



**Town of Amherst  
Committee of the Whole**

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

Pages

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1. Call to Order
    - 1.1 Approval of Agenda
    - 1.2 Approval of Minutes
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      - 1.2.2 October 15, 2018 2 - 6
  2. Presentations
    - 2.1 Bill Barrow - Fundy Winds Project - 4:05
  3. In Camera - 4:20
    - 3.1 Approval of In Camera Agenda
    - 3.2 Approval of In Camera Minutes
      - 3.2.1 Approval of In-Camera Minutes - October 2, 2018
      - 3.2.2 Approval of In-Camera Minutes - October 2, 2018
      - 3.2.3 Approval of In-Camera Minutes - October 2, 2018
    - 3.3 MGA 22(2)(e) Contract Negotiations
    - 3.4 MGA 22(2)(a) Lease of Municipal Property
    - 3.5 MGA 22(2)(a) Acquisition of Municipal Property
    - 3.6 MGA 22(2)(c) Personnel Matter
    - 3.7 MGA 22(2)(e) Contract Negotiations

<b>4.</b>	<b>Council Direction Requests</b>	
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4.2	December Meeting Dates - KIM JONES - 5:25	31 - 32
4.3	Capital Budget Amendment - Erncliffe CNR Crossing - MacDONALD - 5:30	33 - 35
4.4	CIBC Children's Foundation Funding - RECTOR - 5:40	36 - 38
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5.2	Tax Assessment Appeals Impact Memo - RECTOR - 6:05	44 - 44
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5.4	Amherst Supreme Court Accessibility Improvements Memo - FISHER - 6:20	48 - 48
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6.7	Economic Development	58 - 59
<b>7.</b>	<b>Adjournment</b>	

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

**Date:** October 2, 2018  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

<b>Members Present</b>	Mayor David Kogon Deputy Mayor Sheila Christie Councillor Jason Blanch Councillor Vince Byrne Councillor Darrell Jones Councillor Terry Rhindress
<b>Members Absent</b>	Councillor Wayne MacKenzie
<b>Staff Present</b>	Greg Herrett, CAO Jason MacDonald, Deputy CAO Operations Bill Schurman, Director Recreation Natalie LeBlanc, Deputy Clerk Kim Jones, Municipal Clerk Shelley Rector, Chief Financial Officer Andrew Fisher, Manager of Planning & Strategic Initiatives Dwayne Pike, Acting Police Chief

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**1. Call to Order**

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

**2. In Camera**

**Moved By Councillor Blanch**

**Seconded By Councillor Rhindress**

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

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**Date:** October 15, 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  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Natalie LeBlanc, Deputy Clerk  
Tom McCoag, Corporate Communications Officer  
Kim Jones, Municipal Clerk  
Shelley Rector, Chief Financial Officer  
Rebecca Taylor, Business Development Officer  
Andrew Fisher, Manager of Planning & Strategic Initiatives  
Dwayne Pike, Acting Police Chief

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**1. Call to Order**

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

**1.1 Approval of Agenda**

**Moved By Councillor MacKenzie**

**Seconded By Councillor Byrne**

**That the agenda be approved with addition 3.8 Ice Helmet Policy.**

**MOTION CARRIED**

**1.2 Approval of Minutes**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**That the minutes of the September 17, 2018 Committee of the Whole meeting be approved as circulated.**

**MOTION CARRIED**

2. **In Camera**  
**Moved By Councillor Jones**  
**Seconded By Deputy Mayor Christie**  
**That the Committee move to an In Camera session.**

**MOTION CARRIED**

3. **Council Direction Requests**

3.1 **Bill Barrow Request to Present to Council**

**Moved By Councillor Blanch**

**Seconded By Councillor Rhindress**

**That staff be directed to contact Bill Barrow and invite him to do a presentation at a future meeting of Council.**

**MOTION CARRIED**

3.2 **Recognition of First Responders**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**That an Ad Hoc Committee be formed consisting of Fire Chief Jones, Acting Police Chief Pike, a representative from EHS, Mayor Kogon, Deputy Mayor Christie, Councillor MacKenzie and Councillor Rhindress to plan an event in recognition of first responders.**

**MOTION CARRIED**

3.3 **Nuisance Bylaw**

Discussion ensued. All members except Councillor Blanch agreed they would like cultivation kept inside of a dwelling or accessory building. Councillor Byrne would like edibles and cannabis oil included. Committee agreed to direct staff to continue to work on a draft bylaw and bring it to November Committee of the Whole.

3.4 **Austin Request to Discharge DA for Dickey Street**

**Moved By Councillor Blanch**

**Seconded By Councillor Jones**

**That Council refer the decision to discharge the Development Agreement Case NO. DA-2007-02 for PID 25041666 to the October 22, 2018 regular meeting of Council.**

**MOTION CARRIED**

3.5 **Gender-Based Analysis Plus**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Blanch**

**That staff be directed to prepare a discussion paper on the possible use of this tool and including it on all recommendations to Council.**

**MOTION CARRIED**

**3.6 Gritty to Pretty Beautification Program**

**Moved By Councillor Blanch**

**Seconded By Deputy Mayor Christie**

**That the Gritty to Pretty Beautification Program be referred to the October 22, 2018 regular meeting of Amherst Town Council for approval.**

**MOTION CARRIED**

**3.7 PAC Review**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**That Council continue to have a six-member Planning Advisory Committee, with an even mix of Council and members of the public being appointed to it.**

Against (2): Mayor Kogon, and Deputy Mayor Christie

**MOTION CARRIED**

**Moved By Councillor Blanch**

**Seconded By Deputy Mayor Christie**

**That the Chair of the Planning Advisory Committee be directly appointed.**

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

**MOTION DEFEATED**

**3.8 Ice Helmet Policy**

**Moved By Councillor Rhindress**

**Seconded By Councillor MacKenzie**

**That the Ice Helmet Policy be amended to allow persons over the age of 18 and senior citizens to sign a waiver excluding them from wearing a helmet while on the ice at the Amherst Stadium.**

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

**MOTION DEFEATED**

**Adjournment**

**Moved By Councillor Jones**

**Seconded By Councillor Byrne**

**To adjourn the meeting at 6:20 p.m.**

As per the Proceedings of Council Policy 10350-24 Section 4(c)i. the meeting was adjourned to reconvene Monday, October 22, 2018 at 5:00 pm when the balance of the business on the agenda shall be addressed.

