



**Town of Amherst  
Committee of the Whole**

Date: **Monday, April 30, 2018**  
Time: **6:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1 Approval of Agenda</b>	
<b>2. Council Direction Requests</b>	
<b>2.1 Territorial Acknowledgement - BLANCH</b>	1 - 1
<b>2.2 Community Solar Program - BLANCH</b>	2 - 2
<b>3. Information Items</b>	
<b>3.1 Quarterly Procurement Report - RECTOR</b>	3 - 3
<b>3.2 Mill Street</b>	4 - 4
<b>4. Monthly Reports</b>	
<b>4.1 Corporate Services</b>	5 - 5
<b>4.2 Operations</b>	6 - 6
<b>4.3 Police Services</b>	7 - 8
<b>4.4 Recreation</b>	9 - 10
<b>4.5 Fire Services</b>	11 - 11
<b>4.6 Planning &amp; Strategic Initiatives</b>	12 - 12
<b>4.7 Economic Development</b>	13 - 14
<b>5. Adjournment</b>	

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# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Councillor Blanch  
DATE: April 30, 2018  
SUBJECT: Territorial Acknowledgement

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The Acknowledgement below is an example of how the Acknowledgement could read, it was approved by Heather Stevens, the Operations Supervisor at the Millbrook Cultural and Heritage Centre. Heather told me that the most important part is the first sentence and I am certain there are many examples being used by municipalities, universities and other organizations.

*“We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi’kmaw Peoples. This territory is covered by the “Treaties of Peace and Friendship” first signed with the British Crown in 1725. The treaties recognized Mi’kmaw title and established the rules for what was to be an ongoing relationship. “*

## **MOTION**

**I move that Council direct staff to develop a policy establishing the use of territorial acknowledgements at the beginning of all Town of Amherst meetings and gatherings. This policy will include the exact acknowledgement being read and the specific times and locations it would be read.**

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Councillor Blanch  
DATE: April 30, 2018  
SUBJECT: Community Solar Program

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The goal of this exploration is so that staff can brief Council on any relevant details and be prepared to address questions following the Solar Nova Scotia presentation to council in May. With an application deadline in the fall and a slowed work period due to summer vacations it is crucial that we have all information in a timely manner in order to meet deadlines if Council feels it appropriate to pursue involvement in this program.

A partnership with the Cumberland Energy Authority has real benefits to the Town of Amherst because we would have the opportunity to install solar under the program without the requirement of having in house expertise in this area. Additionally, the involvement of the Town of Amherst would benefit the Cumberland Energy Authority because the program has a preference for partnerships in the development of the applications. Finally, this presents an opportunity for the Town of Amherst and the Municipality of Cumberland to work in partnership. This will further develop the strength of our relationship which is one of the strategic priorities of this Council.

## **MOTION:**

**I move that Council direct staff to connect with the Cumberland Energy Authority to explore the possibility of having the Town of Amherst be included in their application to the NS Department of Energy's Solar for Community Buildings Program.**



**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**

To whom it may concern,

RECEIVED

APR 23 2016

Corporate Services  
Amherst, N.S.

Let's take a stroll down Mill St. Be very careful if using the crosswalk at Victoria St. It's hard to notice and cars rarely stop for us.

Our newly upgraded street and sidewalks look wonderful. This letter is to address the clover field that was planted instead of grass.

③ We find it unsightly no matter the time of year. We asked that you replace it with grass seed again. Perhaps some nice long pretty stuff to hide all the litter left along that stretch. Due in part, to the fact that there's no street light across the street causing a dark zone. ④ ⑤

Thanks in advance for allowing us to share how much we dislike the field of clover.

Yours sincerely

Diana Legere #11 Mill St.

Bernadette O'Brien 5 Mill St

# 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 March 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 position 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.