



**Town of Amherst  
Committee of the Whole**

Date: **Monday, April 23, 2018**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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

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

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

**Members Absent** Councillor Jason Blanch

**Staff Present** Greg Herrett, CAO  
Jason MacDonald, Deputy CAO Operations  
Ian Naylor, Police Chief  
Vince Arbing, Treasurer  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Natalie LeBlanc, Deputy Clerk  
Tom McCoag, Corporate Communications Officer  
Kim Jones, Municipal Clerk  
Andrew Fisher, Manager of Planning & Strategic Initiatives

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**1. Call to Order**

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

- 1.1 Approval of Agenda**  
**Moved By Councillor MacKenzie**  
**Seconded By Councillor Byrne**  
**That the Agenda be approved as circulated.**

**MOTION CARRIED**

**1.2 Approval of Minutes**

**1.2.1 20180220 COW minutes**

**Moved By Councillor Rhindress**

**Seconded By Councillor Byrne**

**To approve the minutes of the February 20, 2018 Committee of the Whole meeting.**

**MOTION CARRIED**

**1.2.2 20180226 COW minutes**

**Moved By Councillor Byrne**

**Seconded By Councillor MacKenzie**

**To approve the minutes of the February 26, 2018 Committee of the Whole meeting.**

**MOTION CARRIED**

**2. In-Camera**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Rhindress**

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

**MOTION CARRIED**

Let the minutes show the Deputy CAO Jason MacDonald arrived at this time.

**3. Council Direction Requests**

**3.1 Flag Protocol**

**Moved By Councillor Rhindress**

**Seconded By Deputy Mayor Christie**

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

**MOTION CARRIED**

**3.2 Fibre Arts Festival Request for Presentation**

**Moved By Councillor Rhindress**

**Seconded By Councillor Byrne**

**That Council direct the CAO to reply to the request from the Fibre Arts Festival and arrange for a presentation to Council.**

**MOTION CARRIED**

**3.3 NSCC Make Way Campaign Request for Presentation**

**Moved By Councillor Rhindress**

**Seconded By Councillor Byrne**

**That Council direct the CAO to reply to the request from the NSCC Make Way Campaign and arrange for a presentation to Council.**

**MOTION CARRIED**

**3.4 Amendment to the Office of the Deputy Mayor Policy**

**Moved By Councillor Rhindress**

**Seconded By Councillor Jones**

**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."**

Against (5): Mayor Kogon, Deputy Mayor Christie, Councillor Byrne, Councillor Jones, and Councillor MacKenzie

**MOTION DEFEATED**

**3.5 Inter-Municipal Emergency Services Agreement Amendment**

**Moved By Councillor Jones**

**Seconded By Deputy Mayor Christie**

**That the amendment to the Inter-Municipal Emergency Services Agreement as presented at the March 19, 2018 Committee of the Whole be referred to the March 26, 2018 regular meeting of Amherst Town Council for approval.**

**MOTION CARRIED**

**3.6 Council Code of Conduct Review**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**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)**

- **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;**

Against (5): Mayor Kogon, Deputy Mayor Christie, Councillor Byrne, Councillor MacKenzie, and Councillor Rhindress

**MOTION DEFEATED**

#### **4. Information Items**

##### **4.1 Signage re Presence of Deer (6879)**

Chief Naylor reviewed his report included as part of the agenda package. No direction given or action required.

##### **4.2 North Tyndall Wellfield Advisory Committee Memo**

The Deputy CAO reviewed his memo included as part of the agenda package. He also advised that the Municipality of the County of Cumberland is in the process of adopting a new MPS and LUB. Staff met with County planning staff to ensure that their new planning documents remained unchanged with respect to Wellfield protection.

##### **4.3 Tesla Rapid Charge Station**

Mr. Fisher reviewed his memo included as part of the agenda package. Discussion ensued around promoting the existing car charging station. Staff agreed to look at ways to raise awareness.

##### **4.4 Acadian Monument (LaButte)**

Mr. Fisher reviewed his report included as part of the agenda package. Subsequent to the report, staff spoke with Parks Canada who advised that they are working on a monument to be located Beaubassin ahead of the Acadian World Congress to be held in Moncton in 2019. Staff are also reaching out the Federation des Association de Familles Acadiens.

#### **5. Monthly Reports**

##### **5.1 Corporate Services**

Information item; no direction given or action required.

##### **5.2 Operations**

Information item; no direction given or action required.

##### **5.3 Police Services**

Information item; no direction given or action required.

5.4 **Recreation**

Information item; no direction given or action required.

5.5 **Fire Services**

Information item; no direction given or action required.

5.6 **Planning & Strategic Initiatives**

Information item; no direction given or action required.

6. **Adjournment**

**Moved by Councillor Byrne to adjourn the meeting at 5:50p.m.**

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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:** March 26, 2018  
**Time:** 5:00 pm  
**Location:** Council Chambers, Town Hall

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

**Members Absent** Councillor Jason Blanch  
Councillor Vince Byrne

**Staff Present** Greg Herrett, CAO  
Jason MacDonald, Deputy CAO Operations  
Ian Naylor, Police Chief  
Vince Arbing, Treasurer  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Rebecca Taylor, Business Development Officer  
Tom McCoag, Corporate Communications Officer  
Andrew Fisher, Manager of Planning & Strategic Initiatives  
Natalie LeBlanc, Deputy Clerk

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**1. Call to Order**

Mayor Kogon called the meeting to order at 5:20P.M.

- 1.1 Approval of Agenda**  
**Moved By Deputy Mayor Christie**  
**Seconded By Councillor MacKenzie**  
**That the agenda be approved as circulated.**

**MOTION CARRIED**

**2. Presentations**

**2.1 NSCC Make Way Campaign**

Stephen Maltby, David Hoffman and Andrew Moore presented on behalf of the NSCC Make Way Campaign. A copy of the presentation was distributed to Council and is included in the meeting file.