**Date:** October 22, 2018  
**Time:** 5:00 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  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Natalie LeBlanc, Deputy Clerk  
Tom McCoag, Corporate Communications Officer  
Kim Jones, Municipal Clerk  
Shelley Rector, Chief Financial Officer  
Rebecca Taylor, Business Development Officer  
Andrew Fisher, Manager of Planning & Strategic Initiatives  
Dwayne Pike, Acting Police Chief

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## Call to Order

Mayor Kogon called the meeting to order at 5:00 p.m.

## 4. Information Items

### 4.1 Park / West Pleasant Street Intersection

Information item, no direction given or action required.

### 4.2 Crosswalk Review

Information item, no direction given or action required.

### 4.3 Blair Lake Report

Council agreed they would like staff to reach out to the Municipality of the County of Cumberland to see if they are interested in partnering to further study the safety of Blair Lake for recreational purposes.

### 4.4 Fresh Start Update

Information item. Presentations will be Thursday, October 25, 2018 at 6:30 at the Community Credit Union Business Innovation Center with a Special Council meeting immediately following at 8:15 p.m. for the awards.

### 4.5 Contract Awards Quarterly Report

Information item; no direction given or action required.

**4.6 Dangerous and Unsightly Semi-Annual Report**  
Information item; no direction given or action required.

**5. Monthly Reports**

**5.1 Corporate Services**  
Information item; no direction given or action required.

**5.2 Operations**  
Information item; no direction given or action required.

**5.3 Police Services**  
Information item; no direction given or action required.

**5.4 Recreation**  
Information item; no direction given or action required.

**5.5 Fire Services**  
Information item; no direction given or action required.

**5.6 Planning & Strategic Initiatives**  
Information item; no direction given or action required.

**5.7 Economic Development**  
Information item; no direction given or action required.

**6. Adjournment**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**To adjourn the meeting at 5:50 p.m.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**SUBMITTED BY:** Gregory D. Herrett, CPA, CCA – Chief Administrative Officer

**DATE:** November 14, 2018

**SUBJECT:** **MGA/Regulation changes requiring changes to Travel/Hospitality Policies**

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**ORIGIN:** Recent changes to the Municipal Government Act and Regulations introducing required content for Expense Reimbursement Policies and the requirement to have a Hospitality Policy.

**LEGISLATIVE AUTHORITY:** Bill 10 Amending the MGA such that:

- (3) Each municipality shall adopt an expense policy and a hospitality policy.
- (4) An expense policy must
  - (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;
  - (b) identify the persons who have signing authority to authorize the reimbursement of an expense;
  - (c) where applicable, set out rules respecting the use of corporate credit cards;
  - (d) apply to every reportable individual in the municipality; and
  - (e) comply with the regulations.
- (5) A hospitality policy must
  - (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;
  - (b) establish the approval process for authorizing hospitality expenses;
  - (c) establish the scope and applicability of the policy; and
  - (d) comply with the regulations.
- (6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.
- (7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended

And Paragraph 3 of the Regulations to the Municipal Government Act – FRAM ( Financial Reporting and Accounting Manual )



**RECOMMENDATION:** That the attached proposed Expense Reimbursement Policy and Hospitality Policy be forwarded to Council for approval at its November Regular Meeting. Further, that the existing Travel Policy #3000-01 be repealed.

**BACKGROUND:** After some high profile instances of expense irregularities in Nova Scotia municipalities, the Department of Municipal Affairs, the NSFAM and the AMA formed the Joint Accountability and Transparency Committee, which was tasked with reviewing the rules around expense approval and reporting for Nova Scotia Municipalities. The Committee, which included the writer, made several recommendations which resulted in amended legislation (MGA) and regulations (FRAM) clarifying and tightening the rules. The new regulations relating to expense and hospitality policies are attached for reference.

The Town of Amherst has had a Travel Policy for many years. Regular updates have been made to it and it has served the Town well. However, with these new regulations, the Association of Municipal Administrators have provided new sample policies, after which both the recommended Expense Reimbursement and Hospitality Policies have been modeled.

**DISCUSSION:** The recommended policies comply with all requirements of the legislation and regulations.

**FINANCIAL IMPLICATIONS:** While the adoption of these recommended policies will not have any direct, immediate budget implications, they will result in a strengthening of internal controls - making a positive contribution to the control environment.

**COMMUNITY ENGAGEMENT:** None at this time.

**ENVIRONMENTAL IMPLICATIONS:** None identified.

**ALTERNATIVES:** With a requirement in regulation and legislation to have both of these policies Council has some latitude in content but the basic content is required.

**ATTACHMENTS:** Proposed Expense Reimbursement and Hospitality Policies, existing Travel Policy 3000-01, Excerpts from Financial Reporting & Accounting Manual, Policy 10350-26 Council Conference Attendance and Professional Development.

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Report prepared by: GD Herrett, CPA,CA - CAO  
Report and Financial approved by:

**DEPARTMENT:** CORPORATE SERVICES

**TITLE:** **Expense Reimbursement Policy**

Minutes reference date:

**PURPOSE:**

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (“CAO”), and Town of Amherst employees in relation to Town of Amherst business.

**SIGNING AUTHORITY:**

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Mayor	CAO/Designate
Members of Council & CAO	Mayor/Designate
Town Employees	Director or CAO/Designate

3. A Signing Authority may designate a second signing authority in their absence. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

**INDIVIDUAL RESPONSIBILITIES**

5. Everyone who incurs an expense in relation to Town business is responsible for:
  - (1) familiarizing themselves and complying with the provisions of this policy;
  - (2) completing and submitting expense claims with necessary supporting documentation;
  - (3) Exercising reasonable diligence and are incurring expenses prudently and responsibly; and
  - (4) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

**PERMITTED EXPENSES**

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee are eligible for reimbursement:

- (1) authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
- (2) pre-approved out-of-province travel, including transportation, accommodation and meal costs;
- (3) approved training or continuing education costs.

