



**Town of Amherst
Committee of the Whole**

Date: **Monday, June 18, 2018**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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

Date: May 22, 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
Natalie LeBlanc, Deputy Clerk
Tom McCoag, Corporate Communications Officer
Kim Jones, Town Clerk
Shelley Rector, Chief Financial Officer
Rebecca Taylor, Business Development Officer
Andrew Fisher, Manager of Planning & Strategic Initiatives

1. Call to Order

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

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

MOTION CARRIED

1.2 Approval of Minutes

- 1.2.1 20180423**
Moved By Deputy Mayor Christie
Seconded By Councillor Byrne
To approve the minutes of the April 23, 2018 Committee of the Whole meeting as circulated.

MOTION CARRIED

1.2.2 20180430

Moved By Councillor MacKenzie

Seconded By Councillor Jones

To approve the minutes of the April 30, 2018 Committee of the Whole meeting as circulated.

MOTION CARRIED

2. Presentations

2.1 Solar NS

Mr. Wayne Groszco with Nova Solar Capital gave a presentation on solar opportunities.

3. In-Camera

Moved by Councillor Byrne

Seconded by Councillor MacKenzie

That the Committee move to an In Camera Session.

MOTION CARRIED

4. Council Direction Requests

4.2 Moving Funds from Operating Reserve to General Capital Fund

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council refer approval of the resolution to withdraw \$619,645 from the Operating Reserve and transfer it to the General Capital fund for the 2016/17 Community Credit Union Business Information Center and Mill Street Capital Projects effective March 31, 2018 to the May 28, 2018 regular meeting of Amherst Town Council.

MOTION CARRIED

4.1 Moving Funds From the Capital Reserve to General Operating Fund

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That Council refer approval of the resolution to withdraw \$5,276.79 from the Capital Reserve and transfer it to the General Operating Fund to the May 28, 2018 regular meeting of Amherst Town Council.

MOTION CARRIED

4.3 Senior Walking Time at Stadium

Moved By Councillor Jones

Seconded By Councillor MacKenzie

That Council direct staff to investigate a plan, in cooperation with our community partners, as to the feasibility of implementing a Senior Walking Program at the Amherst Stadium and report back to Council in September.

MOTION CARRIED

5. Information Items

5.1 Crosswalk Review

Report presented for Council review at this time. Chief Naylor asked Council to email any questions / concerns directly to him, he will prepare a response for June Committee of the Whole.

5.2 FCI Results

Information item; no direction given or action required.

5.3 Vimy Mural Update

Information item; no direction given or action required.

5.4 Poverty Lives Here Report

Information item; no direction given or action required.

5.5 Nova Scotia Federation of Municipalities Board Report 2018

Information item; no direction given or action required.

6. Monthly Reports

6.1 Corporate Services

Information item; no direction given or action required.

6.2 Operations

Information item; no direction given or action required.

6.3 Police Services

Information item; no direction given or action required.

6.4 Recreation

Information item; no direction given or action required.

6.5 Fire Services

Information item; no direction given or action required.

6.6 Planning & Strategic Initiatives

Information item; no direction given or action required.

6.7 Economic Development

Information item; no direction given or action required.

7. Adjournment

**Moved By Councillor Byrne
Seconded By Deputy Mayor Christie
To adjourn the meeting at 6:35 PM.**

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR# 2018111

Date: June 18, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: June 18, 2018

SUBJECT: Emergency Management Plan - Regional Emergency Management Office

ORIGIN:

Following a review by the Regional Emergency Management Office planning committee it was identified that a combined emergency management plan needed to be created to encompass all parties of the Inter-Municipal Emergency Services Agreement.

LEGISLATIVE AUTHORITY:

Emergency Management Act - Section 10, Sub section 1, Para b

RECOMMENDATION:

It is recommended that this newly created Emergency management plan (REMO) be accepted by council.

BACKGROUND:

As it is a requirement that each municipal unit within the province of Nova Scotia have an emergency plan, the Town of the Amherst and the Municipality of Cumberland (Which includes the Town of Oxford) have had separate Emergency management plans since this requirement came into place. These plans were developed using the Incident Management System (IMS) structure, which is not longer used by emergency service providers in Canada.

DISCUSSION:

Following a review by the REMO planning committee it was established that there needed to be one emergency plan for all municipal units, that are party to the Inter-Municipal Emergency Services Agreement.

The development of this new emergency management plan focused on industry best practices and operational needs. In particular, it has been designed by using the incident command system (ICS) structure. ICS is the adopted incident command standard used across Canada by emergency service providers and emergency management organizations.

This newly created plan will replace the currently approved editions of the Emergency Management Plans for the Town of Amherst and the Municipality of Cumberland. The combining of these plans will provide one master emergency management plan for all parties of the Inter-Municipal Emergency Services Agreement.

Once this emergency plan is approved by all parties of the Inter-Municipal Emergency Services Agreement, training and exercising of the plan will begin.



FINANCIAL IMPLICATIONS:

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

COMMUNITY ENGAGEMENT:

Not applicable

ENVIRONMENTAL IMPLICATIONS:

Not applicable

ALTERNATIVES:

1. Council may choose to not accept this plan.

ATTACHMENTS:

1. Proposed Emergency Management Plan (REMO)
-

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



Amherst Youth Town Council

Final Year-End Report 2018

The Amherst Youth Town Council met 15 times this year with 5 special meetings to discuss different matters pertaining to the youth in our community. Together they hosted events and volunteered to help with local organizations to have an overall extremely successful year.

The year began with the election of executive members: Rohin Minocha-McKenney as Junior Mayor, Allie Degenstein as Junior Deputy Mayor, Olivia Pulsifer as Secretary. Later on, the council proposed two new positions: Mason Carter as Treasurer and Rajan Minocha-McKenney as Public Relations Coordinator.

Throughout the year, AYTC hosted a couple of their own events including: a Hawaiian Luau, and a movie night at CCUBIC. Both events were particularly successful as far as organization and turn out for the event.

The Amherst Youth Town Council was also effective in developing new methods to reach the youth in our community. A new snapchat account was created in hopes to engage youth and to post about upcoming events. As well, the AYTC has maintained the 'Amherst Youth Town Council' Facebook page because of the numerous followers and the easy access to posts.

Another neat thing that the Committee did this year was create another survey. This year, the survey addressed different issues concerning the youth in our town – smoking and mental health. We received 151 responses with some names and numbers interested in a focus group regarding smoking and mental health. The results were very helpful when thinking about ways to combat the issues youth are facing today; the feedback will help considerably when we're moving forward with our planned focus group.

Some recent events include the annual Pride Parade and Flag Raising Ceremony in which the AYTC has taken a major partnership with the Cumberland Pride Committee.

Speaking of partnerships, the Amherst Youth Town Council volunteered at many local events this year including the Valentine's Day Run, the Canada vs. Russia hockey game, and numerous Town of Amherst events.

The future plans of the Amherst Youth Town Council consist of the aforementioned organizing of a focus group to speak about mental health, and trying to organize a new smoking by-law.

Finally, the Amherst Youth Town Council would like to sincerely thank the Town Council for their support and help over this 2017-18 year. This Committee would not be possible without the Town Council. As well, we would like to extend a huge thank you to the SOAR Committee for awarding the Youth Council with \$2500 for a budget this year which is helping us achieve the most active, healthy community in all of Nova Scotia. Thank you!

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: June 18, 2018

SUBJECT: Amherst Youth Town Council

ORIGIN:

Annual year end review by Amherst Youth Town Council

LEGISLATIVE AUTHORITY:

Amherst Youth Town Council Policy, 10350-21

RECOMMENDATION:

That Council refer the revised Amherst Youth Town Council (AYTC) Policy to the Regular Council meeting on June 25, 2018 for approval.

BACKGROUND:

At the end of each school year, the current AYTC members provide a report to Council on their activities and submit any recommendations they have for improvements.

The AYTC has recommended a few changes to the AYTC Policy, which gives them more discretion over events they may wish to be involved with. Also, they are asking that the term of membership be extended from 1 year to 2 years.

DISCUSSION:

Involving youth in the community adds value to community and youth development. It empowers youth to be engaged and provides the opportunity to influence decisions regarding youth issues. AYTC is the voice of youth for Town council

FINANCIAL IMPLICATIONS:

There are no financial implications.

COMMUNITY ENGAGEMENT:

N/A

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications.



ALTERNATIVES:

- Do not revise the Policy
- Refer back to staff for further revisions.

ATTACHMENTS:

- Policy 10350-21 Amherst youth Town Council

Report prepared by: Bill Schurman, Director of Recreation
Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: Amherst Youth Town Council Policy

Minutes reference date: 25 May, 2010 24 October, 2011 25 November, 2013 October 23, 2017

PURPOSE:

To establish a policy for the governance of the Amherst Youth Town Council.

BASIS:

The Amherst Youth Town Council will act as an advisory body to Town Council on those matters within the influence of the Town of Amherst which have an impact on the youth of the Town, regardless of their cultural and religious identity, socio-economic background, intellectual and physical abilities, sexuality or gender. The Amherst Youth Town Council will improve the image of the Town of Amherst by raising the profile of the Town's youth. The Council will create community awareness of youth facilities, youth services, youth organizations and the opportunities and programs they provide.