**2.2 REMO**

Mike Johnson presented on behalf of the Cumberland Regional Emergency Management Organization (REMO). A copy of the presentation was distributed to Council and is included in the meeting file. He is requesting that Council agree, at least in principle, to adopt the proposed changes to the All Hazard Plan. Mayor Kogon advised the process would be to get this item put on the April Committee of the Whole agenda for Council to decide if they want to approve the changes.

**3. Council Direction Requests**

**3.1 Cumberland Energy Authority Request to Present to Council**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Jones**

**That Council direct the CAO to arrange a presentation to Council by the Cumberland Energy Authority.**

**MOTION CARRIED**

**4. Adjournment**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Jones**

**That the meeting be adjourned at 5:40P.M.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor



# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Councillor Blanch  
DATE: April 23, 2018  
SUBJECT: Blair's Lake Property potential

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I would like to discuss the possibility of directing staff to explore the potential for new recreation programming initiatives at Blair's Lake.

**Motion:**

**I move that Council direct the Recreation Department to engage in research and planning to implement an aspect of Amherst's Recreation Programming at Amherst's property on Blair's Lake. Research would include reaching out to the NS Department of Environment for permits and water quality assessments as well as inviting the County to partner in developing programs, (particularly programs related to Canoeing, Kayaking and Stand Up Paddle boarding.)**

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

**SUBMITTED BY:** Bill Schurman, Director of Recreation

**DATE:** April 23, 2018

**SUBJECT:** Ice Helmet Policy

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**ORIGIN:**

Recreation department/citizen feedback.

**RECOMMENDATION:**

That Council forward approval of the Ice Helmet Policy # 72300-10 for the Amherst Stadium effective August 15, 2018, to the April 30, 2018 regular meeting of Amherst Town Council.

**BACKGROUND:**

The Town of Amherst is committed to the safety of all individuals and groups using the ice at the Amherst Stadium. Currently, the use of helmets for ice users is strongly recommended, but not compulsory. The department identified a need for a review of helmet practices for on-ice activities. Certified CSA Approved helmets are proven to help reduce the risk of head injuries for participants of ice activities.

A number of arenas throughout the region have implemented helmet policies for the safety and well-being of all users while participating in on-ice activities.

**DISCUSSION:**

It is suggested that all persons are to wear a CSA approved helmet during on-ice events. The chinstrap on the helmet shall be securely fastened under the chin. Helmets will be available at the Stadium on a first come first serve basis to sign out, at no charge, for those users who do not have a CSA Approved helmet. Exemptions to the proposed policy may be requested on the bases that liability coverage is assumed by the user group(s), or in the case of emergency personnel being requested on the ice surface.

**FINANCIAL IMPLICATIONS:**

A Facility Development Grant was received from the Province of Nova Scotia to purchase loaner CSA Approved helmets to be available, first come first served, at the Stadium.

**COMMUNITY ENGAGEMENT:**

A number of organizations, individuals, municipalities, and sport associations were contacted throughout the process.



**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications attached to this request.

**ALTERNATIVES:**

1. Reduce compulsory helmets to youth 18 and under.
2. Reduce compulsory helmets to youth 12 and under.
3. Do not support recommendation and continue with practice at the Stadium of CSA  
Approved helmets being strongly recommended.

**ATTACHMENTS:**

Proposed Ice Helmet Policy

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Report prepared by:

Report and Financial approved by:

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**DEPARTMENT:** RECREATION

**TITLE: ICE HELMET POLICY – AMHERST STADIUM**

Minutes reference date:

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## **POLICY STATEMENT**

The Town of Amherst is committed to the safety of all individuals and groups using the Amherst Stadium. Therefore, for the protection and safety of the public, the wearing of a Canadian Standard Association (CSA) approved protective ice helmet is mandatory for all on-ice participants at the Stadium.

## **POLICY**

CSA approved protective helmets are mandatory for all individuals, at all times, while on the ice at the Amherst Stadium. This policy will be clearly posted with other established regulations for activities. Face masks are not mandatory however young skaters may benefit from the added protection.

## **PROCEDURE**

Effective August 15, 2018 all individuals and groups are to wear CSA approved ice helmets while on the ice surface at the Stadium. The chinstrap of the helmet shall be securely fastened under the chin. Failure to wear a helmet will result in the removal of the individual from the ice surface until they are wearing an approved helmet.

## **EXEMPTIONS**

Exemption to this policy may be granted on an individual basis where the wearing of a helmet would interfere with the observance of a religious custom or the user group assumes liability coverage as follows:

1. Application for such exemption must be made to the Town of Amherst in writing.
  - a. Granting of such exemption will require the applicant to provide a signed Helmet Policy waiver prior to the participation in any on-ice activity.
2. User groups that assume liability coverage (Proof of coverage must be provided at the time of booking) include: Skate Canada, Skate Nova Scotia, and the Amherst Skating Club

**DEPARTMENT: RECREATION**

**TITLE: ICE HELMET POLICY – AMHERST STADIUM**

Minutes reference date:

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3. Figure Skaters who are registered with Skate Canada after successfully completing the CanSkate program, as well as figure skating during sanctioned competitions, are exempt from wearing a protective helmet during their activities as standard practice in the sport, which is supported by Skate Canada and Skate Nova Scotia.
4. Maritime Junior “A” Hockey League
  - a. The policy shall not apply to team personnel during bookings made by the teams associated with the Maritime Junior “A” Hockey League.

All other requests for exemption must be submitted in writing to the Town of Amherst for consideration.



## COMMITTEE OF THE WHOLE

CDR# 20180883

Date: April 23, 2018

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

**SUBMITTED BY:** Jason MacDonald, Deputy CAO

**DATE:** April 23, 2018

**SUBJECT:** **Reservoir Replacement Project – Mobile Generator Purchase**

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**ORIGIN:** Clean Water and Waste Water Fund – Reservoir Replacement Project.