#### **AUTHORIZED TRAVEL**

7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
  - (1) conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
  - (2) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
  - (3) a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Town if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
  - (4) in the case of the Mayor and Deputy-Mayor or Designate, attendance at functions, meetings or conferences involving less than \$200 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Mayor or Deputy-Mayor or Designate not to attend;
  - (5) in the case of a Councillor, attendance on behalf of the Town at a function identified in the previous subsection of this policy, involving less than \$200 in reimbursable expenses provided that such attendance is either at the request of the Mayor or Deputy-Mayor to attend in lieu of the Mayor or Deputy-Mayor; and
  - (6) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
8. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment contract.
9. An employee of the Town of Amherst shall be reimbursed for the reasonable expenses, if pre-approved, incurred:
  - (a) in the carrying out of the duties and responsibilities associated with their employment and duly authorized by the Director or CAO on the Prior Approval Form;
  - (b) for meetings, conferences, or professional development events at which the employee's attendance is authorized or is requested by the CAO;
  - (c) for attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee is entitled to reimbursement of expenses directly from the applicable organization; and
  - (d) at a training or continuing education event in accordance with the provisions of this policy concerning training or education.

### **OUT-OF-PROVINCE TRAVEL**

10. All requests for out-of-province travel shall be made in writing and shall contain the following information:
  - (a) the purpose and duration of the trip;
  - (b) the location(s) to be visited;
  - (c) the dates and times of arrival and departure;
  - (d) any pre-paid transportation, meals, or accommodation; and
  - (e) any other anticipated expenses.
11. All requests for out-of-province travel by Council members shall be reviewed by the CAO, Mayor or Designate who shall consider the necessity of travel based on the information provided.
12. All out-of-province travel by the CAO, other than that pursuant to the employment contract, shall be reviewed by the Mayor or Designate who shall follow the same guidelines established for Council members.
13. All requests for out-of-province travel by Town of Amherst employees shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.
14. If a request for out-of-province travel is approved, and the Claimant (not Town of Amherst) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

### **LIMITS ON REIMBURSEMENT OF EXPENSES**

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
  - (1) subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
  - (2) the expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;
  - (3) airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
  - (4) accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
  - (5) reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of out-of-province travel, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard.

Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;

- (6) the cost of any alcoholic beverages shall not be reimbursed;
- (7) fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (8) when personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (9) reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (10) there shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee of the Town of Amherst;
- (11) there shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the part of the Council member's salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers.

### **TRAVEL ADVANCES**

16. Advances are not routinely approved. The following limits shall apply to the use of advances:

- (1) all advances must be approved by the CAO;
- (2) advances will only be issued where an overnight stay is required;
- (3) advances will not be made for less than \$200;
- (4) the CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
- (5) upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Town of Amherst within 10 days of completing the travel.

### **USE OF TOWN OF AMHERST CREDIT CARDS**

17. The following limits shall apply to the use of Town of Amherst credit cards:

- (1) the use of travel advances is prohibited if the Claimant has a Town of Amherst credit card;
- (2) Town of Amherst credit cards, in respect of travel expenses, shall only be used for expenses that are permitted under this policy, and without limiting the generality of the foregoing, shall not be used for cash advances or personal expenses;
- (3) reimbursement to an individual for interest incurred on a Town of Amherst credit card is prohibited.

### **PER DIEM MEAL ALLOWANCES**

18. For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay, in the amounts authorized from time to time as per diem meal allowances by the Province of Nova Scotia OR in the amount of \$12 for breakfast, \$17 for lunch, and \$26 for supper. This allowance includes gratuities and taxes.
19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

### **KILOMETRAGE**

20. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
21. Where several Council members, the CAO, and/or employees of the Town of Amherst, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

### **VEHICLE RENTALS**

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
  - (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) two or more Council members, the CAO, and/or employees of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.
24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

**EXPENSE CLAIMS**

25. Expense claims must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
  - (1) claims for per diem meal allowances;
  - (2) incidental expenses of less than \$30 for reasonable tips, bridge tokens, parking meters or coffee;
  - (3) claims for personal vehicle kilometrage for authorized travel.
27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) the claim is consistent with policy;
  - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
  - (3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
  - (4) the expenses claimed have appropriate justification.
30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
31. The use of petty cash to pay an expense claim is prohibited.

**TIMEFRAME**

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

**FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS**

- 34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.
- 35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

**REPORTING REQUIREMENTS**

- 36. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
  - (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
    - (a) travel and travel related expenses, including transportation, accommodation and incidentals;
    - (b) meals; and
    - (c) training and education.

**REVIEW REQUIREMENTS**

- 37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31<sup>st</sup> of each year.
- 38. By the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

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**DEPARTMENT:** CORPORATE SERVICES

**TITLE:** **Hospitality Policy**

Minutes reference date:

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**POLICY STATEMENT:**

1. The Town of Amherst recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer (“CAO”) and Town of Amherst employee hospitality claims.

**POLICY OBJECTIVES**

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Amherst’s objectives.
4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
5. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

**HOSPITALITY AND HOSPITALITY EVENTS**

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Amherst. Hospitality may be offered under the following circumstances in accordance with this policy:
  - (1) hosting foreign dignitaries;
  - (2) engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
  - (3) sponsoring or hosting conferences;
  - (4) hosting ceremonies / recognition events; and
  - (5) other official functions, as approved by the CAO, their designate or Town of Amherst Council.

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**SIGNING AUTHORITY**

7. The following are the Signing Authority for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees	CAO/Designate

8. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
9. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

**PRIOR AUTHORIZATION**

10. Subject to this policy, all hospitality events require prior authorization.
11. A request for prior authorization for hospitality events requires the following information:
- (a) rationale/purpose of the event;
  - (b) estimated numbers of attendees and their respective affiliations;
  - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
  - (d) estimated itemized costs including gratuities and supplementary expenses.
12. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

**SERVING OF ALCOHOL**

14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by the appropriate Signing Authority, as set out in paragraph 7 of this policy.

15. The Town of Amherst and its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
16. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
17. If alcohol is provided at a hospitality event, food must be served.

### **GIFTS**

18. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by the appropriate Signing Authority as set out in paragraph 7 of this policy.

### **CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES**

19. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
20. Hospitality expense claims must include the following:
  - (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
  - (2) the names and positions of the guests at the hospitality event;
  - (3) the business objective for the expense; and
  - (4) a detailed itemized receipt for the expense.
21. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.
22. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
23. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
24. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) the claim is consistent with this policy;

- (2) the expenses claimed were necessarily incurred in the performance of municipal business;
- (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
- (4) the expenses claimed have appropriate justification.

25. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.

26. The use of petty cash to pay a hospitality expense claim is prohibited.

#### **REPORTING REQUIREMENTS**

27. Pursuant to s. 65A of the *Municipal Government Act*, the CAO shall ensure that the Town of Amherst does the following:

- (1) within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Amherst website that describes all of the hospitality expenses incurred by the Town of Amherst, including purchases of alcohol during the quarter.
- (2) by September 30<sup>th</sup> of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

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**DEPARTMENT:** ALL DEPARTMENTS

**TITLE:** TRAVEL POLICY

Minutes reference date: March 20, 1989, page 437

Revision dates: January 16, 1995, page 377

March 25, 2002, page 635

November 17, 1997, page 118

September 26, 2005, page 40

October 23, 2000, page 481

June 22, 2015

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**PURPOSE:**

To set out a policy of the Town of Amherst to reimburse any authorized individual who is required to travel on Town business. An authorized individual could be an employee, elected official, appointed committee or commission member, etc.

**POLICY:**

The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Director or CAO on the Prior Approval Form (Schedule B).

1. **Town-owned Vehicle** – Upon approval of the Director, and if a Town-owned vehicle is available, the employee will use this vehicle for their travel needs. Persons authorized to drive Town-owned vehicles must have a valid driver's license. Employees shall not use Town-owned vehicles for personal travel.
2. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately owned vehicles on Town business. Reimbursement will be made using the Kilometrage and Transportation Allowance Rates for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.
3. **Insurance** – To ensure that any authorized individual is adequately protected, privately owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance premiums. When the use of a privately owned vehicle is authorized, the Director/CAO must ensure that the authorized individual is informed that the Employer assumes no financial responsibility beyond payment of the authorized kilometre rate and that, in the event of an accident, the Employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.
4. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges.

Authorized individuals who use private accommodations while on Town business will be reimbursed \$30 per night. No receipt is required.

5. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total allowance shown on Schedule A for meals.

For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 8:00 am or prior and return later than 6:00 pm.

Reimbursement for meals shall not be claimed where meals are included a part of registration fees for conferences or seminars, etc.

It is expected that from time to time Town Directors and above may incur costs to facilitate the conduct of official Town business. Such costs may include conference room rentals, equipment rentals, hospitality and other related service costs. Such costs shall be reimbursed and all such claims shall state the purpose of the costs and the number of persons involved. Receipts must be submitted and, where costs are significant, prior approval is required by the CAO.

6. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination.
7. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. (Receipts required.)
8. **Taxi/Bus** – Taxi/bus fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
9. **Park/Toll** – Highways and bridge tolls, parking fees. Receipts required if charges are over \$10 per day.
10. **Incidentals** - Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used, the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses.
11. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
12. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, an advance may be approved by the CAO.
14. **Per Diem Allowance** – The mayor and/or designate(s), while on official Town business shall be allowed an amount equivalent to their normal wages and benefits paid by their employer(s). Arrangements shall be made between the Town and the employer to reimburse the employer directly for wages paid to the Mayor and/or designate(s) while absent from their office of employment on Town business. Such amounts shall not exceed the amounts actually expended by the employer. Town business shall not include attendance at conferences or seminars and must be approved by Council.
15. **Spouses** – The Town of Amherst is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses when they are accompanying the employee to a conference or meeting. Exceptions will be considered for events at which a spouse is normally expected to attend and prior approval of Council is obtained.

**SCHEDULE A**

**SCHEDULE OF ALLOWABLE INCIDENTALS AND MEALS PER DIEM RATES**

Incidentals: \$10 per overnight stay.

Meals: In order to claim breakfast, travel must commence before 8:00 am.  
In order to claim dinner, travel must end after 6:00 pm.

Breakfast	\$12.00
Lunch	\$17.00
Dinner	\$26.00
Maximum daily allowance	\$55.00

The above amounts are inclusive of all taxes and gratuities.

SCHEDULE B

PRIOR APPROVAL FORM

1. Applicant's Name: \_\_\_\_\_

2. Present Position: \_\_\_\_\_

3. Department: \_\_\_\_\_

4. Proposed Conference, Course, Seminar: \_\_\_\_\_

\_\_\_\_\_

5. Location: \_\_\_\_\_

6. Date: \_\_\_\_\_

7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage, I will notify the Town in writing.

(signature) \_\_\_\_\_

8. Approved: \_\_\_\_\_

9. Rejected: \_\_\_\_\_

10. Subject to the following conditions, if any:

\_\_\_\_\_

\_\_\_\_\_

***If this application is approved, expenses may be claimed in accordance with the Town's Travel Policy.***

SCHEDULE C

TRAVEL ADVANCE REQUEST FORM

Name .....

Department .....

Destination .....

Purpose of Request .....

.....

.....

Dates Involved .....

Estimated Expenses:      Registration .....

\$

Travel .....

\$

Accommodations .....

\$

Meals .....

\$

ESTIMATED TOTAL .....

\$

Charge to: .....

Signature: .....

Approved by: .....

Date: .....

### 3(3) Specific Expenditures, Liabilities and Debt Accounting Policies

#### **3(3)(a) Inclusion of Interest in the Municipality's Estimated Requirements**

The PSA Handbook indicates that all amounts owing at the end of a fiscal period be recorded. Therefore, interest costs should be accrued, rather than recognized on a cash basis.

It is also recommended that municipalities budget for interest on an accrual basis.