ROLE OF COMMITTEE:

1. The Amherst Youth Town Council will identify and bring forward issues which have an impact on the youth of Amherst and, while *indirectly* under the control of the Town of Amherst, may be of sufficient significance to warrant the Town's consideration or support.
2. The Amherst Youth Town Council shall encourage its members to become more familiar with the workings of local government through education, involvement and participation *in council meetings*.
3. The Amherst Youth Town Council will, through researching issues and presenting constructive solutions, act as a realistic advocate for the youth of our community.
4. The Amherst Youth Town Council will endeavor to participate actively in community events and activities, as well as host events they deem fit, in Amherst, and through this involvement, foster a positive image for all young people.
5. The Amherst Youth Town Council may address, foster discussion, or make recommendations to Town Council on issues that they believe need to be addressed for the benefit of the youth.

MEMBERSHIP:

1. The Council shall appoint members of the Amherst Youth Town Council by resolution.
2. The maximum number of appointees on the Amherst Youth Town Council is 12.
3. Members shall be students attending Amherst schools from grade 7 to 12 with a maximum of three members being county residents.
4. The term for citizen youth appointees shall be two years and members may be reappointed to the committee without limitations. Members who do not complete their two year term may be replaced, with their replacement finishing their term and eligible for reappointment without limitations. Citizen appointee terms shall commence November 1st annually.
5. In June of each year, advertisement for expression of interest will be posted using appropriate media to reach youth. Council will appoint members for the new term prior to the end of October each year.

MEETINGS:

1. Meetings will be scheduled by the *Junior Mayor*, in consultation with staff and fellow members. Generally, meetings will commence at 3:05pm at an accessible location.
2. The committee will meet bi-monthly or as required. Each month a member of the Amherst Youth Town Council will attend an Amherst Town Council regular meeting.
3. *All meetings are open to the public. If local organizations wish to present to the Amherst Youth Town Council they must previously inform the elected Junior Mayor of their presentation plans.
4. *All members of the Amherst Youth Town Council are required to notify a member of the executive committee if they are to miss a meeting. If two meetings are missed without regrets sent, the committee will discuss attendance improvement for that individual.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: June 18, 2018

SUBJECT: *Off-Leash Dog Park*

ORIGIN: Recreation Master Plan, 2017-18, 2018-19 Capital Budget

LEGISLATIVE AUTHORITY: MGA Section 65(ah) providing the power to spend money required by the municipality for, "...public grounds, squares, halls, museums, park, ..., and community centres", and Section 175 that provides for a Dog Bylaw.

RECOMMENDATION: That Council forward approval of the scope of work required to develop a permanent off-leash dog park within Dickey Park, with the process to start the work to begin as soon as possible, to the June 25, 2018 regular meeting of Amherst Town Council.

BACKGROUND: Over the years random discussions have been held with regards to Amherst having an off-leash dog park. The 10-year master plan (2016-2026) recommends the development of an off-leash dog park and suggested repurposing an underutilized field at Robb Complex as a location. In December of 2016 Council directed staff to seek public input to determine interest, location and desirable amenities for an off-leash dog park. In January 2018 Council gave direction to staff to offer a pilot off-leash dog park to be located at the Robb Complex until April 30th, 2018. From all accounts the pilot project has been a success. Given the weather during the time of the year, users still frequented the facility regularly. During a special event attached to the Winter Carnival, upwards of 75 dogs participated. Generally speaking, for the most part, off-leash dog park users cleaned up after their pets and treated the facility with respect. Many positive comments and feedback has been received through social media, face to face conversations and messages. There was no negative feedback from the neighbors bordering the pilot project. In April 2018, Council directed staff to develop the scope of work required to create an off-leash dog park within Dickey Park.

DISCUSSION: Recreation is the physical, social, intellectual, creative and spiritual pursuits that enhance individual wellbeing. For a community, recreation plays a critical role in cultural vitality, social cohesion, environmental responsibility and economic prosperity. Off-leash dog parks fit within this definition as well as supporting our interest of being the most active, healthy community in Nova Scotia. The public input phase provided a better understanding of the current situation of dog owners, the Town's companion by-law, preferences for sites and trends relating to creating off-leash dog parks. During the process current and past users of Robb Complex expressed concern regarding the use of Robb Complex for an off-leash park. While current data suggests there is the opportunity to repurpose a field at Robb with some impact to traditional scheduling, users have committed to work on increasing the number of participants to their programs.



Dickey Park ranked a close second to the Robb Complex as a preferred site for an off-leash park. Dickey Park offers many of the amenities that an off-leash dog park requires including, washrooms, power source, parking, lighting, water source and shade. Dickey Park walking track is well used and is a favorite location to walk dogs today.

FINANCIAL IMPLICATIONS: A carry over from the 2017-18 capital budget of \$25,000 was previously approved by Council, as was an additional \$10,000 within the 2018-19 capital budget for the development of an off-leash dog park. For a total approved 2018-19 capital budget amount of \$35,000.

COMMUNITY ENGAGEMENT: A considerable amount of conversation has taken place, through social media, face to face interviews, an on-line survey and special events. Discussions have also been held with Robb Complex users. It is expected that an off-leash dog park committee would be formed to assist with the off-leash park should it proceed. Recent online survey indicated 85% of those who used the Pilot Off-Leash Park at Robbs Complex were satisfied with its amenities. Dickey Park offers a similar area, plus a shaded area, walking track, multi-purpose field, and a children's play area.

ENVIRONMENTAL IMPLICATIONS: Dog waste cleanup process is required. Based on the experience at Robb's, as well as the current usage of Dickey Park by dog owners, and the number of activities and events that currently take place within the park, noise is not expected to be an issue.

ALTERNATIVES: Direct staff to find another location.

ATTACHMENTS: Cost estimates; Work required drawing of off-leash location within Dickey Park

Report prepared by: Bill Schurman, Director of Recreation
Report and Financial approved by:

Scope of Work Required
Off-Leash Dog Park – Dickey Park

Fencing	Roughly 1.1 Acre Area – 858 Linear Feet of 6’ galvanized industrial chain link fencing. 2 4’ single swing gates & 1 8’ single swing maintenance gate.	Estimated Cost: \$19,950
Water Source	Seasonal line from existing washroom/maintenance building to off-leash park.	Estimated Cost: \$1,000
Bench Seating		Estimated Cost: \$1,000
Tree Trimming/Brush Removal	Maintenance work within the wooded area of off- leash park.	Estimated Cost: \$2,500
Children’s Play Area Relocation	Structure to be relocated to the area closet to the existing splash pad/	Estimated Cost: \$5,000
Signage	Directional, Guidelines, Miscellaneous	Estimated Cost: \$2,500
Total Estimated Cost:	\$31,950 Plus Applicable Taxes	
2017-2018 Capital Budget	Carry Over: \$25,000	
2018-2019 Capital Budget:	\$10,000	
Total available:	\$35,000	



PS

1.1 acres

W

East Pleasant

Van



COMMITTEE OF THE WHOLE

CDR# 2018094

Date: June 18, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: June 18, 2018

SUBJECT: East Pleasant Street Reconstruction Tender Award

ORIGIN:

The 2018/19 Capital Budget included an amount of \$805,000 for the reconstruction of East Pleasant Street from the six way stop to Church Street.

LEGISLATIVE AUTHORITY:

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

RECOMMENDATION:

That the award for the tender for the East Pleasant Street reconstruction project to Cumberland Paving and Contracting at their total unit price bid amount of \$825,315 plus HST be referred to the June 25, 2018 regular meeting for Council’s approval. And furthermore that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, in order to bring the actual costs of the project closer to the actual budgeted amount of \$805,000 including HST.

BACKGROUND:

The owner of the former St. Charles baseball field has indicated that if the Town were to re-construct this portion of East Pleasant Street this upcoming fiscal year then he would commence the development of his property at that time as well. Staff analysed the situation and recommended that this project be advanced to coordinate the construction with the new development. This project was included in the 2018/19 Capital Budget.

Tenders were issued and closed on May 17, 2018, with 5 bids being received:

Cumberland Paving and Contracting	\$825,315 plus HST
Beale and Inch Construction Ltd.	\$867,675 plus HST
Bowers Construction Ltd.	\$827,450 plus HST
Dexter Construction Co. Ltd.	\$1,365,056 plus HST
Atlantic Road Construction & Paving Limited	\$1,609,715 plus HST



DISCUSSION:

Staff have reviewed the submissions for compliance and are recommending that the tender be awarded to the low compliant bidder, Cumberland Paving and Contracting. The Contractor has personnel designated to work on the project with experience working on similar projects. The Town has worked with Cumberland Paving and Contracting successfully on other projects.

It should be noted that we require Utility and Review Board approval of all capital projects over \$250,000, which has not yet been received. Should Council award the tender, the contract with the Cumberland Paving and Contracting will not be signed until such approval is received.