**LEGISLATIVE AUTHORITY:** Town of Amherst Procurement Policy, #3700-01

**RECOMMENDATION:** That Council refer approval of the updated purchase price of a new mobile generator, included in the Willow Street Water Reservoir CWWF project, to the April 30, 2018 regular meeting of Amherst Town Council.

**BACKGROUND:** At the February meeting of Amherst Town Council the following motion was approved:

**That Council approve 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.**

At the time our consultant, CBCL Limited, indicated that the new generator would cost \$84,000. Since that time a quote has been received from our contractor which indicates that the actual cost of the generator will be \$121,332.75 plus HST. When pressed for an explanation for the difference in prices, CBCL indicated that the \$84,000 was a 'budgetary quote' from a supplier and further that it did not include installation. CBCL Limited obviously did not fully understand how the price provided would be used.

**DISCUSSION:** While the actual cost of the generator is in excess of the amount contemplated in February, the benefit of the generator to the Water Utility during a prolonged power outage far outweighs the cost of the unit. These benefits are detailed in the February Request for Decision which is attached.

**FINANCIAL IMPLICATIONS:** The \$121,332.75 plus HST for the new generator will be paid for within the CWWF project, of which the Water Utility's portion is 25%. This updated amount has been included in the \$890,299 requested to be carried over in the 2018/19 fiscal year for the completion of this project.

Furthermore, an additional \$1,891,073 of this project funding has been requested to be carried forward in the 2018/19 fiscal year for the replacement of water lines on Willow Street.



**COMMUNITY ENGAGEMENT:** As this purchase will be undertaken under an existing contract there has been no community engagement.

**ENVIRONMENTAL IMPLICATIONS:** The purchase of a new generator should result in a decrease in emissions through the potential reduced usage of our existing older generators.

**ALTERNATIVES:** Do not purchase a new generator and continue operating our various sites with our existing mobile generators during power outages.

**ATTACHMENTS:** Mobile Generator Change Order

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



CBCL LIMITED  
Consulting Engineers

# CHANGE ORDER

161043.01  
(CBCL File No.)

To: Phillip Farrow (Maritech)

Change Order No.: 7

Date: March 8, 2018

Contract Name: Water Reservoir Replacement

Contract No.: T-17-02

Refer to: CCO#4, Maritech quotation (attached)

Copies to: Ben Pitman (Town of Amherst)

You are hereby authorized, subject to the provisions of your contract, to proceed with the following work:

Supply and install a portable generator at the reservoir, including electrical modifications as detailed in Contemplated Change Order #4.

Credits	Extra
	\$ 121,332.75
<b>SUB-TOTALS</b>	\$ 121,332.75
<b>TOTAL</b>	\$ <b>121,332.75</b>

The amount of the contract sum is INCREASED by the sum of \$121,332.75

**RECOMMENDED:**

	Municipal Engineer	08-Mar-18
Engineer/Consultant	Title	Date

**AUTHORIZED:**

Owner	Title	Date
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**ACKNOWLEDGED:** Receipt of this change is hereby acknowledged and the terms thereof agreed to.

Contractor	Title	Date
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# ADDITIONAL WORK AUTHORIZATION

**Maritech Construction Inc.**  
 P.O Box 1005  
 Amherst, Nova Scotia B4H 4E1  
**Telephone (902) 667-1756 Fax (902) 667-1766**

Customer Name <b>Town of Amherst</b>	PHONE	DATE <b>07-Mar-18</b>
Street <b>98 East Victoria</b>	JOB NAME <b>Amherst Reservoir Replacement</b>	JOB NUMBER <b>17-297</b>
CITY <b>Amherst</b>	PROVINCE <b>NS</b>	
EXISTING CONTRACT NUMBER <b>T-17-02</b>		CITY <b>Amherst</b>
Issued by Email <b>rmorrison@cbcl.ca</b>		

## Contemplated Change Order #4 -Revised Response

**Supply and Installation of new Generator as per information provided.**

### Description of work Attached

Electrical Work	\$	14,225.00
Generator	\$	90,825.00
<b>Total</b>	<b>\$</b>	<b>105,050.00</b>
<b>O/H</b>	<b>10% \$</b>	<b>10,505.00</b>
	<b>\$</b>	<b>115,555.00</b>
<b>Profit</b>	<b>5% \$</b>	<b>5,777.75</b>

### HST Extra

**TOTAL ADDITIONAL CHARGE <CREDIT> FOR ABOVE WORK \$ 121,332.75**

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Issued By	Approved by _____
Print name <b>Phillip Farrow</b>	Print Name _____
Date <b>07-Mar-18</b>	Date _____

Note: This Revision becomes part of, and in conformance with, the existing contract.



90 Havelock St | PO Box 232 | Amherst, N.S | B4H 3Z2 Tel: (902) 667-9997

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March 6, 2018

Quotation Number: 060318-01

Maritech Construction Inc.  
PO Box 1005  
Amherst Nova Scotia  
B4H 4E1

Att: Phillip Farrow

Re: Electrical Quote Rev2  
Reservoir CCO-04-Generator  
Amherst, NS

In response to your recent request we provide the following Quotation for your consideration.