#### **3(3)(b) Expense Reimbursement Policy**

- i. **Definition** – The expense reimbursement policy should provide provisions and guidelines for expenditures incurred by council members and employees for which reimbursement was provided by a municipality or village for conducting municipal or village business. Included in the definition of employee reimbursement is employee advances. An employee advance is an authorized amount that may be claimed in lieu of actual expenditures for a specific item.
- ii. **Requirement for a Policy**– Each municipality and village must adopt a written expense reimbursement policy. By the January 31<sup>st</sup> immediately following a regular election council shall review the expense policy; either re-adopt or adopt an amended policy.
- iii. **Required Policy Content** – Municipalities and villages' expense reimbursement policy must:
  - (a) apply to all employees in the municipality or village, as well as apply to every reportable individual<sup>3</sup>;
  - (b) outline individual responsibility;
  - (c) establish the expenditures that may be eligible for reimbursement, including any restrictions;
  - (d) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;

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<sup>3</sup> Reportable individual refers to an individual who holds one of the following positions:

- For municipalities – mayor or warden, councillor or chief administration officer, including an employee of municipality delegated any of the responsibilities or powers of the chief administrative officer pursuant to MGA clause 29(b)
- For a village -village commissioner or village clerk

- (e) prohibit the municipality from reimbursing travel expenses for individuals who are not a reportable individual or an employee of the municipality or village;
- (f) identify any preapproval process (i.e. out-of-province travel);
- (g) identify the persons who have signing authority to authorize the reimbursement of an expense;
- (h) prohibit a person from authorizing his/her own expense claim;
- (i) include a clause that employees will only be reimbursed for costs they have incurred (for example prohibits claiming per diem for meals provided at meetings/conferences and/or when group meals are covered by one individual);
- (j) set out rules respecting the use of employee advances including repayment terms;
- (k) where applicable, set out rules respecting the use of corporate credit cards which include but not limit to:
  - i. prohibit the use of travel advances if individual has a corporate credit card;
  - ii. prohibit the use of corporate credit cards for cash advances and personal expenses;
  - iii. prohibit reimbursement for interest incurred on a corporate credit card;
- (l) require claimants to submit business reason for expense along with detailed/itemized receipts to support expenditures. Any exceptions where detailed receipts are not required, should be outlined in the policy (for example, per diem meals);
- (m) prohibit expenses being submitted on behalf of others;
- (n) require all travel related expenses to be reported on an expense claim and prohibit the use of petty cash for travel and professional development reimbursement;
- (o) where applicable, include mileage and per diem rates in policy;
- (p) where applicable, set out rules respecting claiming mileage;
- (q) require submission of expense within pre-determined timeframe;
- (r) include a clause that any fraudulent irregularity, misuse or misappropriation of municipal funds, may include, without limitations, disciplinary action, not excluding termination; and
- (s) include a clause referring to the municipality or village's documented policy or process relating to the reporting suspicious activity and potential misuse of funds.

- iv. **Reporting Requirements – Pursuant to MGA 65A (1-6) a municipality and village shall:**
- (a) Prepare and post an expense report for each reportable individual within 90 days of the end of each fiscal quarter on their reportable reimbursements<sup>4</sup>.
  - (b) The quarterly expense report must be posted on a publicly available website;
  - (c) Prepare an annual summary report to be filed with the Minister by September 30<sup>th</sup> of each year.
  - (d) The annual a summary report must comply with Section 4(4)(b)(i).
- iv. **Financial Statement Presentation - Pursuant to MGA 451 (1)(b) a municipality and village shall include Remuneration and Expenses for Elected Officials and CAO/Clerk Schedule in the Audited Financial Statements' notes. See 4(1)(b)(ii)(a) for specific note/schedule requirements.**
- v. **Additional Audit and Review Requirements**
- (a) Annually the municipality or village's Audit Committee must review the annual summary of Remuneration and Expenses for Reportable Individuals.
  - (b) **It is recommended, at a minimum, a municipality or village conduct a special purpose engagement on internal controls, at least once, within a four-year.**

### 3(3)(c) Hospitality Policy

- i. **Definition –** A hospitality policy should provide provisions and guidelines for expenditures incurred while hosting individuals from outside of a municipality or village for conducting business activities which would include receptions, ceremonies, conferences, or other group events.
- ii. **Requirement for Policy–** Each municipality and village must adopt a hospitality policy. By the January 31<sup>st</sup> immediately following a regular election council shall review the hospitality policy; either re-adopt or adopt an amended policy.
- iii. **Required Policy Content –** Municipalities and villages' hospitality policy must:

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<sup>4</sup> Reportable reimbursements for both quarterly and annual reports shall include the following expense categories:

- Travel and travel related expenses, including accommodation, incidentals and transportation;
- Meals; and
- Professional development and training

- (a) Apply to every reportable individual and employee in the municipality or village;
  - (b) Establish the approval process for authorizing hospitality expenses;
  - (c) Prohibit a person from authorizing his/her own claim;
  - (d) Require hospitality expenditures be preauthorized (Any exceptions require submission of detail reasoning why prior approval was not sought, prior to reimbursement);
  - (e) Establish the scope and applicability of the policy (circumstances when hospitality may be offered), and identify any restrictions;
  - (f) Establish the expenditures, including alcohol purchases, that qualify as a hospitality expense;
  - (g) Require that hospitality claims include name, and position of guest(s); as well as the business objective for the expenditure.
  - (h) Require detailed/itemized receipts to support hospitality claims.
- v. **Reporting Requirements** – Pursuant to MGA 65A (3-6) a municipality or village shall:
- (a) Prepare and post a hospitality expense report within 90 days of the end of each fiscal quarter;
  - (b) The quarterly expense report must be posted on a publicly available website;
  - (c) Prepare an annual summary schedule to be filed with the Minister by September 30<sup>th</sup> of each year, and
  - (d) The annual summary report must comply with the financial reporting requirements outlined in Section 4(4)(b)(ii)
- vi. **Additional Review Requirements** – Annually the municipality or village's Audit Committee must review the Hospitality Annual Summary Schedule.

### **3(3)(e) Long-Term Commitments**

- i. **Authority** - A municipality may enter a lease, lease-purchase or other commitment to pay money over a period extending beyond the end of the current fiscal year.
- ii. **When Ministerial Authorization Is Required** –
  - (a) In accordance with section 88(4) of the Municipal Government Act, where the total cumulative commitment exceeds \$100,000, the proposed commitment must be approved by the Minister of Municipal Affairs in advance.
  - (b) Where the actual dollars to be expended, including carrying costs, exceed \$100,000, approval must be obtained from the Minister (e.g., six-year commitment at \$17,000/year would require Ministerial approval). Halifax Regional Municipality please refer to Section 111 (5) of the Halifax Regional Municipality Charter, threshold is \$500,000.

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DEPARTMENT: COUNCIL

TITLE: COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT

Minutes reference date: 24 April 2017

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## PURPOSE:

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor.