FINANCIAL IMPLICATIONS:

The total budget for this project is \$805,000, including \$300,000 in the water capital budget. The total price of the low compliant bid is \$860,688 including non-recoverable HST. In order to stay within the approved budget for this project staff are recommending that we negotiate with the contractor to have our Public Works crews install the temporary water as well as the water valves on each end of the project. These two items will save approximately \$21,500. There are also approximately \$17,800 worth of provisional items in the contract which could result in additional savings.

As we are early in the capital budget process staff are anticipating that potential savings in other capital projects could make up the remaining budget shortfall. Failing this, proposed operational projects this summer can be deferred and the Public Works crews can undertake a smaller capital project to offset the budget shortfall.

COMMUNITY ENGAGEMENT:

Community engagement will take place prior to major construction commencing on site. This will include written notices, face to face meetings, and social media announcements.

ENVIRONMENTAL IMPLICATIONS:

Replacement of the existing 100 year old infrastructure will reduce water loss due to line breaks and reduce the amount of storm water entering the sanitary sewer system. Existing asphalt will be recycled and used for trails, parking lots or other such projects.

ALTERNATIVES:

1. Do not award the tender to Cumberland Paving and Contracting, change the scope of the project, and re-tender.

ATTACHMENTS: N/A

Report prepared by: Jason MacDonald, Deputy CAO
Report and Financial approved by:



REQUEST FOR DECISION

CDR# 2018112

Date: June 18, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: GD Herrett, CPA, CA – Chief Administrative Officer

DATE: June 18, 2018

SUBJECT: Community Support Grants 2018

ORIGIN:
2018-19 Operating Budget

LEGISLATIVE AUTHORITY:
Subsection 65 (au) Municipal Government Act

RECOMMENDATION:
That Council forward the amended Community Support Grant Policy, 72000-08 to the June 25, 2018 regular meeting of Council for approval.

BACKGROUND:
This policy provides guidance to Council and staff with respect to the financial supported granted to various community organizations. Council has found this policy necessary due to the large volumes of requests for such assistance that it receives each year.

DISCUSSION:
The amendments put forward in the attached policy are mostly housekeeping in nature, introducing a prohibition on grants to organizations that are simply raising funds for redistribution and clarifying the requirement to annually file financial statements with the Town.

There is, however, one major change – the introduction of the “A” Fresh Start initiative. The new program would see presentations made and voted on in a manner loosely based on the 100 Women Who Care format. Details are at Appendix “A” of the recommended policy.

In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.



FINANCIAL IMPLICATIONS:

An additional \$17,500 has been allocated and approved in this year's operating budget for this program. All community support grants are funded, along with our community supports, through the Community Support Area Rate of 6.5 cents.

COMMUNITY ENGAGEMENT:

It is anticipated that the amendments to this policy will enhance community engagement.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications attached to this request.

ALTERNATIVES:

1. Other revisions to the policy
2. Status quo

ATTACHMENTS:

- Community Support Grants Policy, 72000-08

Report prepared by: G.D. Herrett, CPA, CA Chief Administrative Officer
Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015

POLICY STATEMENT:

1. Amherst Town Council directs the operation of the Town through its approved policies. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia or the Government of Canada (e.g. health, social services, housing).
2. This program does not govern the following, which are separately administered:
 - * Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - * Residential Property Tax Rebates (low-income homeowners).

AUTHORITY

3. Authority is provided under Section 65, *Municipal Government Act*, as amended.

APPLICATIONS FOR ASSISTANCE

4. All grant applications shall normally be submitted on the form provided by the Town. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns. Applications will be considered from groups that have had satisfied conditions and obligations from previous grants awarded to them and provided sufficient proof of their non-profit status. Funding applications will not be considered from the following:
 - ✓ Businesses
 - ✓ Hospitals, medical programs, treatment services or social services programs.
 - ✓ School Boards or quasi government organizations
 - ✓ Non-profit organizations for the purpose of funding accumulated deficits.
 - ✓ Any organization for the purpose of fund raising to distribute to other organizations/individuals
 - ✓ Organizations with political affiliations

Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.

Funding will also not normally be provided to fund raising campaigns of national charitable organizations.

Applicants are encouraged to submit applications to the Town of Amherst by March 1st^t in order to address the schedule under the Towns budget process.

SPECIAL CONSIDERATION

5. The current level of financial support to the Amherst Food Assistance Network, Cumberland Early Intervention Program, Sexual Health Centre for Cumberland County and Cumberland County Transition House (Autumn House), Senior's Safety Advisory Committee and Cumberland County Museum will be continued. Further applications requesting financial assistance in this category will not be considered. All organizations receiving financial assistance under this section must annually file financial statements with the Town. Failure to do so will result in future funding being suspended.

POLICY COMPONENTS

6. A) **"A" Fresh Start**

See Appendix A – Maximum annual allocation \$17,500

- B) **Recreation and Physical Activity Grants and Assistance**

- (1) Direct Recreation Programming Support

Amounts may be appropriated under this program only when the organization provides an organized recreational opportunity through an organization recognized and registered with its relevant provincial umbrella organization. Support currently provided to the following organizations will be continued:

- Fundy Youth Soccer Association (Payment of Property Taxes)
- The current funding for Amherst Little League will continue and be included in our operations budget each year under Program Youth.
- The current funding for Amherst T-ball will continue and be included in our operations budget each year under Program Youth.

- (2) Financial Assistance to Teams Traveling to Provincial, National and International Competition

Amounts may be appropriated under this program only when the team or individual applying meets the following applicable criteria:

- The team/individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).

- The team is located in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
- Individuals playing for an Amherst Team do not qualify for funding support. Only the team qualifies to apply for funding.
- The individual is competing as an individual and has their principal residence in the Town of Amherst.

Maximum funding considered under this component will be \$500.00 for a team and \$250 for an Individual.

(3) Financial Assistance for hosting Invitational, Provincial and National Tournaments.

An organization or team hosting an Invitational Tournament in the Town of Amherst qualify for funding support under this policy.

Maximum funding considered will be \$250.00 for the host team or organization.

Organizations who have successfully applied to host a Provincial or National Tournament in the Town of Amherst qualify for funding under this policy.

Maximum funding considered will be \$500.00 for the host organization.

C) Festivals and Events Grants

1. The Town of Amherst recognizes that local festivals and events are an integral part of life in Amherst. The Town wants to encourage and support organizations that successfully organize and facilitate these events. It is recognized that there are many requirements to be successful, ranging from the financial capacity of the organizing body to facility requirements. Through this policy, the Town of Amherst will provide support to organizing bodies who demonstrate that their event or festival garners broad community support, significant participation up to 1000 people, and provides a unique experience not duplicated by other ongoing events, festivals or activities. The Town of Amherst will consider requests for financial assistance submitted.

Maximum funding considered under this component will be \$500.00

2. Major events and festivals in the community are designed to stimulate public participation and enhance the quality of life for our residents, while serving as an economic generator for the Town. These events will draw spectators from the Maritimes, nationally or internationally and increases the profile of our community. These events must be a minimum of three days in length and must be affiliated with a local community non-profit organization.

Maximum funding considered under this component will be determined by council upon reviewing the proposal and recommendations from staff.

EVALUATION CRITERIA for Festivals and Events Grants

Applications being considered for funding will be evaluated on the following criteria.

- a) Financial Need (20%)
 - a. Need for direct financial assistance from the Town is identified.
 - b. Other fund raising efforts identified and sources confirmed.
- b) Economic Impact (15%)
 - a. The event or activity promotes economic activity in the community
 - b. The event or activity positions the town to be destination for visitors.
 - c. Direct economic impact identified. (revenues generated by event; hotel rooms sold; local vendors utilized; volunteers mobilized; local purchased made; etc.
- c) Value of Event or Activity (50%)
 - a. Uniqueness of the experience to the community and is not a duplication of other activities.
 - b. Potential of audience numbers and participation levels (planned success levels)
 - c. Potential of event to become an annual marquis event.
 - d. Ability for the event or activity to become self-sufficient with little or no financial assistance from the Town.
- d) Organizational Strength (15%)
 - a. Strong and committed leadership with a clear focus
 - b. Proposals, budgets and action plans are clear, organize and well developed

Only applications scoring in excess of 60% will be considered for funding.

Authority of the Chief Administrative Officer

The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

GENERAL CONDITIONS

8. a) Applications received after the March 1st deadline are considered late. Late applications are reviewed only after the regular review. Each year the Town receives more applications than it can fund, so it is important for applications to be on time and contain the correct information.
- b) Awards are announced after the Town's budget has been approved (usually in May).
- c) Successful proponents shall agree for the Town to arrange a presentation of the community support grant with the media present and for the Town to use any photo images, videos or stories related to the community support grant in other forms of media as the Town deems fit.
- d) **An applicant must be a registered non-profit organization or charitable society. Part of the review process includes confirmation of registration by municipal staff.**
- e) Only one application per organization may be submitted in each funding year.
- f) Grants are not awarded for salary/wages of staff positions or board honoraria.
- g) Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.
- h) Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with terms and conditions.
- i) Awards may be issued in full (the usual practice) or can be paid in instalments. The letter of award will state if a holdback applies to the grant.
- j) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- k) At the end of a project or the organization's year-end, grant recipients **must** submit a report and/or financial statement to the Town

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This money would be granted in a program called “A” Fresh Start- Community Initiative. This program would be twice per year, with \$17500. available each time. The process would be administered, and events convened, by the Amherst Recreation Department.

- (1) Applications
 - (a) Organizations may apply; up to twice per year.
 - (b) Organizations may only be chosen once a year
 - (c) Application Deadlines
 - (i) April 1st for first public voting- in June
 - (ii) August 1st for second public voting- in October.
- (2) Qualifying applications
 - (a) In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.
 - (b) Normal ongoing operations of an organization do not qualify.
- (3) Selection Process
 - (a) All qualifying applicants, are eligible to be one of 5 chosen at random at both the May and the September council meetings.
 - (b) The 5 drawn are required to present at the public event in June and October.
- (4) Presentations
 - (a) The public meeting would be for 1 ½ hours from 7pm- 8:30 pm- June and October at the Community Credit Union Business Innovation Centre.
 - (b) All presenters and public are welcomed to attend.
 - (c) There will be a \$2.00 fee to attend.
 - (d) The door proceeds will be donated to a local charity
 - (e) Selected applicants are required to make presentations of 10 minutes each.
- (5) Decision making
 - (a) After all presentations complete, those in attendance from the public vote
 - (b) From the results of the vote, the 3 organizations having the most votes are forwarded to Council
 - (c) A simple majority vote of Council will then determine the order of finish.
 - (d) Awards
 - (i) \$17500.00 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.
 1. Public vote on top 3 – council then votes on ranking of all 5.
 - a. 1st place- \$8000.00
 - b. 2nd place- \$4500.00
 - c. 3rd place- \$3000.00
 - d. 4th place- \$1250.00

e. 5th place- \$750.00

(6) Other

(a) While voting is going on- previous winner makes a presentation on how they spent the money for their cause.

(7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: June 18, 2018

SUBJECT: Partnership with the Cumberland Energy Authority

ORIGIN: Strategic Priority – Net Zero / Community Energy Strategy

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), section 65,” the council may expend money required by the municipality for: (m) promotion and attraction of institutions, industries and businesses, the stabilization and expansion of employment opportunities and the economic development of the municipality.

RECOMMENDATION: That Council direct staff to partner with the Cumberland Energy Authority in applying for the FCM Climate Change Staff Grant and Efficiency NS Onsite Energy Manager Grant programs, establishment of a clean energy and building efficiency financing program (ie. PACE), and submission of a bid to the Solar Electricity for Community Buildings Program.

BACKGROUND: A summary of each grant and initiative is as follows:

FCM Climate Change Staff Grant – in October 2017 Council directed staff to apply for this program. It supplements up to 80% of the salary (up to \$125,000) of one staff position over 2 years. That position must work on development of a GHG reduction or climate adaptation plan. This work can take the form of energy auditing, public consultation, implementing a study or capital project, or setting up a steering committee. There are approximately 100 positions being funding country-wide.

Efficiency NS Onsite Energy Manager Grant – 3 positions are being awarded to municipalities in the Province that will fund 50% of a position (80-90k salary & benefits) for 2 years. This position would conduct energy audits on municipal buildings and develop a list of efficiency retrofit projects with costing and payback periods. The position is intended to pay for itself with the energy savings.

Property Assessed Clean Energy (PACE) Program – Through Efficiency Nova Scotia, EfficiencyOne is offering the full design, implementation and administration of PACE on a not-for-profit basis. PACE provides for municipalities to offer financing to homeowners for energy efficiency retrofits that are payed back via their tax bill over a period of up to 10 years. All costs to provide the program are paid for by participants, and there are no costs to property owners who do not participate.

Solar Electricity for Community Buildings Program – Council recently directed Staff to submit a bid to this program. Staff have engaged Aaron Long with the Alternative Resource Energy Authority (AREA) who will provide the necessary analysis to develop a bid price.



DISCUSSION: All of the above noted funds and initiatives directly address Council's priority to develop a community energy strategy, as the work and initiatives are all components of such strategies in other jurisdictions. The Cumberland Energy Authority share similar goals with the town in terms of using energy as an economic development driver that will result in more efficient use of energy, adoption of renewable energy, and reduced GHG emissions.

Given the limited number of positions awarded under both staff funding programs, the chances of a successful award are significantly greater if submitted jointly with the Authority. Under the PACE program, the town would administer it for residences within town limits but would benefit from joint promotion of the program throughout the town and the county. The Cumberland Energy Authority is in the process of hiring a marketing position that would promote the program. Efficiency NS is going to provide a Bylaw that will come back to Council for consideration.

The partnership under the Solar Energy for Community Buildings program is simply about engaging PACE to develop a bid. PACE is an intra-municipal partnership between Antigonish, Berwick, Mahone Bay. PACE have a streamlined process to develop a bid price. There are also anticipated capital cost savings through bulk purchasing of the panels and switch gear. As noted in the past, the town is not committed to participate in the program if its bid is successful.

In due course, terms of reference will be created that would result in an MOU between the town and the authority. In particular, the MOU would address how a staff person hired under the above grants would divide his/her time between the authority and the Town.

FINANCIAL IMPLICATIONS: The potential municipal contribution to the grant program would be at least 20% for the FCM grant, and at least 50% for the Efficiency NS grant. The Town would split this contribution with the Cumberland Energy Authority. Efficiency NS have provided documentation to show that the energy manager position can more than pay itself through energy savings. There is a setup fee for the PACE program of approximately \$14,000; however, it staff's understanding that there is an opportunity to have this cost at least partly funded by a grant from another Efficiency NS program. Once online the interest charged on the loan to the homeowner is intended to cover the cost to operate the program. The Solar Energy for Community Buildings program is intended to require an up-front capital cost but be cashflow positive once in place.

COMMUNITY ENGAGEMENT: All community energy plans that staff have researched include community and stakeholder engagement. Advertising the PACE program would also be required.

ENVIRONMENTAL IMPLICATIONS: Increased efficiency and adoption of renewable energy reduces GHG emissions.

ALTERNATIVES: Direct staff not to partner with the Cumberland Energy Authority and direct staff not to participate in the programs described above.

ATTACHMENTS: None.

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Bill Schurman, Director of Recreation
Date: May 25, 2018
Subject: African Heritage Month

Each February, Nova Scotia observes African Heritage Month, inviting people across Nova Scotia to celebrate, experience, and learn about the rich cultural history achievements and contributions of people of African descent. The province has over 50 historic African Nova Scotian communities dating back over 400 years.

Each year, African Heritage Month offers a new theme. In 2018 the theme was *Educate, Unite, and Celebrate Community*. The Town of Amherst liaison and principal contact for African Heritage Month is CANSA. Typically, prior to the new year, contact is made with the Culture, Events and Marketing Coordinator regarding plans, activities, and theme for the coming year, which is consistent with Aboriginal Day, Pride Week, and other cultural celebration requests of the Town.

Typically, the Town coordinates an official proclamation, promotes all scheduled events and activities through social media, website, news paper columns, and through Winter Carnival and Heritage Day, which also takes place in February each year. Should the official launch of African Heritage Month be hosted in Amherst, the Town would assist with agreed upon logistics. In 2018, this event was held in Springhill.

In 2018, the Town invested in African Heritage Month themed street banners which will be displayed during February each year. The Town also offers the opportunity to display on its website photos and background information on Notable African Nova Scotians of Amherst.

While no budget is allocated directly to African Heritage Month, opportunity to apply for community support grant funding is available.

AFRICAN



HERITAGE MONTH

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Initiatives

DATE: June 18, 2018

SUBJECT: Strategic Priorities Chart

ORIGIN: 2018 Council Strategic Priority setting and tracking.

LEGISLATIVE AUTHORITY: MGA 30(3), The Council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer.

RECOMMENDATION: That Council refer the Strategic Priorities Chart for the July to September 2018 period to the June 25, 2018 regular meeting of Council for adoption.

BACKGROUND: Attached are two versions of the Strategic Priorities Chart. This first is the Strategic Priorities Chart 2018 June Status Check-in, which is the same information accepted by Council in May but coded as follows: **completed task**, **not complete but in progress**, due in the future, **and due but not started**. This chart is intended to provide a snapshot of the progress made on the priorities established by Council, and the operational priorities within each department.

The second chart is Strategic Priorities Chart 2018 July-September. This represents the go forward actions to address the priorities over the next three months. Where tasks were completed in the first chart (shown crossed out), the task from the "NEXT" box is shown as the new "NOW" task.

DISCUSSION: Stemming from the priority setting exercise that began in December 2017 and further developed over the winter of 2018, the chart is a means to track progress on addressing Council's strategic priorities. In general, the bullets are items that have been identified as a strategic priority for the respective departments that may also support Council's priorities directly or indirectly.

Staff request that Council formally adopt the Strategic Priority Chart for the July to September 2018 period to ensure the priorities of Council are being appropriately addressed by the administration.

FINANCIAL IMPLICATIONS: Consideration for Council and Operational priorities have been integrated into the 2018/19 Budget.



COMMUNITY ENGAGEMENT: No specific engagement program is associated with this item.

ENVIRONMENTAL IMPLICATIONS: No implications specific to this item.

ALTERNATIVES: Do not adopt the Strategic Priorities Chart for July to September 2018.

ATTACHMENTS:

1. Strategic Priorities Chart 2018 June Check-in.
2. Strategic Priorities Chart 2018 July-Sept

Report prepared by: Andrew Fisher, Manager of Planning & Strategic Initiatives
Report and Financial approved by:

STRATEGIC PRIORITIES CHART 2018 Priorities

CORPORATE PRIORITIES (Council/CAO)

June Status Check-in

NOW

1. **ECONOMIC GROWTH / SUSTAINABILITY:** ~~Tourism marketing plan~~ - April
2. **POVERTY REDUCTION:** Community Poverty Reduction Strat **ToR - May**
3. **AGING POPULATION / SENIORS NEEDS:** **Engage Stakeholder group** - Sept
4. **POLICING COSTS:** ~~ToR~~ - May
5. **MARKETING:** Inventory of materials - Sept
6. **NET ZERO / COMMUNITY ENERGY STRATEGY:** **Strategy ToR - June**

NEXT

- **COMMUNITY ENERGY STRATEGY:** RFP or Draft
- **SERVICE CAPACITY REVIEW:** ToR
- **SENIORS STRATEGY:** ID service gaps
- **MARKETING PROGRAM:** Inventory of materials
- **POLICING COSTS:** Advocacy in the Province
- **ECO GROWTH:** Comm. Profile/Dashboard Package

ADVOCACY/PARTNERSHIPS

- *Net Zero / Green Energy Projects*
- *Municipal Cooperation*
- *Isthmus Flood Risk*
- *Col. James Layton Ralston Armoury*

OPERATIONAL STRATEGIES (CAO/Staff)

Chief Administrative Officer (Greg)

1. **SERVICE CAPACITY REVIEW:** **ToR - May**
 2. **POLICING COSTS:** ~~ToR~~ - June
- Municipal Cooperation
 - Succession Planning
 - Cannabis legalization

Manager, Planning & Strategic Initiatives (Andrew)

1. Active Transportation Plan: **Implement Plan - May**
 2. **NET ZERO/ COMM ENERGY STRAT:** **ToR - Jun**
- MPS/LUB review for Cannabis:
 - NSP Smart Grid Project: Implementation -
 - Oxford MPS: review -

Fire Chief (Greg)

1. New Membership Mentorship: Program - July
 2. Organization Security Strat: Review documentation - July
 3. Develop General Orders: Implement - Oct
- Finalize Succession Plan: Complete -
 - Leadership program: Implement -
 - Live/simulated fire training: Virtual Trainer -

Director of Recreation (Bill)

1. **MARKETING PROGRAM:** Inventory of Materials - Sept
 2. **POVERTY REDUCTION:** **Comm. Pov Strat. ToR - May**
 3. **AGING POP./SENIORS NEEDS:** Seniors Strat - Jan
- Healthy Communities: ~~Committee Startup~~
 - Communities in Bloom: ~~Committee Startup~~
 - Dog Park: Evaluate Pilot - ~~May~~

Chief of Police (Ian)

1. Succession/Staff Changes: ~~New Staff Sargent~~ - May
 2. Sexual assault investigations: audit - July
 3. Legalization of Cannabis: readiness - Aug
- Departmental Wellness Program: CISM draft
 - Digitize personnel files: Action Plan
 - Quality Assurance Review:

CFO (Shelley)

1. Performance measurements/management: CFO
 2. Customer Service Standards: CFO
-

Business Development Officer (Rebecca)

1. **ECONOMIC GROWTH/SUSTAIN:** ~~Tourism Marketing: Apr~~
 2. **Economic Development Strategy:** Sept 2018
 3. CRM System for CCUBIC: **Apr.**
- Tourism Committee Strategy: **Committee up and working**
 - Eco Dev.: Community Profile/Dashboard Package
 - Website Comm Property Inventory:

DCAO Director of Operations (Jason)

1. Asset Mgmt Plan: ~~Hire Coordinator~~ - May
 2. Service Delivery Standards: ~~Review work to date~~ - May
-

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy
Regular title case = Operational Strategies

STRATEGIC PRIORITIES CHART 2018 Priorities

CORPORATE PRIORITIES (Council/CAO)

July - September

NOW

1. **ECONOMIC GROWTH / SUSTAINABILITY:** Community Profile/Dashboard - July
2. **POVERTY REDUCTION:** Community Poverty Reduction Strat ToR – Council Direction - Sept
3. **AGING POPULATION / SENIORS NEEDS:** Engage Stakeholder group - Sept
4. **POLICING COSTS:** Process Mapping Support - July
5. **MARKETING:** Inventory of materials - Sept
6. **NET ZERO / COMMUNITY ENERGY STRATEGY:** Strategy ToR - Sept

NEXT

- **COMMUNITY ENERGY STRATEGY:** RFP or Draft
- **POVERTY REDUCTION:** Implement Council direction
- **SENIORS STRATEGY:** ID service gaps
- **MARKETING PROGRAM:** Inventory of materials
- **POLICING COSTS:** Internal service review
- **ECO GROWTH:** Website Comm property inventory

ADVOCACY/PARTNERSHIPS

- *Net Zero / Green Energy Projects*
- *Municipal Cooperation*
- *Isthmus Flood Risk*
- *Col. James Layton Ralston Armoury*

OPERATIONAL STRATEGIES (CAO/Staff)

Chief Administrative Officer (Greg)

1. **SERVICE CAPACITY REVIEW:** ToR - Aug
 2. **POLICING COSTS:** Project Oversight
- Municipal Cooperation
 - Succession Planning
 - Cannabis legalization

Manager, Planning & Strategic Initiatives (Andrew)

1. **Active Transportation Plan:** Implement Plan – May
 2. **NET ZERO/ COMM ENERGY STRAT:** ToR - July
- MPS/LUB review for Cannabis:
 - NSP Smart Grid Project: Implementation -
 - Oxford MPS: review -

Fire Chief (Greg)

1. **New Membership Mentorship:** Program - July
 2. **Organizational Security Strategy:**
 3. **Develop General Orders:** Implement - Oct
- Finalize Succession Plan: Complete -
 - Leadership program: Implement -
 - Live/simulated fire training: Virtual Trainer -

Director of Recreation (Bill)

1. **MARKETING PROGRAM: Inventory of Materials - Sept**
 2. **POVERTY REDUCTION: Need Council Dir - Sept**
 3. **AGING POP./SENIORS NEEDS: Seniors Strat - Jan**
- Healthy Communities: Committee
 - Communities in Bloom: Committee
 - Dog Park: Construction

Chief of Police (Ian)

1. **Succession/Staff Changes: Sargent competition - Aug**
 2. **Sexual assault investigations: audit – July**
 3. **Legalization of Cannabis: readiness - Aug**
- Departmental Wellness Program: CISM draft
 - Digitize personnel files: Action Plan
 - Quality Assurance Review:

CFO (Shelley)

1. **Policing Costs:** Process mapping Support - July
 2. **Performance measurement/management:** Process Mapping System - July
 3. **Customer Service Standards:** Action Plan - Oct
- Pension Plan Sustain Report: Research completed
 - Internal Control Documentation: Written Processes
 - E-Vendor Payment System: Running

Business Development Officer (Rebecca)

1. **ECONOMIC GROWTH/SUSTAIN:** Community Profile/Dashboard - July
 2. **Economic Development Strategy: Sept 2018**
 3. **CRM System for CCUBIC:** Running - July
- Tourism Committee Strategy: Entrance Sign Bylaw
 - Tourism Product development: Heritage tours
 - Industrial Park Biz Attraction: Market Study

DCAO Director of Operations (Jason)

1. **Asset Mgmt Plan:** Research Best Practice - Sept
 2. **Service Delivery Standards:** Update Standards – Sept
 3. **AT facility construction:** Sept
-

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy
Regular title case = Operational Strategies

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, Deputy CAO
Date: June 18, 2018
Subject: CN Crossing Safety Changes

On June 8, 2018 staff met with representatives from Canadian National Railways at their request. The purpose of the meeting was to provide information to the Town on the changes made by Transport Canada which affect safety regulations at all CN street crossings across Canada.

The street crossings impacted include Industrial Park Drive, Chamberlain Street, Victoria Street and Erncliff Street.

While staff do not necessarily agree with the need for the changes, we are told by CN that Transport Canada has mandated that all crossings meet the new regulations. Furthermore, CN informs us that there is a cost sharing formula included in the legislation which will require the Town to pay for some of the improvements.

Generally, the required changes include the addition of new flashing signal lights, or possibly the reduction of vehicle approach speeds. The largest cost item would likely be the requirement to add gates to the Erncliff Street crossing. This project would cost \$423,012 with the Town being required to pay 12.5% or \$52,877. Other options for this crossing include the closing of the street or the use of the train whistle on the approach. (This is the only project for which we have detailed costs and options.)

At the meeting staff did not provide much feedback on the proposed changes, as it was evident that the changes are required by Transport Canada and there is little to no opportunity to have the requirements changed. We did however state the following:

1. Council has to make the final decision on all capital projects;
2. Our 2018/19 Capital Budget was just approved and there is no provision for these items;
3. These changes will not be advocated for by Town staff, our role is to provide advice to Town Council;
4. We require a copy of the legislation / regulations which clearly state that these changes are required, including the mandated funding formula; and
5. We require a detailed breakdown of all required changes, including options and costs.

This memo is intended for information purposes only. Once we receive all of the requested information, the issue will be brought back to Council for a decision.

MEMORANDUM

To: Mayor Kogon and Council
From: Andrew Fisher, Manager, Planning & Strategic Initiatives
Date: June 18, 2018
Subject: Urban Chickens

The purpose of this memo is to provide information in response to a request to allow the keeping of chickens within Town limits.

Currently, the Land Use Bylaw includes chickens under the definition of an Agricultural Animal (LUB section 1.0 (7)). Section 4.3 of the Bylaw prohibits the keeping of Agricultural Animals in town, except for three specified land parcels that contain existing pasture along Robert Angus Drive (Roger McInnis farm).

Interest in urban agriculture has experienced a resurgence in the last 1-2 decades since the regulatory practices tended to separate rural from urban land uses after WW II. Industrial farming practices, the need to address poverty, increased food security, and the desire for locally sourced food are some of the reasons for the resurgence. As such, the regulations for keeping chickens in urban areas varies greatly amongst municipalities in North America.

The following provides a cursory scan of select municipalities to illustrate the disparity in regulations around urban chickens:

- Moncton allows up to four chickens with minimum requirements for the lot area, coop and setbacks. Saint John and Fredericton have similar permissions.
- Wolfville permits up to four laying hens.
- HRM consists of a collection of pre-amalgamation bylaws where chickens are permitted in some areas but not others. Within Peninsular Halifax the Bylaw is silent so the decided interpretation was to allow them.
- CBRM and Guysborough allow chickens in serviced residential areas on properties 1-acre or greater in area.
- Cumberland County does not allow chickens in Lower Density Zone (ex. D'Orsay Road, Fox Ranch) on properties smaller than approximately 4.9 acres.
- Sackville NB, Yarmouth, and Antigonish prohibit chickens outright.

Of those municipalities noted above that permit chickens, most have a maximum number permitted regardless of lot size. Others require minimum lot sizes, yard setbacks; as well as, coop, feed and manure standards. A prohibition on roosters is universal.

As noted above, there are significant benefits to allowing urban chickens; however, this issue can be controversial given the potential nuisance the practice could create for the surrounding neighbourhood. Noise, smell, attraction of rodents, and aesthetics are just some of the potential negative impacts on surrounding property. As such, should Council want to consider a Bylaw amendment to allow urban chickens, it should refer the issue to the PAC for review and recommendation following a Public Participation Opportunity.

Board Initiatives Report – June 8, 2018

NSFM Vision: Effective local government and strong, sustainable communities

NSFM Mission: To enable effective local government for Nova Scotia’s communities by facilitating strategic advocacy, education and collaboration

Initiatives

1. Partnership Framework

Description/Update

A number of meetings have taken place in May regarding Municipal Modernization, Fire Services, and Doctor Recruitment.

The Province released its Last Mile Strategy this past week and a teleconference was held for Mayors, Wardens and CAOs to brief them on the report. NSFM is working with the province to develop a workshop for our members in early October.

The NSFM Workshop on Doctor Recruitment is being held June 18th, at the Halifax Westin. The workshop will include presentations on how recruitment is currently being managed, how the Dalhousie School of Medicine would like to work with communities; what physicians look for in deciding where they will practice, and a few communities will share their experiences in recruiting doctors to their areas.

At the Ministers Roundtable a proposed MOU on Age Friendly Communities was discussed and agreed to. Once the MOU has been signed, it will be circulated to NSFM members.

2. Cannabis Legalization

Description/Update

The province has tabled two relevant pieces of legislation, one dealing with the sale of cannabis through the NS Liquor Stores, and one amending the Smoke Free Places Act to include the smoking of cannabis. The Department of Justice presented an overview of the legislation at the NSFM Spring Workshop and their presentation is available on the NSFM website.

The UNSM/AMA Municipal Cannabis Working Group has been meeting to discuss the implications to NS municipalities. Municipalities will be able to enact further restrictions for public consumption through by laws. Concerns remain around public safety, enforcement and costs. The Committee is considering model bylaws, and approaches to health and safety in the workplace.

UNSM has supported FCM financially in the development of a guide for municipalities, and a link to this guide is available on both the FCM and NSFPM websites. It deals with planning and other issues, but not directly with policing.

FCM has developed an outline of possible costs for municipalities, and this table is also available on the NSFPM website. Some of the costing areas may not be applicable to Nova Scotia as retail will be through the NSLC, not by private operators.

The Municipal Cannabis committee is meeting June 13 to continue its work. NSFPM is continuing its discussions with the Department of Justice.

3. Fire Services Review

Description/Update

The Committee established to review the Fire Services Study and to develop an action plan continues to meet and to identify priority areas for action. The next meeting is June 11.

4. Accessibility Act

Description/Update

Municipalities will need to implement the requirements under the new Act. A Joint Provincial/Municipal Committee is working to develop tools for municipalities to use in advisory committees and action plans. For now, municipalities are encouraged to begin documenting their existing assets for accessibility. For those looking for guidance on standards, the Accessibility Directorate refers you to the Rick Hansen Foundation website.

5. Asset Management

UNSM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. UNSM recently submitted its Progress Report for the funding it received from FCM from the Municipal Asset Management Program to provide basic training and skill development resources to Nova Scotia municipalities. The Progress Report was approved by FCM and it will disburse \$33,480.77 to UNSM for the work completed to date, which represent approximately 40% of the total funding. UNSM completed its 6 training courses at the later part of 2017 and is currently developing an online course for elected officials on the basics of asset management. The final initiative UNSM will produce with the FCM funding is an online module based on the Province of Nova's asset management pilot project "how to" guide for collecting data and completing condition assessments for linear assets.

6. Upcoming Events

- NSFPM Workshop on Doctor Recruitment: June 18th, Westin Halifax, 10:00 a.m. - 3:30 p.m.

Climate Change Adaptation and Mitigation Plan Report Summary of Presentation to NSFM Board Meeting, 8 Jun 2018

Climate change is a pressing issue facing all Nova Scotian municipalities. Every municipality in Nova Scotia has produced a Municipal Climate Change Action Plan (MCCAP), and the Government of Nova Scotia's Department of Municipal Affairs (DMA) has completed a review of these plans. DMA staff presented the findings of their review at the Nova Scotia Federation of Municipalities Board meeting on June 8th, 2018.

Municipal units were congratulated for producing the MCCAPs as they are an excellent starting point in preparing for climate change. MCCAPs across the province identified flooding as the most prevalent problem resulting from climate change. The analysis of the 50+ MCCAPs found that municipalities were remarkably consistent in focusing on three primary topics: at-risk infrastructure, land use planning, and emergency management.

The MCCAPs identified roads and related structures as the primary infrastructure concern for most municipalities. Municipalities reported that climate change has put many roads and related structures—including culverts, bridges, and causeways—directly in the path of flooding and erosion. When flooding and erosion occur, municipalities are concerned they will face costly maintenance and repair bills, transport disruptions, and threats to public safety.

Municipalities also identified wastewater and stormwater systems as key infrastructure concerns. Extreme weather events can overwhelm the design capacity of collection and treatment facilities, which are often engineered to utilize low-lying topographies. Many municipalities also acknowledged that drinking water supplies were a major infrastructure concern, especially when floodwaters contaminate surface and groundwater supplies.

Land use planning was among the most commonly cited adaptation actions identified in the MCCAPs. Administrative control of land usage through flood-risk zoning and floodplain mapping offers municipalities the opportunity to keep new development away from areas at high risk of flooding and erosion. Strategic thinking in land use planning can have big payoffs in managing risk.

Finally, emergency management figured largely in Nova Scotian MCCAPs. Municipalities identified public safety as a top priority and recognized that vulnerable persons would require special attention in times of emergency. Levels of vulnerability are largely dependent on demographics and location.

Municipalities are encouraged to continue to evolve their plans, through discussions in their communities and with their neighbouring municipalities.

Monthly Report

Corporate Services

June 2018

FINANCIAL - 2018/19 operating and capital budgets have been approved. The Deed Transfer Tax new rate of 1.25% will be effective July 1. The remaining changes have been implemented. Work continues on the 2017/18 year end. Auditors will commence their audit in the summer months.

2018 SPRING TAX SALE – Tax Sale was held Tuesday, May 22, 2018 at 10am. There was 1 property on the list for our spring tax sale, 91 East Victoria St, assessed to 3261810 Nova Scotia Limited former JG Jewellers. We had 6 bidders register. The property sold to David Charles Dickie, in the amount of \$23,000. Certificate of Sale was signed/sealed and sent to our solicitor to be registered.

2018/19 INTERIM PROPERTY TAX BILLS - tax bills were due on May 31, 2018. Statements were sent to all residents with a prior year balance on their account.

2018/19 TAX REDUCTION POLICY - Council approved amendment to the Tax Reduction Policy 03800-02. An increase to \$450 for household income of less than \$25,000. Applications are available at Town Hall and on the Town of Amherst website. An application was mailed out to residents having received tax reduction prior years. We have received 24 applicants to date.

2018 ASSESSMENT APPEALS - Assessments were mailed out mid-January by PVSC. The appeal deadline was February 15, 2018 at midnight. As of June 1, 2018, there were 72 appeals, 3 complete, 1 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of June 1/18	Pending as of June 1/18	Withdrawn as of June 1/18	Outstanding Appeals as of June 1/18	Appeals Successful as of June 1/18	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	54	12,851,500	2	0	0	52	1	-\$ 51,700	-\$ 845	0
Commercial	18	29,687,400	1	0	1	16	0	\$ -	\$ -	0
TOTAL	72	\$42,538,900	3	0	1	68	1	-\$ 51,700	-\$ 845	0

WATER/SEWER COLLECTIONS – Water/sewer bills are due on June 30 (payments will be accepted July 3rd without penalty). Staff have been sending out notification for overdue water accounts leading to potential shut off for those accounts which have been outstanding for long periods and no payment arrangement has been made or customers have failed to honor the agreement. Sewer accounts will be reviewed to determine any accounts that may require a lien on the property which may result in tax sale.

PROCUREMENT – Procurement stats for the month of May (as of May 31) are as follows:

	In Discussion/Draft	Released	Closed	Awarded Council	Awarded PAR
May 2018	7	9	8	0	6
RFQ	3	4	3	0	4
RFP	3	5	3	0	1
TENDER	0	0	1	0	1
OTHER	1	0	1	0	0

May traditionally starts the new procurement season as the capital and operational budgets are approved. Discussions have begun with all departments regarding their requirements and to establish a priority list once specifications are received.

We anticipate there will be 40-44 procurements as a result of the capital budget. There were seven new scopes of work received, nine procurements released to the public, eight procurements closed, six awarded and three still open during the month of May.

Staff travelled to the Atlantic Public Purchasing Association spring conference during May. This year's conference included sessions on contract management (how better to achieve performance results) and how better to avoid protests/conflict/negative discussions around awards vendors didn't win.

HUMAN RESOURCES:

- A job poster has gone out for a six month Accounts Payable term position. We hope to have this position filled by late June/early July. This is to backfill for a staff member who is off due to illness.
- Two summer students have started working with Corporate Services, Felicia Landry and Justin Ott.
- Stan Hembrough, the new IT Manager, will start on July 16, 2018. A transition plan is being developed.

Monthly Report

Operations

June 2018

The annual painting of crosswalks, stop bars, and parking stalls got underway in May and is now approximately 70% complete. The paint for the decorative crosswalks in the downtown core has been procured and the work should be completed by the end of June. We expect to take delivery of the centreline painting unit in mid-June and the supplier will assist staff with setup, calibration, and training before it is put into service.

The contracted patching of streets and services cuts began in late May and will be ongoing for the next month.

Other activities carried out by Streets Department in May were:

- Installation of pole banners for National Aboriginal Day
- Completed installation and landscaping around the EV charging station
- Completed some repairs to the brick paver sidewalks on Church and Victoria Streets
- Installed a section of curb on York Street to divert storm water and prevent washouts during heavy rain events
- Landscaping and restoration work for Highfield and Alma Streets where reconstruction was completed

The sewer crew performed routine maintenance and sampling at the WWTP and lift stations, and were kept very busy repairing “sinkholes”. The majority of the sinkholes were the result of localized failure of the corrugated steel storm lines. Repairs were made on the following streets:

- 10 Herbert Street
- Herbert at Victoria
- 2 Dickey Street
- 5 McCully Street
- 5 Tupper Boulevard
- AFD Parking Lot
- 1 Lamy Street

The water crew have been preparing for the annual uni-directional flushing program and flushing of the 16” transmission main from the wellfield to the reservoir. The water crew also repaired service lateral leaks on Elmwood Drive and South Adelaide Street, and a broken 6” cast iron watermain on Donald Avenue. In May we performed a full test on the four new pressure reducing valve chambers with the Amherst Fire Department to ensure that fire protection would be available with the new equipment that was installed.

A meter was installed on the electric car charging station. May usage was 10 KWh.

During the month of May 6 building permits were issued with a total value of 668,986.

Monthly Departmental Report

Amherst Police Department

June 2018

PROFESSIONAL DEVELOPMENT

Use of Force Annual Recert. All officers completed the provincially mandated annual use of force recertifications. This years training included lateral vascular neck restraint, handcuffing techniques and use of force reporting procedures. A report must be submitted to the Department of Justice whenever police apply force. Each officer is required to submit their own report. Each use of force incident is reviewed by APD to ensure it meets accepted standards. The training was 8 hours and was provided by APD UOF instructors

PROS. Dispatchers David Andrews and Josh Fletcher attended the 5 days PROS training in Halifax. PROS is the records management system for all complaints received by the department.

Media/Public Relations. Cst. Wood attended a 2 day Media/Public relations course put on by the Halifax Regional Poilce. The course had a heavy focus on media relations and social media, as well covered general strategic communications principles in the context of policing. Training included a section featuring mock interviews with actual local Halifax journalists, writing key messaging and news releases.

PERSONNEL

Staff Sergeant Competition. Sgt. Tim Hunter was the successful candidate in the S/Sgt competition held during the month of May. Sgt. Hunter has 25 years of service with the department. During his career he has worked in general patrol, Major Crime, and the Cumberland Integrated Street Crime Unit. He is a certified use of force and firearms instructor. He has completed police leadership courses through Dalhousie University and has attended courses at the Canadian Police College in Ottawa. He has been recognized several times by the department for exceptional performance and has been the lead investigator on many serious and complex investigations. He will be working with S/Sgt White during the last 3 weeks of June who will be his mentor/coach. Sgt. Hunter will officially assume the position on July 1st.

Retirement of S/Sgt. White. S/Sgt Scott White will retire on June 30th after 41 ½ years service with APD. He began his career with the department on January 12th, 1977. Throughout his career he had the respect of his co-workers, his community and was seen as the ultimate professional. Policing was never just a “job”, to him, it was his career, his passion and has remained so even in his final days before retirement. The Department and the Town have enjoyed the benefit of his passion to serve over the past 40+ years. We thank him for his service and wish him health and happiness in his retirement.

CRIME PREVENTION OFFICER/YOUTH & SCHOOL RESOURCE OFFICER

Police Week Event. The annual Police Week event was held at the Amherst Center Mall. Many of our community partners had displays again this year including the Amherst Fire Department, RCMP, Department of Natural Resources, Truro Police Service, Restorative Justice, and many more. The event was well attended with several classes from local schools were bussed into the event. Demonstrations by the Truro Police Service Dog, and Taser were popular. Csts. Tom Wood and Michelle Harrison dedicated many hours to organize this years event. They did an excellent job.

McHappy Days. Csts. Harrison and Wood participated in the McHappy Days again this year. They worked at the drive through window and in the main area of the restaurant. The funds raised go towards supporting the Ronald McDonald House in Halifax. Approximately \$7,000 was raised at the Amherst location this year.

YMCA Youth Drop In. Csts Wood and Harrison continue to assist with the Youth Drop In at the YMCA. They attend on alternating weeks. The number of youth is now up over 50 and continues to grow.

COPS4KIDS 2018. The department has received approval for the use of the Amherst Armouries for this years Cops4Kids camp. The Stadium is not available this year due to several maintenance projects. Initially we were advised there would be a fee of \$850 per day. MP Bill Casey was contacted to see if he could help reduce or eliminate the fee. Mr. Casey met with the Minsiter of Defense and explained what the program was about. The Defense Minister supported the request and followed up with officials responsible for approving use of the facility. In the end the fee was waived and Cops4Kids will now be able to proceed. We would like to thank MP Bill Casey for his efforts in supporting Cops4Kids. Registration is expected to open in early June. Cops4Kids will run from July 23rd to 27th.

OPERATIONAL STATS – May 2018

Occurrences: 468

Impaired by Alcohol: 0

Impaired by Drug: 1

Traffic Tickets: 29

Vehicle Checks: 143

Foot Patrol Hours: 90h 29m

Criminal Code Charges: 48

CDSA: 5

Traffic Written Warnings: 22

LCA: 4

Bike Patrol Hours: 0

Monthly Report

Recreation / Culture / Programming / Communications

June 2018

Active Living/Healthy Community

The Active Living Coordinator presented to the Newcomers Group at Maggie's Place on what Amherst has to offer. Partnering with local schools, Tennis NS instructor Marijke Nel came to teach some in-school sessions at Spring Street Academy and West Highlands Elementary. Two sessions each were taught to Grades 4-6 classes. The students that showed interest were invited to a Roger's Rally Rookie Tour in Amherst hosted by Tennis NS in June. The Annual Family Fishing Derby was held at the Pumping Station Pond on May 26. Over 120 people showed up, despite the rainy, cool weather. Prizes donated by Maltby's Sports were given out for longest fish in each age division and longest fish overall. The Amherst Cumberland Multisport program came to an end with the last sport being Baseball with the Amherst Little League. Medals were given out at the end of the last session. Participants were very excited and parents were very complimentary of the program as a whole. A meeting was held with all the sport organizations and Sport Nova Scotia to discuss plans for the 2018/19 season. All sport partners are returning for another season of the program. Partners felt their organizations benefited from being involved with the Amherst Cumberland Multisport program. Summer Student hiring process was finalized with 3 programming Leaders and 1 Tennis Leader starting at the end of the month. Plans for summer family first program initiatives are underway.

Culture/Events & Marketing Coordinator

The Culture/Events & Marketing Coordinator attended and provided Marketing Materials for Police Week. Ongoing discussions continue to be held with the Senior Safety Program Coordinator to collaborate on Senior Initiatives. Worked with the African Methodist Church group, set up volunteer placement with Maggie's Place. As well working with CANSA on an upcoming cultural special event.

Preparations are underway for our Celebrate Canada Events. Meetings and plans are being coordinated for Indigenous Peoples Day, The Amherst Kite Display, our Annual Summer Kick-off, Canada Day Celebration, Pride Week, and The Atlantic Canadian Military History Association WW2 Encampment Display.

Meetings, collaborations, bookings, marketing materials are all being worked on throughout the month for upcoming community and Town events.

Administrative support is being provided for Facilities and Recreations presentations on healthy active Amherst and the no fee youth ice time initiative.

Madeline Carter has been the student selected for summer assistance and has begun the initial stages with working on summer cultural initiatives.

Horticulture/Green Spaces

May was a very busy month within the parks and public lands throughout the town. Removal and repair of winter damage continued to take place with overturned sods being righted and bare spots being seeded. Tree pruning took place throughout our parks removing any broken, damaged, and diseased branches. Flower beds were amended to eliminate soil compaction from the winter months and to help rebuild the soil profile to ensure a healthy growing environment for this year's plantings.

Perennial flowerbeds were also mulched to help for retain moisture, reduce the presence of weeds and to help keep the soil temperature cool. Mowing and trimming of town properties took place on a weekly rotation. Communities in Bloom met and established and will meet again in June with the intention of helping to improve upon beautification efforts within the Amherst community.

Facilities

Parks and Green Spaces

All parks and trails are accessible and open. Dickey Park, Beacon Park and Rotary Park washrooms are open daily from 10:00am to 8:00pm. Lions Park Tennis Court is open daily from 10:00am to 8:00pm. The Splash Pad at Dickey Park opened on Thursday, May 31 and the hours of operation are 10:00am to 8:00pm daily. Once school is out for the summer the hours of operation will change. Trail and park maintenance is ongoing. A mowing schedule has been establish for all greenspaces and will be followed as best we can without interruptions caused by inclement weather or other factors. Over 100 acres of green space is maintained. Since May 22 the Recreation staff has been emptying the garbage bins in all parks. We empty a total of 17 bins. From initial observation most of the garbage is household garbage and dog feces.

Amherst Stadium

The Annual Ducks Unlimited Dinner was the only event held at the Stadium during May. This event was sold out and deemed a success by the organizers. Ongoing maintenance and cleaning in the Stadium is a priority. The walking track at the Amherst Stadium is open from Monday to Friday 8:30am to 6:00pm and closed on Saturdays and Sundays.

Robb Complex

Robb Complex opened on May 11 for the season with users having access to the Dwight Jones Field for the first three days. Following that weekend all fields were open on Monday, May 14. Prior to opening, water to the facility was turned on, staff cleaned the complex by picking up garbage and leaves mostly along the fence, picked rocks from the fields and other debris from the winter weather. Fencing repairs from the 2017/2018 capital budget is 90% complete with the completion date set for mid-June. Infield playing surface on all fields were worked on and leveled. The usage for Robb Complex is as follows: Dwight Jones was used for 46.5 in May 2018 compared to 45.75 in May 2017. Cecil Small was used 20.5 hours in May 2018 compared to 2.5 in May 2017. Baseball Field was used 14 hours in May 2018 compared to 21.25 hours in May 2017. The lights in May were not used. Ongoing maintenance and mowing is a priority at this facility. We currently have 3 summer staff as well as full time staff designated for Robb Complex. The Complex is open daily from 9:00am to 10:00pm.

Monthly Report

Fire Department

June 2018

Responses

Town of Amherst – 25 events

- 3 Smoke alarm activations
- 7 Monitored alarm activations
- 2 Carbon monoxide alarm activation
- 3 Motor vehicle accident
- 3 Vehicle fire
- 5 Open burn / Wildland fire / Mulch
- 1 Hazardous material
- 1 Medical assist

Contract area (District 2) – 1 events

- 1 Open burn / Wildland fire

Fire Inspections

7 fire inspections were completed during this period.

Fire Prevention

The Amherst Fire Department, in partnership with Community Safety Net and local businesses, is once again presenting the “Fire Safety – Smart choices for LIFE” family resource to educate and protect our youth, in relation to fire safety. The department is finding that this initiative provides young people in our service area with effective tools for preventing and reacting to fires. It also offers parents practical ideas on keeping their home and children fire-safe as well.

Personnel

During the month of May four new volunteer firefighters joined the Amherst Fire Department as probationary members.

Rodney Howse
Darin Pettis
Victor Wickholm
Kody Little

Community Events

Police Week – The department took part in the police week display on May 17th at the Amherst Centre Mall. This event provided an opportunity to provide tours of our hazardous materials response unit and the new fire apparatus that was put into service last fall.

Presentations - On May 24th Chief Jones had the opportunity to be one of the guest speakers at a conference being held at the Highland AME Church. The focus of the Chief’s address was related to the values of relationships as they relate to partnerships with other emergency service providers and the partnerships with the community.

Annual Ladder Sit - The Amherst Fire Department and the Amherst Fire Fighters Association held their 18th annual John Michels Sr. Ladder sit from June 14th–16th. This year firefighter Trevor Gaillard had the opportunity to spend a total of 50 hours, regardless of the elements, a top the ladder. This marks the 24th year for the annual ladder sit.

Monthly Report

Planning and Strategic Initiatives

June 2018

Planning is experiencing the usual uptick in requests for information around development related issues. On top of an estimated \$650,000 expansion of Weston Bakeries in May, GFS Foods were issued a Development Permit for a \$10 million expansion to their facility this month. Planning staff will continue to work with Business Development to ensure the Commercial Development Support Bylaw is promoted and utilized.

Planning also continues to provide planning and development services for the Town of Oxford.

In addition, the June Check-in of Council's 2018 Strategic Priorities are complete, with a request to adopt a Strategic Priority Chart for the July – September period. With adoption of the Active Transportation Plan in May, staff met with stakeholders June 13th to present the plan and seek input and support on the plan's implementation and communication. A public open house is scheduled for June 26th at 6:00pm at the CCUBIC. A request for direction on an arrangement with the Cumberland Energy Authority to partner on grants and programs that address community energy planning is on tonight's agenda. The VIA Station transfer is now boiled down to one yet significant outstanding item.

The Planning Advisory Committee held a Public Participation Session on June 4th in consideration of a request to change the zoning of the former General Homes Manufacturing Plant on Upper Church Street from Industrial to Commercial. The PAC subsequently recommended that Council amend the MPS and LUB maps to allow the rezoning to the Highway Commercial Zone. The issue will be on the agenda at Council's regular meeting in June to consider first reading.

Monthly Report

Economic Development

JUNE 2018

DEMOGRAPHIC & BUSINESS SUPPORT – The Business Development Officer has conducted 17 Business Retention & Expansion surveys with Amherst businesses to identify individual and shared issues. A common issue is the difficulty in recruiting and retaining employees, which may be addressed through the Atlantic Immigration Pilot program. The BDO is connecting interested businesses to this resource in collaboration with Immigrant Services Association of Nova Scotia (ISANS).

RESPOND TO BUSINESS INVESTMENT OPPORTUNITIES – Population growth through immigration looks promising in the number of businesses that have recently inquired about relocating to Amherst. Over the past month, five inquiries from business owners or site selectors were received, and each was provided market information and potential locations to suit their needs.

SUPPORT INITIATIVES AT THE COMMUNITY CREDIT UNION BUSINESS INNOVATION CENTRE – Upcoming workshops include two retail management workshops and a graphic design workshop to help business owners produce professional looking promotional materials and videos.

TOURISM – One of our goals is to convince more of the 1.4 million visitors who enter Nova Scotia at the NB border to choose Amherst as their destination. To support this goal, the BDO is producing a series of 15-second ads to promote Amherst as a home base for visitors. These will be distributed on social media channels and as Google ads aimed at people in Ontario and Quebec who are planning a road trip to Nova Scotia. The first video was viewed 1,700 times in the first 24 hours after it was posted on Facebook. <https://bit.ly/2l4u0eZ>

Two “night markets” have been planned at Victoria Square. The first coincides with the “Herbie’s 50th Birthday Party” event on July 12 from 2:00 – 10:00 pm. The second will be an artisan market on August 16 from 7:00 pm – 10:00 pm.

The Tourism Strategic Planning Committee is developing a marketing strategy for the Cumberland region. To this end, the committee has identified target market segments, which align with Tourism Nova Scotia and Destination Canada’s strategy. The three “traveler types” are Authentic Experiencer, Cultural Explorer, and Free Spirit. The committee has also identified which tourism assets are “demand generators” and which are “demand supporters.”