For the following total project, we quote the amount of **\$105,080.00**. HST not included

### **Reservoir Electrical**

- Underground 30amp 600 three phase electrical installed in 53mm PVC conduit. spare 53mm PVC conduit, and one (1) 53mm communication PVC conduit. This is from the building to original point of the start of the underground conduits.
- Install a new 15kva 600-120/208v 3 phase transformer in chamber to feed electrical panel.
- Remove obsolete electrical in chlorination building.
- Replace 347/600v 100a service with new mast, weather head, and 4x fusible main disconnect.
- Install a new 200a 600v manual transfer switch and new generator 200amp 600v pin and sleeve inlet. (5pin)
- Install a new 5-meter portable power cable #1 5cond on new generator which includes a pin and sleeve female cord cap 200amp 600v (5 pin).
- Install new 30a 600v fusible disconnect to feed new chamber and install 30amp 600v non-fusible disconnect in new chamber.
- We will request NS Power to replace the old overhead line with a new overhead line to building from existing pole and existing transformers.
- Electrical permit and inspection fees

Page 1 of 3

This document may contain information which is privileged or confidential.  
If you are not the named addressee of this message please destroy it without reading, using, copying or disclosing its contents to any other person.



90 Havelock St | PO Box 232 | Amherst, N.S | B4H 3Z2 Tel: (902) 667-9997

\*\*\* Trenching, excavating, sand, pressure treated planks and backfilling of trenches is not included.

**Portable Generator**

- Supply a new Kohler portable generator model # 120REOZT4, 347/600V, 105KW/131KVA. Complete with trailer. \*\*Fuel by others.

**Pricing breakdown**

Electrical work	<u>\$14,255.00</u>
Generator	<u>\$90,825.00</u>
Total	<u>\$ 105,080.00</u>

If further information is required, please do not hesitate to contact me at your convenience.

Best Regards,

*Rob Rayworth*

**Raytech Electrical Systems**

Email: rob@raytechelectrical.ca

Ph: 902.667.9997

Cell: 902.664.8176



## AMHERST TOWN COUNCIL

RFD# 2018069

Date: February 26, 2018

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

**SUBMITTED BY:** Jason MacDonald, Deputy CAO

**DATE:** February 26, 2018

**SUBJECT:** Reservoir Replacement Project – Mobile Generator Purchase

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**ORIGIN:** Clean Water and Waste Water Fund – Reservoir Replacement Project.

**LEGISLATIVE AUTHORITY:** Town of Amherst Procurement Policy #3700-01

**RECOMMENDATION:** That Council approve the purchase of a new mobile generator, to be added to the contract with Maritech Construction Limited for the replacement of the Willow Street Water Reservoir CWWF project.

**BACKGROUND:** The Willow Street reservoir is being replaced as part of the CWWF project. Currently, when power outages occur, Public Works Crews move a mobile generator from another location to the reservoir site to operate the reservoir, scada system, backup well as well as the repeater for the first responder communication system. While this situation has been manageable in the past, it does create logistical issues in that it diverts the crews from other work during weather events, and it takes a generator away from other critical infrastructure such as the well field or sewer lift stations. Currently the Town utilizes two mobile generators to operate the wellfield, reservoir and six sewer lift stations. In addition, one of these generators does not have the required voltage to be used at all of these sites.

**DISCUSSION:** While not included in the original contract, it was anticipated by staff that should the budget allow, we would recommend that a change order be approved for the purchase of a generator at this site. Our contractor has provided quotes of \$114,000 for a permanent natural gas generator and \$84,000 for a mobile generator. The mobile generator, while still requiring a Public Works crew to mobilize and set up, will also provide the Town with greater flexibility for backup electrical generation during storm events.

**FINANCIAL IMPLICATIONS:** Currently, this project is running approximately \$2,200,000 below the budget amount of \$7,700,000, including the engineering work awarded to EXP Consulting for the design of the infrastructure replacement on Willow, Spring and Church Streets. This addition to the contract is good use of senior government funding. The Water Utility's portion of this cost is 25%.

**COMMUNITY ENGAGEMENT:** As this purchase will be undertaken under an existing contract there has been no public engagement.



**ENVIRONMENTAL IMPLICATIONS:** The purchase of a new generator should result in a decrease in emissions through the potential reduced usage of our existing older generators.

**ALTERNATIVES:** Do not purchase a new generator and continue operating our various sites with our existing mobile generators during power outages.

**ATTACHMENTS:** n/a

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2018086

Date: April 23, 2017

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**TO:** Mayor Kogon and Members of Amherst Town Council  
**SUBMITTED BY:** Jason MacDonald, Deputy CAO, Operations  
**DATE:** April 23, 2018  
**SUBJECT:** North Tyndal Wellfield Water Source Protection Strategy

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**ORIGIN:**

A new water source protection strategy for the North Tyndal Wellfield has been under development for the past 24 months.

**LEGISLATIVE AUTHORITY:**

Environment Act

**RECOMMENDATION:**

That Council refer the new North Tyndal Wellfield Water Source Protection Strategy to the April 30, 2018 regular meeting of Council for consideration and approval.

**DISCUSSION:**

The North Tyndal Wellfield supplies potable drinking water to the residents of the Town of Amherst and surrounding area. The Amherst Water Utility operates the wellfield and water system.

After the North Tyndal Wellfield came into production in the late 1980's a water source protection plan was developed and implemented. During the first two decades this plan was in place it was used as a model for other jurisdictions across Nova Scotia and North America. However, in more recent years the age of the protection plan has become an issue, and the Department of Environment requested that it be updated.

The Amherst Water Utility engaged CBCL Consultants to review and update the protection strategy. The first step was to confirm the recharge area that was originally delineated in the late 1980's. While new, more sophisticated methods are now used to delineate groundwater movement, the new tests confirmed that the original recharge area is in fact accurate and no changes to the boundary of the protected area are required or being recommended.

Due to the low number of existing land uses in the area, the existing land use regulations were confirmed to be satisfactory, and the Municipality of the County of Cumberland has agreed to carry them forward into their new Planning Documents currently in the adoption process.



While numerous, minor, administrative changes to the documents have been made, no major changes to permitted activities are recommended. The most significant change recommended is a clearer requirement for the content of forestry management plans and a recommendation that more inspections of the wellfield area be undertaken by the Water Utility.

At the February 28, 21018 meeting of the North Tyndal Wellfield Advisory Committee the following motion was passed:

**Moved By Councillor Jones**

**Seconded By Councillor Chase**

**That the North Tyndal Wellfield Advisory Committee recommend that the Councils of the Town of Amherst and the Municipality of the County of Cumberland approve the Town of Amherst North Tyndal Wellfield Source Water Protection Plan dated June 2016 submitted by CBCL, and direct staff to notify both Councils of this motion.**

**FINANCIAL IMPLICATIONS:** There are no significant financial implications to adopting the water source protection plan.

**COMMUNITY ENGAGEMENT:** Community stakeholders are members of the North Tyndal Wellfield Advisory Committee. A public participation session was held on April 11, which was attended by approximately 15 people. All in attendance were supportive of the plan and a detailed memo of the evening is attached, including staff comments on the issues raised by the public.

**ENVIRONMENTAL IMPLICATIONS:** The updated water source protection plan, will help protect the environment of the entire North Tyndal Wellfield.

**ALTERNATIVES:**

1. Request staff to make changes to the Water Source Protection Strategy and bring back to Council for Consideration

**ATTACHMENTS:** Public Participation Memo; Water Source Protection Strategy

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Report prepared by: Jason MacDonald, Deputy CAO, Operations

Report and Financial approved by:

# MEMORANDUM

**To:** Jason MacDonald, DCAO

**From:** Ben Pitman, P.Eng., Town Engineer

**Date:** April 13, 2018

**Subject:** **North Tyndal Wellfield Source Water Protection Plan –  
Public Participation Opportunity**

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The Town of Amherst hosted a Public Information Session at Town Hall on Wednesday, April 11, 2018 from 4pm to 6pm. This provided an opportunity for the landowners and the general public to attend and learn of the changes to the Source Water Protection Plan. Staff, including Jason MacDonald, Ben Pitman and Andrew Fisher, as well as our consultant Colin Walker were in attendance to discuss the changes, and provided a display of maps and other information.

There were 15 people in attendance from the public. The majority of them were cottage/camp owners who were concerned that there may be changes to restrictions to snow mobile or ATV activity in the Source Water Protection Area; however, as they learned that there were no changes proposed in this area they were generally satisfied with the proposed changes.

There were two land owners who have specific recommendations to the regulations in place and the proposed Source Water Protection Plan. These recommendations include expanding the area of the Protected Area to include more of the lands of JD Irving on the West side of Zone 3; and to provide assistance to landowners who wish to complete forest harvesting within the Source Water Protection Area in the form of a monetary contribution for the development of Forestry Management Plans.

It was also suggested that the Town contact the Provincial Government to eliminate the transport of hazardous material through the Source Water Protection Area, as well as increase monitoring of the activities within the Protected Water Area.

## Staff comments:

1. Regarding the request to expand the protection area, our water modelling indicates that the extent of the protected water area is sufficient and therefore there is no justification to extend the protected water designation.
2. Regarding the request for a monetary contribution for forestry management plans, the current regulations allow for the removal of 20 cord of wood from each property before a forestry management plan is required. This was done to allow property owners to remove wood for their own use without the need of a plan. The removal of more than 20 cord would have commercial purposes and a forestry management plan would be appropriate.
3. Within Nova Scotia there are many protected water areas with roads, and major highways, running through them. These areas do not have restrictions on the type of goods transported through the protected water area. Given the low probability of an accident, and our contingency plan to deal with an accident should one occur, it is highly unlikely that the Department of Environment would establish a ban on the transport of any goods through the wellfield.
4. The plan includes provision for increased monitoring of activities within the wellfield.





**TOWN OF AMHERST**  
**PROCUREMENT AWARDS LESS THAN \$250,000**  
**Approved by CAO or Designate**  
**QUARTERLY REPORT FOR January, February, and March 2018**



CONTRACT	# OF BIDS	SUCCESSFUL BIDDER	BUDGET AMOUNT	AMOUNT OF AWARD	APPROVAL DATE	BUDGET TYPE	APPROVING AUTHORITY	TYPE
RFP-18-02 Supply & Delivery of Hanging Baskets	1	Reade's Nursery	\$15,000	\$14,827	Mar 14, 2018	Operating	CAO	Regular
RFP-18-03 Supply & Delivery of Bedding Plants	1	Reade's Nursery			Mar 14, 2018	Operating	CAO	Regular
RFQ-18-02 Supply & Install of New 2.5 Ton Heat Pump – Library	4	Ross Refrigeration	\$12,277	\$5,298	Jan 15, 2018	Operating	Treasurer	Regular
RFQ-18-03 Supply & Install of New Heat Exchanger for 6 Ton Heat Pump – Library	4	Ross Refrigeration	\$6,979	\$2,528	Jan 15, 2018	Operating	Treasurer	Regular
RFP-18-04 Supply & Delivery of Pneumatic Ground Piercing Tool	1	McLennan Sales (EMCO)	\$10,000	\$5,110	Feb 23, 2018	Capital	CAO	Regular
RFQ-18-06 Copier Replacement – Lower Level DPB	1	Xerox	\$60,939 (5 year rental including copy charges)	\$52,400 (5 year rental including copy charges)	Mar 1, 2018	Operating	CAO	Alternative
RFQ-18-07 Copier Replacement – Stadium	1	Xerox	\$8,047 (5 year rental including copy charges)	\$6,435 (5 year rental including copy charges)	Mar 1, 2018	Operating	CAO	Alternative
RFQ-18-08 Copier Replacement – Police Department		Xerox	\$40,561 (5 year rental including copy charges)	\$32,277 (5 year rental including copy charges)	Mar 1, 2018	Operating	CAO	Alternative
RFQ-18-04 Supply & Delivery of Ammunition – Lot A	3	Korth Group	\$6,000	\$853	Mar 18, 2018	Operating	Treasurer	Regular
RFQ-18-04 Supply & Delivery of Ammunition – Lot B	3	Korth Group		\$1,083		Operating	Treasurer	Regular
RFQ-18-04 Supply & Delivery of Ammunition – Lot C	3	Korth Group		\$2,019		Operating	Treasurer	Regular
RFQ-18-04 Supply & Delivery of Ammunition – Lot D	1	MD Charlton		\$59		Operating	Treasurer	Regular
RFQ-18-04 Supply & Delivery of Ammunition – Lot E	2	MD Charlton		\$138		Operating	Treasurer	Regular
RFQ-18-11 Provision of SCADA services (Reservoir)	2	Raytech Electrical	\$4,000	\$2,920	Mar 14, 2018	Capital	Treasurer	Regular
RFP-18-10 Supply & Delivery of Two Way Portable Radios – Hazardous Atmosphere	3	Hitech Communications	\$20,523	\$18,932	Mar 15, 2018	Capital	CAO	Regular
RFQ-18-12 Slide-In Salt Hopper Extras	1	Del Equipment	\$3,563	\$1,956	Mar 29, 2018	Capital	CAO	Alternative
RFQ-18-13 Supply & Delivery of Full Color Map	3	Staples	\$10,770	\$2,040	Mar 29, 2018	Operating	Treasurer	Regular

Note: During the month of November 2017, the procurement policy was changed to allow the CAO greater approval authority for awards for items within the approved capital and operating budgets. The original amount of \$30,000 was changed to an approval limit of \$250,000.

**Awards Within Approved Budgets:**  
**\$2,000 - \$14,999 – Approved by Treasurer (CAO designate)**  
**\$15,000 - \$250,000 – Approved by CAO**  
**Alternative Procurement (any value) - Approved by CAO**

**All values include non-recoverable HST**

# Monthly Report

## Corporate Services

### April 2018

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**FINANCIAL -** Staff will be meeting with Council during the month of April to present and discuss the 2018/19 operating and capital budgets. With our fiscal year ending March 31, 2018, staff is busy getting ready for the year-end audit.

**2018 TAX SALE BY TENDER -** Council approved all 3 properties that were advertised for Tax Sale by Tender, with a closing date of March 6, 2018. The properties were 3 Fullerton St., 23 ½ West Pleasant St., both purchased by David Dickie, and the 3<sup>rd</sup> property was 26 Park St., purchased by Roderick Sinacsi. All 3 properties have a 6 month right of redemption, which will expire on September 26, 2018.

**2018 SPRING TAX SALE –** A Tax Sale will be held Tuesday May 22, 2018 at 10 a.m. There are 3 properties presently on the list:

1. 22 Acadia Street – Residential Home
2. 91 East Victoria Street – J.G Jewellers
3. 66 East Pleasant Street – Residential Home

**2018/19 INTERIM PROPERTY TAX BILLS –** Interim bills were mailed Friday April 13, 2018, with a due date of May 31, 2018.

**2018 ASSESSMENT APPEALS -** Assessments were mailed out mid-January by PVCS. The appeal deadline was February 15, 2018 at midnight. As of April 1, 2018, there were 72 appeals, and 1 completed.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of April 1, 2018	Appeals Withdrawn as of April, 2018	Appeals Successful as of April 1, 2018	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	54	\$12,851,500	0	0	0	-	-	0
Commercial	18	\$29,687,400	1	0	0	-	-	0
<b>TOTAL</b>	<b>72</b>	<b>\$42,538,900</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>

**WATER/SEWER COLLECTIONS –** Preparation for quarterly water bills continues this month. Public works started reading meters in early April, allowing bills to be posted and printed on April 16<sup>th</sup>. This set of water bills are not due until June 30<sup>th</sup>, however.

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

	Released	Closed	Awarded by Council	Awarded by Staff
RFQ	2	2	0	6
RFP	1	2	0	3
Tender	0	1	0	1
Other	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>10</b>

# Monthly Report

## Operations

### April 2018

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The month of March saw the return of winter weather, with the following 3 significant snow events during the month:

- March 8 – 25cm
- March 14 – 15cm
- March 22 – 30cm

In total, we received approximately 90cm of snow and 15mm of rain during the month.

Snow was removed from the downtown core on 2 separate occasions, with the crews also removing snow from parking lots when time permitted. All of the snow removal was carried out using our loader mounted blower and our own dump trucks, which eliminated the need to rent trucks from the private sector.

- Road salt usage for the month was 126 tonnes.
- 24 hours was spent sanding sidewalks.

Our streets crew spent 96 hours patching potholes with approximately 12 tonnes of recycled hot mix asphalt being used.

The sewer crew performed routine maintenance on the Waste Water Treatment Plant and the various lift stations in the system, as well as completion of the bi-weekly sewer sampling.

There was one broken water main in March, a 6” cast iron main at 11 Boylston Avenue.

There were no major mechanical issues with equipment during the month. The mechanic will now be turning his attention to start-up and servicing of the summer maintenance equipment to ensure all gear is ready to go.

A competition is underway to replace a number of vacant seasonal Public Works employees. In addition, a competition is underway to fill the vacant Capital Asset Coordinator position.

The Water Utility has submitted its request for its next ten-year operating permit.

The reservoir replacement project is progressing nicely, as the two tanks are now full. Most residential pressure reducing valves are in place, with only four properties outstanding. We plan to switch operation from our old reservoir to our new reservoirs on April 23.

During the month of February 2 new unsightly premises files were opened. There were 2 buildings permits issued with a value of \$71,000. Our Building Inspector continues to take training and shadow the County Building Inspectors when possible in order to gain the necessary experience to become a qualified building official.

# Monthly Departmental Report

Amherst Police Department

April 23rd, 2018

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## PROFESSIONAL DEVELOPMENT

**Trauma Informed Response to Sexual Violence** – 10 officers attended a 2 day workshops on Trauma Informed Response to Sexualized Violence 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. All APD officers have received this training. The course facilitator and the Department of Justice representative who delivered the training praised Amherst PD for being the first department in the province to have all officers complete this training.

**First Aid Training:** All members (with the exception of 2 who were on sick leave) completed their first aid recertification in March. This recertification must be completed every 3 years and is mandatory for police officers in Nova Scotia.

**UCR Unfounded Workshop:** D/Chief Dwayne Pike and Sgt David Lepper attended a Unified Crime Reporting (UCR) Workshop in Halifax. UCR is how reports to police are categorised and the outcome of the investigation. Stats Canada is in the process of changing the UCR procedures. The most significant changes are around the rules used to determine if an occurrence is determined to be cleared or not cleared. The scoring of “unsubstantiated” will be eliminated and this will have a significant impact on clearance rates. These changes will be implemented over the next 2 years. Many of the changes are a result of the recent concerns raised about the number of reported sexual assaults being scored as “Unfounded”.

**Intoxilyser Operator:** Cst John Haggerty attended the Intoxilyser course at the Atlantic Police Academy in Summerside. This 5 day course certifies the officer to operate the current device used to analyze breath samples from persons suspected of impaired driving.

**Poverty Forum.** Chief Naylor and D/Chief Pike attended the municipal poverty forum, “Poverty Lives Here” held at the Credit Union Community Business Innovation Center. It was an informative session. We believe the department is an important community partner in helping to address the challenges of poverty in our community.

## PERSONNEL

**Return of Officer.** One of our officers who had been on WCB since February 2017 returned to work in March. The officer was recovering from injuries which were a result of an on duty assault. There were times in the past year where there was concern the officer may never be able to return to work. The officer is very happy and relieved to be able to return and we are pleased to have them back.

## CRIME PREVENTION OFFICER/YOUTH & SCHOOL RESOURCE OFFICER

**International Women’s Day Luncheon.** Csts. Wood and Harrison were members of the organizing committee again this year. The event was held at the Amherst Lion’s Club. Chief Naylor, D/Chief Pike and S/Sgt White all attended the event.

**Cops4Kids 2018.** Plans are underway for the 2018 Cops4Kids. Available dates are limited at the Stadium due to pending construction projects. The tentative dates are July 3rd – 6th. The first opportunity to register will be at the Police Week display at the Amherst Center Mall on May 17th.

## **OPERATIONAL**

**New Police Vehicle.** The new Car #3, a 2018 Ford Interceptor AWD, was delivered on March 27th. This is a marked patrol vehicle used for general patrol. An RFQ has been issued for the installation of the vehicle equipment, i.e. lights, siren, in car video. We anticipate the vehicle will be in service in May.

## **OPERATIONAL STATS**

### **March 2018**

Occurrences: 360	Criminal Code Charges: 62
Impaired by Alcohol: 6	CDSA: 0
Impaired by Drug: 0	Traffic Written Warnings: 12
Traffic Tickets: 21	LCA: 4
Vehicle Checks: 127	Bike Patrol Hours: 0
Foot Patrol Hours: 65hours, 46 min	

### **SCEU**

CC Search Warrants Executed: 8	CDSA Warrants Executed: 8
CC charges laid: 21	CDSA charges laid: 19
Street Value of Seized Drugs: \$ 73,410	Total Cash seized: \$ 860
Value of other property: \$ 14,385	Firearms seized: 1
Other weapons Seized: 0	

### **Focused Enforcement**

The focused enforcement for March was seat belts. The initiative resulted in over 26 hours being dedicated to seatbelt enforcement. There was only 1 ticket and 2 written warnings were issued for seatbelt offences. 5 tickets and 2 written warnings were also issued for other offences. One person was charged with a criminal code driving offence of driving while disqualified.

# Monthly Report

## Recreation / Culture / Programming / Communications

April 2018

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

The Active Living Coordinator attended the Creating Active Communities Together event in Dartmouth. This event addressed physical inactivity in communities and shared inspiring communities' stories. Amherst was one of five communities featured during the symposium.

In collaboration with the YMCA, Maggie's Place and the Four Father's Library, a March Break activity schedule was produced, circulated through local schools as well as businesses and facilities within the area.

An indoor walking challenge began at the stadium in mid-March. The goal to reach Hawaii is to walk 8,534km. The Walking Challenge will conclude mid-April.

A series of "Try Ringette" sessions have been offered at the Stadium with the goal of determining if there is enough interest to begin a program in Amherst next fall. The Learn 2 Lead series of workshops continued in March with a Coaching Female Athletes Workshop with 14 people in attendance. The Learn 2 Lead series has been well attended and is receiving positive feedback. The weekly newspaper article continues in the Amherst News as does the weekly skinny update on activities and scheduled events in the community.

### **Horticulture/Green Spaces**

Research and development of maintenance plans for parks, sports fields and greenspaces continued during March. Additional work towards developing a more detailed bedding inventory has also been on-going in an effort to have documented references available as to what we have currently within our flowerbeds and where improvements need to be made. Daily monitoring of parks and ongoing street and park tree evaluations also continues. Budget preparations such as research and accumulation of data as per specific budget requests was on-going during the month of March. An information meeting for those interested in Communities in Bloom was held on April 11<sup>th</sup>. Staff also spent time preparing for Earth Day on April 22.

### **Facilities**

#### **Parks and Green Spaces**

All parks remain in operation pending weather. Dickey Park washroom remains open daily from 9:00am to 6:00pm. Parks and trails are accessible. Parks which have swing sets are still in full operation. Basketball nets at the Robb Complex are open.

#### **Amherst Stadium**

The Amherst Stadium had a busy month in March. CCMHA used 74.5 hours compared to 69.5 hours used in 2017. Amherst Figure Skating used 42.5 hours, in 2017 Amherst Figure Skating used 39.5 hours. Total program skating hours for March is 85.25 hours, compared to 68 hours in 2017. The ice was used for a total of 295.5 hours, compared to 281.5 hours used in March 2017.

Three special events supported by the No Fee Ice Pilot Project were held in March. On March 7<sup>th</sup> the Amherst Figure Skating Annual Skatifest received 12 hours of no-fee ice. The event was successful

with 202 participants from all over the Maritimes, compared to 185 in 2017. On March 9, 10, and 11 CCMHA hosted the Annual Bates/Merrill Friendship Hockey Tournament which received 22 hours under the no fee ice project with each participating team saving \$150.00 off their registration fee. On March 23, 24 and 25 CCMHA hosted the Mainland League play downs at the Amherst Stadium receiving 14.5 hours of no fee ice time. Each team saved \$125.00 from their registration costs.

#### "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 March. The surface closed on March 17 for the season. We have various signs throughout the facility to promote healthy/active living. The facility was open daily until 10:00pm weather permitting until.

#### Robb Complex

The Off Leash Dog Park is opened through to April 30<sup>th</sup> daily from 7:00am to 10:00pm. The facility is equipped with garbage cans, waste receptacle, porta pottie, shelter, benches and a holding area. User meetings have been held and will continue for the 2018 ball season.

The department welcomed Jennifer Bickerton who will be filling the term positon of Culture, Events & Marketing coordinator.

# Monthly Report

## Fire Department

April 2018

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### Responses

#### Town of Amherst – 18 events

- 4 Smoke alarm activations
- 5 Monitored alarm activations
- 1 Air quality check
- 1 Motor vehicle accident
- 3 Structure fire
- 2 Flue fire
- 1 Medical assist
- 1 Oven/Stove (Kitchen) Malfunction

#### Contract area (District 2) – 4 events

- 1 Monitored alarm activations
- 3 Motor vehicle accident

### Fire Inspections

9 complete fire inspections were completed during this period. Currently the fire inspection team is working on a fire inspection guide to assist property owners in preparing for a fire inspection. The intent of this guide is to provide an educational piece around fire inspections within the Town of Amherst. This guide is planned to be implemented later this year.

### Professional Development

On March 20<sup>th</sup>, 10 members of the fire department attended a Fentanyl Workshop in Pugwash. This Workshop was led by Nova Scotia Emergency Health Services and reviewed the medical first response actions to be taken when there is an expected overdose of any type, airway management and safety precautions related to various forms of Fentanyl and the administration of Naloxone.

The intent of this session was to educate members of the fire service prior to a fire department receiving the Naloxone response kits. On March 23<sup>rd</sup>, Chief Jones received a Naloxone response kit from Nova Scotia Emergency Health Services, that can be used by the Amherst Fire Department. Naloxone is used to reverse the affects of Fentanyl exposure.

### Personnel

During the month of March one fire fighter retired from active volunteer service.

# Monthly Report

## Planning and Strategic Initiatives

**April 2018**

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Staff have been busy during the month 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.

Staff also continue to play a central role in all development and permitting as the new Building Inspector continues to get up to speed, as well as provide services for the Town of Oxford.

# Monthly Report

## Economic Development

### April 2018

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#### Amherst Industrial Park Promotional Brochure

- Competitive analysis of industrial parks and business environments in North America.
- Researched most important characteristics that site selectors look for.
- Identified the features that differentiate Amherst as a preferred location.
- Collected data on Amherst's demographics, labour market, and business environment.
- Wrote and designed 4-page information and marketing brochure for site selectors.
- Posted brochure on Town of Amherst website and printed a short run.

#### Business Retention & Expansion Visit Training

- Participated in four training sessions to prepare for BRE interviews with Amherst companies.
- Collaborated with economic development partners to develop a structure and process for BRE visits, data analysis, and action.

#### Business Information Database

- Created a database and populated it with more than 900 Amherst businesses.
- Adding, deleting, and updating records, including assignment of a NAICS code to each business.

#### Tourism Marketing Materials

- Researched tourism activities within a one-hour radius of Amherst.
- Wrote and designed a 15" x 22" map and visitor guide.
- Updated Town of Amherst website content for visitors.
- Designed and produced three tourism brochures: dining, shopping, and activities

#### Management of Community Credit Union Business Innovation Centre

- Met with Cumberland Development Corporation staff to review operational processes and concerns.
- Re-designed sell sheet and booking agreement.
- Created page on of Amherst website with information and online booking request.
- Researched effective and economical options for internal signage.

#### Skills Development and Networking Opportunities for Local Businesses

- Arranged business development series of workshops for retail and tourism sectors, and designed and distributed promotional materials and social media promotions.

#### Updating Town of Amherst Website

- Reviewed structure and content, analysed site visitation/navigation data.
- Redesigned template elements and front page layout.
- Rearranged menu organization for clarity.

## Financial Management

- Prepared budget based on past activity and anticipated needs.

## Outreach

- Met with business owners, community members, and partners to learn about strengths, weaknesses, opportunities and threats.

## Highway Sign

- Reviewed work done to date and discussed requirements with TIR Dept. signage manager.
- Designed signage and sourced suppliers for printing.

## Partner Updates

- A Cumberland Youth Entrepreneur Challenge was launched as a partnership of Cumberland Business Connector, CBDC, and Community Credit Union, offering \$19,000 in prizes throughout seven regions.
- The Amherst & Area Chamber of Commerce Annual General Meeting is Friday, April 27. Rebecca Taylor will be the guest speaker, presenting on the goals of the new Joint Tourism Strategy Committee.
- The Joint Tourism Strategy Committee is recruiting six tourism industry representatives, and will soon begin work developing a tourism strategy for the Cumberland region.
- An informal networking group of Amherst merchants has met once, for information sharing with each other and with the Town's Business Development Officer. The group plans to meet at the Community Credit Union Business Innovation Centre's networking hub space regularly.