## POLICY STATEMENT:

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, in December for the following year. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Union of Nova Scotia Municipalities (UNSM) spring workshop, UNSM fall conference, Nova Scotia Planning Directors Association (NSPDA) conference, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit requests to attend conferences by January 15<sup>th</sup> of each year. Staff will use the submissions to develop a draft annual conference / training plan for Council and advise Council of the existing professional development budget allotment.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply:
  - a. UNSM spring workshop –three members of Council;
  - b. UNSM fall conference – all members of Council;
  - c. FCM annual conference – three members of Council
  - d. NSPDA conference – two of the three members of Council on the Planning Advisory Committee
  - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
  - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners
4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.

**COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT**

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5. All members of Council will be permitted to attend the UNSM Spring Workshop when it is in the Cumberland Region.
6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences or workshops, including but not limited to those permitted in paragraph 3, will submit the request to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council who shall make the final decision.
10. Where budget allows, the Town will support members of Council interested in participating in the UNSM / AMA Leadership Education Modules.
11. For all members of Council attending a conference or workshop on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information within 60 days of the date of the conference or workshop.



## COMMITTEE OF THE WHOLE

CDR# 2018146

Date: November 19, 2018

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

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** November 19, 2018

**SUBJECT:** December Council Meeting

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**ORIGIN:** 2018 Calendar – Christmas Eve

**LEGISLATIVE AUTHORITY:** Proceedings of Council Policy 10350-24 Section 5 states “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by Resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting”

**RECOMMENDATION:** Due to the Christmas holidays, the regular Council meeting scheduled for Monday, December 24, 2018 be changed to December 17, 2018 at 7:00 p.m. immediately following the regular Committee of the Whole meeting.

**BACKGROUND:** The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

**DISCUSSION:** This year, Christmas Eve falls on Monday, December 24 - our regular Council meeting date. The options available to Council appear to be:

1. Move both meetings earlier by one week, with COW on December 10 and Council on December 17;
2. Hold both COW and Council on December 17;
3. Schedule an alternate date for Regular Council.

**FINANCIAL IMPLICATIONS:** There are no financial implications to changing the meeting dates.

**COMMUNITY ENGAGEMENT:** The public and media will be notified of any changes by media release.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**ALTERNATIVES:**

1. Move both meetings earlier by one week, with COW on December 10 and Council on December 17. This is not the recommended alternative, as it doesn’t leave sufficient time to develop the agenda between the November and December meetings.
2. Hold both COW and Council on December 17. This is being recommended.



3. Schedule an alternate date for Regular Council. This is not recommended as it is very difficult to schedule meetings during the holiday season.

**ATTACHMENTS:** N/A

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Report prepared by: Kimberlee Jones, Municipal Clerk  
Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2018146

Date: November 19, 2018

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

**SUBMITTED BY:** Jason MacDonald, Deputy Chief Administrative Officer

**DATE:** November 19, 2018

**SUBJECT:** **Erncliff Railway Crossing Upgrades**

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**ORIGIN:** May 15, 2018 Letter from Canadian National Railways.

**LEGISLATIVE AUTHORITY:** Municipal Government Act Section 65; The council may expend money required by the municipality for (aa) streets. Railway Safety Act.

**RECOMMENDATION:** That Council forward approval of \$52,877 to be allocated in the current (2018/19) Capital Budget for the Town's contribution to the installation of new warning gates at the Erncliff Avenue railway crossing and that the Mayor and CAO be authorized to sign the attached Crossing Warning System Modification Agreement, to the November 26, 2018 regular meeting of Amherst Town Council.

**BACKGROUND:** In May of this year staff were made aware that CN and the Town were required to make upgrades to 4 railway crossings within the Town. On June 8, 2018 staff met with CN representatives 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 Avenue.

**DISCUSSION:** Since that meeting CN has made an application to Transport Canada to help fund the cost of the new gates. The application was successful and under the Railway Safety Act the Road Authority (Town) is required to pay 12.5% of the project cost. In this case the project includes the installation of new gates and warning system at a total project cost of \$423,012. The Town's portion would be \$52,877. In order to qualify for the grant, the work has to be complete by March 31, 2019.

**FINANCIAL IMPLICATIONS:** The current capital budget does not include funding for this project. However, we are proposing to reallocate funds and fund this project within existing capital budgeting funding as follows:

- a) gas tax cannot be used to fund the railway project thus we are proposing to reallocate gas tax. Discussions with DMA have confirmed this is allowable with a motion from council.
- b) the Victoria Street sidewalk project was completed in-house thus the total project cost will be approximately \$35,000 rather than \$100,000 saving \$65,000 in gas tax.



- c) the unused gas tax from the Victoria Street sidewalk will be used to fund the portion of the Robert Angus Drive sidewalk that was to be funded from the Operating Reserve (\$32,220) and the Capital Reserve (\$12,500).
- d) This provides funding of \$44,720 to be used for the Ernclyff project from Operating and Capital Reserves leaving a balance of gas tax of \$20,280 to be used.
- e) Funding for the Racetrack Road project will be adjusted to use the remainder of the gas tax (\$20,280) and the operating reserve amount will be decreased.
- f) The remainder of the cost (\$8,157) can be taken from the funding for the Racetrack Road project that was coming from the operating reserve (this will decrease because of the gas tax).

This is summarized in the table below:

<b><u>Project</u></b>	<b><u>Current Funding</u></b>	<b><u>Proposed Funding</u></b>	<b><u>Reallocation Tally of Remaining Funding</u></b>
Victoria Street Sidewalk	\$100,000 Gas Tax	\$35,000 Gas Tax	\$65,000 Gas Tax
Robert Angus Drive Trail	\$17,780 Gas Tax \$12,500 Capital Reserve \$32,220 Operating Reserve	\$62,500 Gas Tax	\$12,500 Capital Reserve \$32,220 Operating Reserve \$20,280 Gas Tax (65,000–12,500-32,220)
Racetrack Road Pumping Station	\$35,000 Operating Reserve \$15,000 Sewer Operating	\$20,280 Gas Tax \$14,720 Operating Reserve \$15,000 Sewer Operating	\$12,500 Capital Reserve \$52,500 Operating Reserve \$0 Gas Tax
Ernclyff Rail Gates	-	\$12,500 Capital Reserve \$40,377 Operating Reserve	\$0 Capital Reserve \$12,123 Operating Reserve \$0 Gas Tax

<b><u>Funding</u></b>	<b><u>Current Capital Budget</u></b>	<b><u>Proposed</u></b>	<b><u>Difference</u></b>
Gas Tax	\$117,780	\$117,780	0
Capital Reserve	\$12,500	\$12,500	0
Operating Reserve	\$67,220	\$55,097	\$12,123
	<b>\$197,500</b>	<b>\$185,377</b>	<b>\$12,123</b>

**COMMUNITY ENGAGEMENT:** No community engagement has been undertaken for this project. The project will be administered by CN. A communications plan (including traffic detours) will be developed prior to construction being undertaken.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications to the addition of the new traffic gates and warning system.

**ALTERNATIVES:**

- (a) Close Erncliff Avenue. Closing the street on both sides of the rail line will not impact access to private property but it will make snow plowing operations cumbersome. In addition, residents of this area of Town would have to use Copp or Russell streets to exit this area of Town, causing somewhat of an inconvenience. As there are still two exists, emergency vehicles will still have access at all times.
- (b) Request that the ban on train whistles approaching this crossing be lifted, as allowing the whistle will remove the requirement for the gates.

**ATTACHMENTS:** None

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2018145

Date: November 19, 2018

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

**SUBMITTED BY:** Shelley Rector, CPA, CMA – CFO

**DATE:** November 19, 2018

**SUBJECT:** Fundy Hockey School and Amherst Bantam Baseball – Funding from CIBC Children’s Foundation

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**ORIGIN:** Correspondence from the CIBC Children’s Foundation that they will donate \$8, 000 to the Town provided that the Town, in turn, provides \$5,000 funding to Fundy Hockey School and \$3,000 to Amherst Bantam Baseball.

**LEGISLATIVE AUTHORITY:** Income Tax Act, Sections 118.1 and 110.1

**RECOMMENDATION:** That the request to receive a donation of \$8,000 from the CIBC Children’s Foundation to fund a corresponding contribution of \$5,000 to Fundy Hockey School and \$3,000 to Amherst Bantam Baseball, be referred to the November 26, 2018 regular meeting for Council’s consideration.

**BACKGROUND:** The Town of Amherst supports the Fundy Hockey School by subsidizing the fees paid by youth in the community allowing a reduced registration fee. The Amherst Bantam Baseball were supported by the Town with a Community Support Grant to offset the cost of hosting the Junior Championships. The funds to the Amherst Bantam Baseball team are expected to defray costs from the Junior Championship while the funds to the Hockey School are to assist with ongoing programs.

**DISCUSSION:** The CIBC Children’s Foundation has advised they wish to support the \$5,000 funding to Fundy Hockey School and \$3,000 to Amherst Bantam Baseball. The CIBC Children’s Foundation can only give grants to registered charitable organizations. Donations to Canadian municipalities qualify as charitable donations under the Income Tax Act.

The CIBC Children’s Foundation’s support for programs in the community is tremendous, and we are pleased to be able to facilitate its contributions in this manner.

**FINANCIAL IMPLICATIONS:** There would be no financial implications for the Town in this transaction; it would be an ‘in and out’ entry. However, the financial implications for the Fundy Hockey School and Amherst Bantam Baseball program would be to improve its ability to provide a quality program for the community.



**COMMUNITY ENGAGEMENT:** No community engagement is contemplated in carrying out this request. The community engagement occurred between the Fundy Hockey School and Amherst Bantam Baseball and the CIBC Children's Foundation.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications are anticipated with this business process.

**ALTERNATIVES:**

1. Refer the matter to the November 26, 2018 Regular Council meeting for Council's consideration of accepting the donation
2. Decline this request.

**ATTACHMENTS:**

- Letter from CIBC Children's Foundation

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Report prepared by: Shelley Rector, Chief Financial Officer

Report and Financial approved by:



**CIBC CHILDREN'S  
FOUNDATION**  
Helping Kids Rise Above

October 19, 2018

Greg Herrett, CPA, CA  
Chief Administrative Officer  
Town of Amherst  
98 Victoria Street East  
Amherst, NS B4H 1X6

Dear Greg,

RE: Donations for Fundy Hockey School and Amherst Bantam Baseball

I am pleased to inform you that the Town of Amherst will be receiving a donation in the amount of \$8000 in support of Fundy Hockey School (\$5000) and Amherst Bantam Baseball (\$3000). This donation is made possible through the proceeds from CIBC Miracle Day.

On Miracle Day, CIBC Wood Gundy Investment Advisors and CIBC's Capital Markets team donate their fees and commissions in support of children's charities. Since 1984, nearly \$90 million has been distributed through the CIBC Children's Foundation to organizations across Canada.

For information about CIBC Miracle Day, please visit [www.cibc.com/miracleday](http://www.cibc.com/miracleday).

We wish you all the best with your valuable efforts this year.

Best regards,

*Stephen Maltby*  
First Vice-President, Managing Director  
Region Head, Branch Manager  
Suite 202 - 32 Church Street  
Amherst, NS B4H 3Y6

CIBC Children's Foundation  
25 King Street West, 4<sup>th</sup> Floor  
Toronto, ON M5L 1A2

**RECEIVED**  
OCT 23 2018  
Corporate Services  
Amherst N.S.

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Kimberlee Jones, Municipal Clerk  
DATE: November 19, 2018  
SUBJECT: Sarah MacMaster Presentation to Council Request

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Staff have been contacted by Sarah MacMaster requesting to make a presentation to Council about youth in our communities needing a place to belong. A copy of the request is attached.

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

## Kim Jones

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**From:** Sarah <sarahmacmaster1@gmail.com>  
**Sent:** November 9, 2018 1:44 PM  
**To:** Kim Jones  
**Subject:** Application to address council

Hi Kim,

I was giving your email as a person to contact regarding addressing town Council. I would like to address town Council about youth in our communities needing a place to belong. Could you please forward my request to the appropriate person.

Thank you,

Sarah MacMaster

902-664-4099

Sent from my iPhone

## MEMORANDUM

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

**Submitted by:** Councillor Jones

**Date:** November 14, 2018

**Subject:** Korean and Afghanistan Conflict Dates on the Amherst Cenotaph

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Your Worship and Members of Council, after having discussion with members of the Canadian Forces past and present, I wish as a Councillor to ask on their behalf that the Town acknowledge that on the Amherst Cenotaph the Canadian Forces members who served in the Korean War and the Afghanistan Conflict in honour of those who served, and in memory of those who fell, by having the following inscription and date included on the Amherst Cenotaph before November 11, 2019.

“ and in Korean War 1950 – 1953”

“ and in Afghanistan 2001 – 2014”

**Motion:**

**I move that Council direct staff to investigate the protocol in consultation with the Canadian Legion, Canadian Forces and Veterans Affairs for placing the dates for the Korean War and Afghanistan Conflict and names of fallen individuals on the Amherst Cenotaph, and that this addition to the monument can be completed before November 11, 2019.**

# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
**From:** Jason MacDonald, Deputy CAO  
**Date:** November 19, 2018  
**Subject:** **Fluoridation of Water Supply**

---

This memo summarizes relevant information to be considered regarding the logistics of the potential for the Amherst Water Utility to fluoridate the water supply.

## **Issue**

Amherst Town Council received a presentation from members of the local community regarding the benefits of fluoridation of the water supply.

Fluoridation is a decision by individual municipal councils / water utilities. Fluoridation is not governed by the Department of the Environment or the Utility Review Board. This is a public health issue, and not a water treatment / water supply issue, therefore this memo will only provide information on the logistics of fluoridation.

## **Authority**

Fluoridation is not required by Department of the Environment, however should a water utility decide to fluoridate, the Department will monitor concentration levels to ensure public safety.

Fluoridation is not regulated by the Nova Scotia Utility Review Board and does not require consultation with the Board as long as capital costs stay under \$250,000 and yearly operating costs do not impact utility rates.

The American Water Works Association is the recognized educational authority with regards to the water industry, Amherst is a member of this Association which has a position statement in which they support fluoridation.

## **Infrastructure Requirements**

There are two very different methods of introducing fluoride into municipal water systems; a liquid system which requires a metering pump, or a powder system which requires a hopper with vibrator, mixing tank c/w mixer, scale, metering pump and PRV. Either system can be used with our current infrastructure. Preliminary research indicates that the liquid injection system is the most reliable and safest of the two options and therefore this memo will focus on the liquid injection option. Either system will require a fluoride monitor connected to our remote monitoring system (SCADA).

## Financial Impacts

### Fluoridation Equipment – Liquid injection

#### Capital Costs

Injection Equipment	\$ 30,000
Fluoridation monitoring equipment	\$ 15,000
Scada monitoring programming	\$ 5,000

#### Operational Costs

Monthly consumable costs (\$1,000 x 12)	\$ 12,000
Annual Maintenance costs	\$ 5,000

A detailed financial analysis has not been undertaken, however our water utility consultant, Gerry Isenor, has indicated that the above costs will not significantly impact our current water rates.

## Other Issues

### Hazardous Materials

Fluoridating agents used are dangerous goods (hazardous materials) and the design, construction and operation of equipment to receive, store and introduce the agent into the treated water requires risk assessments for worker occupational health and safety issues and for the environment of and around the plant. Contingency plans are required. Close monitoring of the presence (concentration) of fluoride in the treated water is also required.

### Fluoridation by Other Municipalities

Moncton	No
Truro	No
New Glasgow	Yes
CBRM	Yes
Windsor	No – Stopped in 2002
Antigonish	No – stopped in 1980s
HRM	Yes

### Taste

The addition of any substance to the water has the possibility of affecting the taste of the water.

# INFORMATION MEMORANDUM

TO: Mayor Kogon and Members of Amherst Town Council

FROM: Shelley Rector CPA, CMA – CFO

DATE: November 14, 2018

**SUBJECT: Change in Assessed Values**

Each year taxpayers can appeal the decision on their assessed values. The number of appeals and those that are allowed are reported as part of the Corporate Services Report.

There are two properties which were reduced for a routine amount this year with significant adjustments for next year. The Amherst Centre Mall will be reduced from \$8.6 million to \$8.4 million for this fiscal year and will be further reduced **NEXT** year to \$6.5 million. IMP will be reduced from \$6.5 million to \$6.1 million for this fiscal year and will be further reduced **NEXT** year to \$4.3 million.

These two large commercial reductions plus some other smaller adjustments will result in an anticipated reduction to our tax revenue stream of \$234,300.

Corporate Services felt it was important to make Council and Staff aware of these proposed changes with the budget process starting soon. Corporate Services will follow-up with PVSC regarding these adjustments when assessment notices are sent out for 2019.

Below is a summary of the changes in assessment and the tax impact by category.

<b>ASSESSMENT COMPARISON</b>								
<b>2018/19 vs. 2019/20</b>								
Assessment Category	2018/19 CAP Assessment Base	18/19 Adjustments - Appeals, etc	PVSC Info re: 19/20 Appeal Adjustment - Amherst Centre Mall	PVSC Info re: 19/20 Appeal Adjustment - IMP	Estimated 2019/20 CAP Assessment Base	Change from 2018/19 to 2019/20	% Change from 2018/19 to 2019/20	\$ Change from 2018/19 to 19/20
Residential	\$ 390,147,600	\$ (1,447,800)	\$ -	\$ -	\$ 388,699,800	\$ (1,447,800)	-0.4%	\$ (23,672)
Commercial (not subject to CAP)	\$ 128,605,400	\$ (1,049,300)	\$ (1,900,000)	\$ (1,800,000)	\$ 123,856,100	\$ (4,749,300)	-3.7%	\$ (210,631)
Resource	\$ 1,675,100	\$ 200	\$ -	\$ -	\$ 1,675,300	\$ 200	0.0%	\$ 3
								<b>\$ (234,300)</b>

# MEMO

To: Mayor Kogon and Members of Council

From: Kimberlee Jones, Municipal Clerk

Date: November 19, 2018

Re: Gender Based Analysis Plus

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At the October 15, 2018 meeting of the Committee of the Whole, staff were directed to prepare a discussion paper on the possible use of Gender Based Analysis Plus and its inclusion in all recommendations to Council.

## BACKGROUND

Gender Based Analysis Plus is an analytical tool used to assess how diverse groups of women, men and gender-diverse people may experience policies, programs and initiatives. The “plus” in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. We all have multiple identity factors that intersect to make us who we are; GBA+ also considers many other identity factors, like race, ethnicity, religion, age, and mental or physical disability.

## PROCESS

GBA+ is a multi-faceted research and analysis process. In order to be effective and meaningful it must be evidence based and involve each of the following steps:

- **Identify the key issue**
  - o The first step is to identify the context and the gender and diversity issues.
  - o Nothing happens in a vacuum. