meeting of Amherst Town Council for acceptance.

**BACKGROUND:** First established 2013, the Inter-Municipal Emergency Services Agreement was created to establish an agreement between all parties within the Cumberland region to provide provisions with respect to mutual aid services and joint provisions for emergency management services through the Regional Emergency Management Organization.

**DISCUSSION:** Following a recent review, it was established that the current Inter-Municipal Emergency Services Agreement needed to be amended to be in line with the current parties of this agreement. This amendment to the agreement has been reviewed, accepted and recommended by the Regional Emergency Management Organization Advisory Committee at their March 13<sup>th</sup>, 2018 meeting.

This amendment to the Inter-Municipal Emergency Services Agreement takes into account the dissolution of the Town of Springhill and the Town of Parrsboro, and therefore has removed these parties from the agreement. These parties have been incorporated under the Municipality of the County of Cumberland.

The governance model as identified in section 5, para (b) has been changed to incorporate a new Advisory Committee representation model for the parties of this agreement. This amendment establishes that the Municipality of the County of Cumberland will have 3 voting members, the Town of Amherst will have 2 voting members and the Town of Oxford will have 1 voting member.

Further, this amendment changes the provisions of the cost sharing formula, as it relates to the operation of the Regional Emergency Management Organization (REMO). With this change the Municipality of Cumberland will increase their share in operational costs, as a result of the addition of the Town of Springhill and the Town of Parrsboro, into the Municipality of the County of Cumberland.



This amendment to the Inter-Municipal Emergency Services Agreement is proposed to take effect on the 1<sup>st</sup> day of June, 2018, following the acceptance of all established parties of this agreement.

**FINANCIAL IMPLICATIONS:** Acceptance of this agreement will have no financial implications on the Town of Amherst.

**COMMUNITY ENGAGEMENT:** Not applicable

**ENVIRONMENTAL IMPLICATIONS:** Not applicable

**ALTERNATIVES:** Council may choose to not accept this amendment to the agreement.

**ATTACHMENTS:** Proposed Amendment to the Inter-Municipal Emergency Services Agreement

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Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



## Inter-Municipal Emergency Services Agreement

**THIS AGREEMENT** is made in three copies this 1<sup>st</sup> day of June, 2018

**AMONG;**

The **MUNICIPALITY OF THE COUNTY OF CUMBERLAND**, a municipal body corporate pursuant to the Municipal Government Act;

-and-

The **TOWN OF OXFORD** a municipal body corporate pursuant to the Municipal Government Act;

-and-

The **TOWN OF AMHERST** a municipal body corporate pursuant to the Municipal Government Act; hereinafter called the “Parties.

**THE PARTIES HERETO AGREE AS FOLLOWS:**

1. The Purpose of this inter-municipal services agreement, hereafter called the “Agreement” is to provide for a coordinated response to an emergency occurring within Cumberland County, including the Municipality of the County of Cumberland, the Town of Oxford, and the Town of Amherst, referred to in this Agreement as the “region”.
2. This Agreement also provides for the Parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part III - 60 (1) of the Municipal Government Act and section 10 (2) {c} of the Emergency Management Act.
4. The planning for and coordination of emergency service delivery during a real or imminent emergency as defined by the Emergency Management Act shall be provided by the Regional Emergency Management Organization, referred to in this Agreement as the REMO.
5. The REMO shall consist of a Regional Emergency Management Advisory Committee, Regional Emergency Management Planning Committee and the Regional Emergency Management Coordinator.
  - a. The Regional Emergency Management Advisory Committee shall be responsible for the direction and management of emergency preparedness activities within the region and to advise the appointing Councils pursuant to section 10 (1) {d} of the *Emergency Management Act*.
  - b. Each party to this agreement shall appoint members of its Council to the Regional Emergency Management Advisory Committee, according to the following formula. These members will have voting privileges at the committee meetings. County of Cumberland 3, Town of Amherst 2 and the Town of Oxford 1. For the County of Cumberland and the Town of Amherst one of the members shall be the Warden and Mayor respectively.
  - c. Members of the Regional Emergency Management Advisory Committee are appointed for the same term of office as the Council that appoints them and hold office until their successors are named. (subject to i. below)
  - d. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy occurs.
  - e. The Regional Emergency Management Planning Committee shall be responsible for recommending policy and procedures to the Regional Emergency Management Advisory Committee for maintaining a reasonable state of preparedness for emergencies and shall

- consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.
- f. Each party to this agreement shall appoint staff members, or where it is appropriate volunteer agency representatives, to the Regional Emergency Management Planning Committee.
  - g. The Regional Emergency Management Coordinator (REMC) shall chair the Regional Emergency Management Planning Committee.
  - h. All parties agree that the Regional Emergency Management Coordinator shall be an employee of the Municipality of the County of Cumberland and shall serve as the staff member of REMO.
  - i. Should the position of the Regional Emergency Management Coordinator become vacant, it will be the responsibility of the CAO of the Municipality of the County of Cumberland to fill the vacancy in accordance with the hiring policies of the Municipality of the County of Cumberland. The selection committee shall consist of the CAOs of the participating municipalities.
  - j. The Parties agree that each Municipality shall appoint a staff member to act as a liaison with the REMC.
6. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted by the parties from time to time. When the capacity of REMO is exceeded, or is likely to be exceeded, REMO will activate support from other agencies in accordance with formal or informal arrangements.
  7. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities both at the scene of the emergency and at a centralized coordination facility.
  8. The REMO is empowered to acquire or contract for the use of equipment, facilities and personnel necessary or advisable to carry out the responsibilities assigned to it by this Agreement.
  9. The REMO may contract with any person or organization, including a municipal unit and a municipal unit which is party to this agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement.
  10. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they currently contribute except for assets contributed by a particular municipality and those assets shall remain the property of that municipality.
  11. The REMO shall establish its own rules of procedure.
  12.
    - a. The Regional Emergency Management Advisory Committee shall annually name one of its members to be chair and one to be vice-chair, to act in the absence or incapacity of the chair.
    - b. The chair or other person presiding shall vote on every question before the Regional Emergency Management Advisory Committee.
    - c. The Regional Emergency Management Advisory Committee shall appoint a person to be secretary of the REMO.
  13.
    - a. The Parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order to save lives or minimize damage to property or the environment, and undertake to provide personnel and equipment as deemed appropriate by the Regional Emergency Management Advisory Committee and recommended by the Regional Emergency Management Planning Committee.
    - b. Any cost associated with the deployment of resources will be borne by the responding municipality.

- c. Other resources that may be required by REMO during an emergency will be cost shared as per the finding formula in section 14.
14. The parties shall share the cost of operations of the REMO based on the following formula:
  - a. The participating units will contribute a base amount of \$1,500, with the balance of the budget cost shared based on 50% uniform assessment and 50% population for the participating municipalities.
  - b. Municipalities interested in joining the REMO will be required to contribute a base amount of \$2,500 in the first fiscal year of such participation.
15. REMO shall have its budget submitted to the municipal units so it may be approved by March 31 of that fiscal year.
16. The actual dollar contribution of the Municipalities shall be based on the annual budget of the REMO. Operating surpluses and deficits will be included in the following years' budget.
17. The Municipality of Cumberland will invoice the other contributing Municipality(s) for their portion of the approved budget.
18. In the event the REMO requires additional money for capital or operating purposes, any such increase shall be approved by the parties or such of them as agree to contribute.
19. The Municipality of Cumberland shall also be the unit responsible to look after the financial arrangements for REMO.
20. The Municipality of Cumberland shall have the REMO included in its liability insurance policy.
21. Individual participating units commit to providing the appropriate resources for staff training and municipal specific equipment and supplies necessary for EMO preparedness.
22. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.
23. Each Municipal Party's participation in this Agreement is conditional on that party passing a complementary by-law respecting the coordinated response to an emergency pursuant to the Emergency Management Act
24. This Agreement has effect from June 1<sup>st</sup> 2018, and thereafter from year to year unless otherwise agreed by all Parties, provided any Municipality may withdraw pursuant to section 25.
25. Any Municipal Party may withdraw from this agreement by giving written notice to the other parties not less than one year prior to the intended withdrawal date, which must be March 31<sup>st</sup> of the applicable year.
26. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.
27. Any party withdrawing from this Agreement shall not be entitled to compensation for assets owned jointly by the participating municipalities.
28. Upon dissolution of the REMO by unanimous consent of the parties, the assets of the REMO are vested in the parties and the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed by the parties.
29. Each party shall indemnify its representatives from any liability that may arise as a result of that member acting as a member of the REMO.
30. If any disagreement arises among the parties as to the proper interpretation of this agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the Arbitration Act.

31. This Agreement is governed by the laws of Nova Scotia.

**IN WITNESS WHEREOF** the parties hereto have this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above (see section 23).

**Dated** this 1<sup>st</sup> day of June, 2018 A.D.

**SIGNED, SEALED AND DELIVERED**

In the presence of:

)  
)  
)  
) **THE MUNICIPALITY OF THE COUNTY**  
) **OF CUMBERLAND**  
)  
)  
)  
) Per: \_\_\_\_\_  
) Warden  
)  
Per: \_\_\_\_\_ )  
Witness )  
)  
)  
) Per: \_\_\_\_\_  
) C.A.O  
)  
)  
) **TOWN OF OXFORD**  
)  
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)  
) Per: \_\_\_\_\_  
) Mayor  
)  
Per: \_\_\_\_\_ )  
Witness )  
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)  
) Per: \_\_\_\_\_  
) C.A.O  
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)  
) **TOWN OF AMHERST**  
)  
)  
)  
) Per: \_\_\_\_\_  
) Mayor  
)  
Per: \_\_\_\_\_ )  
Witness )  
)  
)  
) Per: \_\_\_\_\_  
) C.A.O  
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# MEMORANDUM

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

**From:** Councillor Darrell Jones

**Date:** March 6, 2018

**Subject:** Code of Conduct Review

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Town of Amherst Policy 10350-20

After due consideration I feel that this policy should be reviewed and amended, as we have all seen and heard the public is losing trust. The public doesn't see and feel that Council members are up to self-regulating the importance of the principles contained in this Code of Conduct.

**Therefore I move that council consider making these amendments to our Code of Conduct for Elected Municipal Officials:**

**Standards of Conduct:**

**Members shall uphold the law at all times:**

**(Add the following)**

**(a) Uphold the letter and spirit of the Code of Conduct set out in this policy and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Council;**

**(B) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of Council;**

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DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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**PURPOSE:**

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Amherst.

**STANDARDS OF CONDUCT:**

Members shall uphold the law and at all times:

- a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
  - i. **Integrity** – giving the municipality’s interests absolute priority over private individual interests;
  - ii. **Honesty** – being truthful and open;
  - iii. **Objectivity** – making decisions based on a careful and fair analysis of the facts;
  - iv. **Accountability** – being accountable to each other and the public for decisions taken;
  - v. **Leadership** – confronting challenges and providing direction on the issues of the day.
- c) Uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader community.

**COUNCIL RESPONSIBILITIES:**

The Council (or its designated committee) will:

- a) review the municipality’s Code of Conduct as required and make any amendments considered appropriate;
- b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

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DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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**MEMBER RESPONSIBILITIES:**

**Conduct To Be Observed**

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

**Dedicated Service**

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

**Respect For Decision-Making Process**

All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

**Conduct At Meetings**

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

**Release of Confidential Information Prohibited**

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

**Gifts and Benefits**

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

**Use Of Public Property**

No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

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DEPARTMENT: COUNCIL

TITLE: **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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**Obligations To Citizens**

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

**Interpersonal Behaviour**

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

**Community Representation**

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

**GOOD GOVERNANCE**

Members accept that effective governance of the municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

**GOVERNMENT RELATIONSHIPS**

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the municipality.

**CONFLICT OF INTEREST AVOIDANCE**

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

**REPORTING BREACHES**

Persons who have reasons to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

**DEPARTMENT:** COUNCIL

**TITLE:** **Code of Conduct for Elected Municipal Officials**

Minutes reference date: 26 January 2009

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**CORRECTIVE ACTION**

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

**COMPLIANCE WITH CODE**

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 300.

**ATTACHMENT A**

**STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT**

I, (full name) \_\_\_\_\_ declare that as a Councillor of  
the \_\_\_\_\_ I acknowledge and support the  
Councillors' Code of Conduct.

Signed: \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Before me:

\_\_\_\_\_  
Chief Administrative Officer



## **AMHERST POLICE DEPARTMENT**

21 HAVELOCK ST - AMHERST, NOVA SCOTIA - B4H 0E5 - (902) 667-7227 FAX:(902) 667-0268

# **MEMORANDUM**

**DATE:** 2018-03-19

**TO:** Mayor and Council

**FROM:** Chief Ian Naylor

**RE: Request for Signage - Lord Amherst Drive – Warning Presence of Deer**

At the request of Council a review was conducted to assess whether signage should be installed warning motorists of the presence of deer on Lord Amherst Drive. The review included consultation with TIR NS, and Department of Natural Resources NS staff, and collection of statistics on motor vehicle collisions on Lord Amherst Drive involving deer.

There is no specific information on criteria for the installation of this signage in the national TAC manual for traffic control devices. I contacted DNR and TIR officials to find out the process used for the installation of this signage on Provincial highways.

Requests for Deer signage on provincial highways are referred to Natural Resources staff biologists. I spoke with Kim George, the Department of Natural Resources biologist for the Central Region. If their review supports the installation of signage they consult with the TIR Manager responsible for the subject area and together they make the final decision on the placement of signs.

The primary criteria used in their review are the number of vehicle/deer collisions within the subject area. There must be a “significant” number of collisions before installation of signage will be considered. There is no specific number used to define “significant” but she did indicate the number of signs throughout the province is limited. Ms George stated they do not want to create an issue that isn’t there. When the number of deer/vehicle collisions is deemed “significant” they will conduct further study of the subject area with the goal of identifying travel corridors.

The posted speed limit is another factor considered. Vehicles travelling at 50 KPH are more likely to avoid a collision than a vehicle travelling 100 kph as they have more time to react. Ms. George is not aware of any Deer warning signs in a 50 kph speed zone in the central region.

Amherst PD records show there have been no accidents reported on Lord Amherst Drive involving deer. The posted speed limit on the street is 50 kph.

Decision: Installation of signage warning of the presence of deer is not warranted.

K. Ian Naylor  
Chief of Police

# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
Warden Gillis and Members of Cumberland County Council

**From:** Jason MacDonald, Deputy CAO  
Town of Amherst

**Date:** March 8, 2018

**Subject:** **North Tyndal Wellfield Source Water Protection Plan**

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Over the last two years the North Tyndal Wellfield Advisory Committee has been developing an updated Source Water Protection Plan. The purpose of this Plan is to provide a framework for the long term protection of our municipal water supply.

CBCL was been hired to complete the review of the Plan and a draft was recommended to Councils of both the Town and County for adoption prior to the last municipal election. Due to the election, the Plan was once again presented to the newly formed North Tyndal Wellfield Advisory Committee, and on February 28, 2018 the Committee unanimously recommended the Plan as drafted to both Councils for adoption.

Prior to bringing the Plan to the Councils for consideration, staff will be holding a public information session to obtain public input on the document. However, staff wanted to provide the document to both Councils prior to the public session to ensure they had the information first.

It is anticipated that the new Water Source Protection Plan will be brought to both Councils for consideration in April. The report has been distributed to Council separately. Hard copies of the report are available to members of Council upon request.

When the original Plan was developed in the 1990's it was considered a model for other such plans throughout North America. Due to the comprehensiveness of the Plan, the new updated Plan does not have a lot of significant changes, rather it has been updated to reflect current practices and terminology.

Prior to the Plan being updated, the Amherst Water Utility commissioned a study to update the zone of influence on the local water recharge area. This study indicated only a slight variation in the actual zone of influence of the water recharge area and therefore no changes to the boundary of the wellfield are required.

# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
**From:** Andrew Fisher, Manger of Planning & Strategic Initiatives  
**Date:** March 19, 2018  
**Subject:** **Tesla Rapid Charging Stations**

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At its February 20, 2018 COW meeting, Council passed the following motion:

**That staff contact Tesla and investigate the opportunities and the process of having one of their Tesla Rapid Charging Stations located in Amherst.**

After researching ways to contact Tesla, staff subsequently submitted an application to Tesla to have Amherst considered as a host location for the charging network, and received the following message:

“We appreciate your interest in accelerating the world’s transition to sustainable energy. We have received your inquiry and if it meets our hosting requirements, a Tesla representative will be in touch with you shortly with more information.”

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# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
**From:** Andrew Fisher, Manager of Planning & Strategic Initiatives  
**Date:** March 19, 2018  
**Subject:** **Acadian Monument**

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At its February 20, 2017 COW meeting, Council passed the following motion:

**That Council direct staff to contact the Acadian Federation of Nova Scotia to gain further input and information with respect to the appropriateness of this initiative.**

Staff made contact with the Nova Scotia Acadian Federation and eventually spoke with its Executive Director, Marie-Claude Rioux. While supportive of the idea, the initiative was not considered to be within their mandate. Staff were referred to a Parks Canada representative, Geraldine Arseneau, and multiple messages have been left at her office.

It is hoped that Parks Canada will be able to offer guidance around the appropriateness of an Acadian monument in town.

# Monthly Report

## Corporate Services

### March 2018

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**FINANCIAL** - The 2018/19 budget process continues with the Manager of Financial Services, Treasurer and CAO making necessary adjustments and revisions. Budget discussion with Council will start in April 2018.

**INSURANCE SERVICES** – The Request for Proposals closed on January 26, 2018 with 3 proposals being received. The successful proponent is Archway Insurance representing Jardine Lloyd Thompson Canada Inc. (J LT). This contract was awarded by CAO in accordance with the Procurement Policy. The effective date will be April 1, 2018.

**2018 TAX SALE BY TENDER** - 3 properties that did not sell at the Tax Sale on December 12, 2017 were advertised for Tax Sale by Tender with a closing date of March 6, 2018 at 11:00 a.m. All three properties received bids as follows: 3 Fullerton Street, \$1,585; 26 Park Street with two bids, one of \$1,000 and the other for \$385; and 23 ½ West Pleasant Street with a bid of \$156.

**2018 SPRING TAX SALE** – 3 properties have been sent for title search. 60 day postings on these properties were completed by March 16<sup>th</sup>. The Tax Sale has been scheduled for Thursday, May 22, 2018 at 10:00a.m. in Council Chambers.

**2018 ASSESSMENT APPEALS** – As of March 1, 2018 there were 75 appeals with 1 complete and 5 pending.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Mar 1, 2018	Appeals Withdrawn as of Mar 1, 2018	Appeals Successful as of Mar 1, 2018	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	57	\$13,696,800	85	0	0	\$-	\$-	0
Commercial	18	29,687,400	24	0	0	-	-	0
<b>TOTAL</b>	<b>75</b>	<b>\$43,384,200</b>	<b>109</b>	<b>0</b>	<b>54</b>	<b>\$-</b>	<b>\$-</b>	<b>0</b>

**WATER/SEWER COLLECTIONS** – Water bills were due February 28, 2018. Since that time, statements for those accounts that are one quarter past due have been sent, along with disconnections letters for those with two quarters past due. Preparations are now being made for meter reads, as well as following up on meter repair requests to get them completed. Several requests have also come in for 2017 statement of accounts for income tax purposes. Our Water/Sewer Billing Clerk has spent significant time working on bank reconciliations, journal entries, wage reconciliations and budget reports for the YMCA while our Accounts Payable staff member is still out sick.

**PROCUREMENT** – Procurement stats for the month of February are as follows:

	<u>Released</u>	<u>Closed</u>	<u>Awarded by Council</u>	<u>Awarded by Staff</u>
RFQ	4	4	0	1
RFP	2	3	1	0
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>7</b>	<b>1</b>	<b>1</b>

# Monthly Report

## Operations

### March 2018

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During the month of February there were only 2 snow events that required the streets and sidewalks to be plowed.

We received approximately 75mm of rain and 25cm of snow during the month with an average daytime high of +2.1 degrees and an average overnight low of -8.3 degrees. There were 20 freeze/thaw cycles in February which create opportunities for potholes to develop within our street network.

- Salt usage for the month was 182 tonnes, which is the equivalent of salting 1500 lane kilometres of roadway.
- 72 hours were spent sanding sidewalks
- We patched potholes for 148 hours and used approximately 20 tonnes of recycled hotmix asphalt.

With the temperature fluctuations and rain, ice maintenance at the outdoor rink was limited to 12 hours for the month.

The sewer crew responded to 2 calls for plugged sewers, one on Poplar Street and one on Central Avenue. There were no issues found in the sanitary mains and the residents were advised to call a plumber to clear the obstruction in their lateral.

The sewer crew also performed routine maintenance on the Treatment Plant and the various lift stations in the system and did the bi-weekly sewer sampling at the plant. A pump at the Race Track Road lift station has been removed and the required repairs are being procured.

There was one broken watermain in February, a 6" cast iron main at 29 Regent Street. The water crew aided Maritech with the removal of the existing master meter from the old reservoir and installation of such at the new reservoirs. Water crews also undertook routine maintenance at the wellfield and sampling and testing of our water distribution system.

During the month of February there were 2 demolition permits issued and no building permits. Our Building Inspector continues to shadow the County Building Inspectors whenever possible in order to gain the necessary experience to become a qualified building official.

# Monthly Departmental Report

Amherst Police Department

March 19th, 2018

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## PROFESSIONAL DEVELOPMENT

**Terrorism Awareness Facilitator** - D/Chief Pike attended 3 days of training to become a certified Terrorism Awareness Facilitator for the national terrorist awareness program. The goal of the program is to develop counter terrorism officers throughout Canada who become the principal points of contact for their agencies, responsible to distribute information on current trends/new developments of terrorist activities. Facilitators teach the various modules and hold workshops to front line emergency personnel and critical infrastructure security personnel (i.e. NS Power, Hospitals, Bridges). Personnel are trained to recognize behaviours, events that are consistent with terrorist activities, including pre-event action and planning.

**Counter Terrorism Information Workshop** - D/Chief Pike assisted in the delivery of a 3 day counter terrorism workshop provided to police, fire, EHS, other emergency personnel and critical infrastructure personnel in Halifax. He delivered a presentation on Critical Infrastructure. He was asked to assist with a workshop in Newfoundland in April however he was unable to attend due to a previous commitment.

**Trauma Informed Response to Sexual Violence** – 10 officers attended a 2 day workshops on Trauma Informed Response to Sexualized Violence in Truro hosted by the Nova Scotia Department of Justice. The training is directed towards patrol members but is valuable to all officers. The focus is on understanding the effects that trauma can have on the survivors of sexual violence. Members receive instruction on the legal aspects of this type of investigation, techniques and approach to interviewing survivors and the appropriate language to use when documenting the investigation, effects of trauma, the Sexual Assault Nurse Examiner (SANE) Program, evidentiary issues and a practical interview component. DOJ will be delivering this course at APD in March at which the remainder of our officers will be receiving this training in March.

## OPERATIONAL STATS – February 2018

Occurrences: 375	Criminal Code Charges: 66
Impaired by Alcohol: 2	CDSA: 3
Impaired by Drug: 0	Traffic Written Warnings: 23
Traffic Tickets: 35	LCA: 3
Vehicle Checks: 131	Bike Patrol Hours: 0
Foot Patrol Hours: 27h 14m	

## **SCEU**

Criminal Code Search Warrants Executed: 13	Drug Search Warrants Executed: 4
Criminal Code charges laid: 26	Drug charges laid: 41
Street Value of Seized Drugs: \$23,090	Total Cash seized: \$2425
Value of other property: \$3,455	Firearms seized: 1
Other weapons Seized: 0	

On February 7th, a search was conducted at a home on Albion Street. 2.3 gms of cocaine, 25 methamphetamine tablets, 6 Percocet tablets, 8 grams of marihuana were seized. Three people from Amherst are facing charges for possession of drugs for the purpose of trafficking. A 31 year old female has been charged with Possession of Methamphetamine for the purpose of trafficking. A 54 year old female, has been charged with Possession of Oxycodone for the purpose of trafficking, and a 58 year old male has been charged with Possession of Methamphetamine and Cocaine for the purpose of trafficking.

On February 20th, SCEU arrested a 38 year old male in a vehicle just outside Oxford. The offender was found in possession of a loaded handgun, of 5 gms crystal meth, 143 methamphetamine in tablet form, 2.5 gms of cocaine, hydromorphone, oxycodone, scales, packaging, score sheets and cash. A subsequent search of his residence in Springhill resulted in the seizure of an additional 2 gms of crystal meth, oxycodone

and drug paraphernalia. This male was remanded into custody and is awaiting trial. He has been charged with various charges including Possession for the Purpose of Trafficking, weapons offences, and breach of a prohibition order.

On February 22nd, a search warrant was executed on a Tyndal Road residence. 13.5 gms of crystal meth, 65 gms cocaine, 22 tablets oxycodone, 100 gms of marihuana, scales, packaging and other items were seized. A 31 year old male has been charged with Possession for the Purpose of Trafficking and Violation of Curfew, and Breach of Weapons Prohibition.

On February 27th, a search warrant was executed on a Leicester residence, 65 grams of cocaine, approximately 200 gms of marihuana, scales and packaging were seized. A 33 year old male is charged with various offences including Possession for the Purpose of Trafficking.

### **Crime Prevention/School Resource**

A presentation on Frauds and Scams was provided to residents of Centennial Villa. Some of the more common Frauds/Scams were discussed, i.e. CRA (Money owed. Threats to be arrested, pay by gift cards), Microsoft Computer (virus on your computer, allow remote access, charge a significant fee \$800 - \$900), Grandparent fraud (caller pretends to be grandchild who needs money for emergency), Bank Inspector (employee stealing money, request senior to withdraw money and wire it to the scammer). In the past 12 months APD has investigated 2 incidents of the Bank Inspector fraud in the amounts of \$8,000 and \$21,000 respectively.

**Monthly Departmental Report**  
**Recreation / Culture / Programming / Communications**  
**March 2018**

**Culture, Tourism Marketing Coordinator**

Amherst Winter Carnival saw more than 100 activities and events to celebrate heart, culture, and play. Events were very well-attended and local businesses saw a boost in sales during the week. It is estimated that the festival resulted in more than \$7,500 in additional local spending on food, merchandise, and services.

Social media activity has continued to grow, with a notable increase in engagement compared to the previous month.

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.
- Reach refers to the number of people who have seen any content associated with a Page.
- Engagement describes the number of people who liked or clicked on Page content.

<b>Facebook insights (February 2018)</b>	Town of Amherst	CCCUBIC	Amherst Recreation Dept.	Amherst Stadium
Likes (total lifetime)	3,658	90	3454	738
Average 28 day impressions	273,030	4,781	386,128	31,824
Average 28 day reach (unique users)	32,826	1,806	29,896	9,778
Average 28 day engagement (unique users)	6,483	124	4,116	783
<b>Twitter insights (February 2018)</b>				
Number of tweets created	254			
Tweet impressions	41,800			
Profile visits	551			
Mentions	136			
Total followers	1,078			
New followers this month	11			
<b>Instagram insights (February 2018)</b>				
Total followers (71% women, 29% men)	369			

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

Despite the weather the Winter Carnival schedule of events and activities went very well and were well attended. The schedule promoted daily physical activities to keep people active, inside and out. The indoor walking challenge at the stadium was a huge success with over 125 walkers signing up daily. There were 11,407 laps recorded equalling almost 3,000 km in 7 days! The 4<sup>th</sup> Annual Valentine's Run had the most registrants to date, with over 250 runners/walkers participating this year. Outdoor Play Day was popular providing youth with activities including playing street hockey with the Ramblers, and skating on the outdoor ice surface. An aerial picture of an "A" was arranged with the Spring Street Academy School staff, with the entire school participating in the picture. Ringette NS hosted a "Come Try Ringette" free session at the Amherst Stadium. There were 26 youth that participated with interest in any upcoming sessions. Baseball NS hosted a free Girls Baseball clinic at the West Highland School. Nine girls between the ages of 9-14 signed up for the session. A Community Development Grant was approved to purchase skating helmets to add to our equipment lending program. 24 helmets and additional skating aids were purchased and added to stadium inventory. A meeting was held with Tennis NS and Sport NS to discuss Tennis programming and training in Amherst for the spring.

The first three Learn 2 Lead workshops were well attended. The Women in Leadership: Life Balance was hosted in Amherst at the CCUBIC. The multisport program has completed the Swim sessions and are onto the 7<sup>th</sup> sport in the program, Run Jump Throw with the Cumberland Sporting Club. We held our first meeting with sport organizations around the table to discuss the program for next year and to see what partners are on board. All partners so far have said they were happy with the program and would like to be part of it again for the 2018/19 season.

### **Horticulture/Green Spaces**

Parks and trails were routinely monitored throughout the month of February for safety issues and tidiness. Town trees were monitored for any hazards that may be present and remedied as needed.

Careful consideration and planning went into compiling Request for Proposals for the purchase of this year's hanging baskets, as well as this year's bedding plants. The successful proponent of the tender whom was also the winner of last year's proposals was Reade's Nursery who will be supplying the Town of Amherst with their hanging baskets and bedding plants for the 2018 growing season.

The site of "A Place to Play" outdoor skating surface saw decorative lighting enhancements installed to enhance the outdoor skating experience and to further promote our goal to become the healthiest, most active community in Nova Scotia.

### **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. Parks and trails are still accessible but weather may cause some issues. Parks that have swing sets in them are still in full operation.

#### **Amherst Stadium**

The Amherst Stadium had a busy month. In February CCMHA used 65.25 hours compared to 72.50 hours used in 2017. Amherst Figure Skating used 43 hours, in 2017 Amherst Figure Skating used 31.75 hours. Total program skating hours for February is 85.5 hours, compared to 69.25 hours in 2017. The ice was used for a total of 267.50 hours, compared to 259.50 hours used in February 2017. Ongoing maintenance and cleanliness is a high priority at the Amherst Stadium.

During our Winter Carnival we hosted the Novice Bluenose Tournament. Through the Free Ice Pilot Project the Town of Amherst provided the tournament 19 hours of free ice time. With free ice time each team was able to save \$200.00 off the registration fee. Each team paid \$450.00.

#### “A” Place To Play

Weather hasn't been on our side this winter causing the facility to be closed more than it was open in February. However it has been equipped with bleachers, benches for people to tie their skates and a porta pottie. We have various signs throughout the facility to promote healthy/active living. The facility is open daily until 10:00pm weather permitting.

#### Robb Complex

The Off Leash Dog Park is now open daily from 7:00am to 10:00pm. This facility is equipped with garbage cans, waste receptacle, porta pottie, shelter, benches and a holding area.

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. Specific ongoing projects include the train station transfer, the NetZero/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. Rebecca Taylor commenced her position as Business Development Officer on February 26.

Users of the CCUBIC Building for the month of February included Indigenous Service Canada, SEB Client Training, Town of Amherst, Waldale, CBDC, AC Group, ACOA, Women in Leadership Workshop, Amherst Chamber of Commerce, CDC – Interviews, Ann Sharpe, Campbell's Funeral Home – Estate Planning and end of Life Seminar and Town of Amherst Winter Carnival.

# Monthly Report

## Fire Department

### March 2018

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#### Responses

##### Town of Amherst – 6 events

- 1 Smoke alarm activations
- 1 Monitored alarm activations
- 1 Air quality check
- 2 Motor vehicle accident
- 1 Structure fire

##### Contract area (District 2) – 3 events

- 1 Monitored alarm activations
- 1 Mutual aid
- 1 Motor vehicle accident

#### Fire Inspections

7 complete fire inspections were completed during this period.

#### Professional Development

Our recruit firefighters have started preparing for their final exams in the basic fire fighter program. On April 14<sup>th</sup> & 15<sup>th</sup> they will be completing their final evaluation exams at the Amherst Fire Station.

#### Capital Projects

We are currently in the process of reviewing proposals and ordering new replacement VHF radios for hazardous materials operations.

#### Events

On February 23<sup>rd</sup> & 24<sup>th</sup> the Amherst Fire Fighters Association held it's 17<sup>th</sup> Annual Burn Treatment curling event at the Amherst Curling Club. This event consisted of twenty-four teams, scheduled over a 3 draw, 8 teams per draw format. This event is organized annually by the Burn Treatment Committee of the Amherst Fire Fighters Association and receives assistance from long time major sponsor Joe Dupuis. Funds raised from this event will be presented to the Nova Scotia Burn Treatment Society at an event in April in Halifax.

#### Upcoming Events

Members of the Amherst Fire Fighters Association will be taking part in the Annual Maritime Fire Fighters Curling Tournament in Truro from March 23<sup>rd</sup> - 25<sup>th</sup>.

# Monthly Report

## Planning and Strategic Initiatives

**March 2018**

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Planning staff is facilitating a Land Use Bylaw amendment dealing with signage in the downtown core area district that will be the subject of a public hearing at the March Council meeting. Staff also 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 continues to be provided for the Town of Oxford. Other planning matters include a request to purchase a portion of Christie Park, a new subdivision off of East Pleasant Street, and an Acadian settlers' monument.

Strategic projects include acting as the lead on developing Council's 2018 Strategic Priorities, redrafting the Active Transportation Plan, the train station transfer, the Net-Zero/Smart-Grid Energy study, the NS Power Smart Grid project, and the Commercial Phase-in Bylaw.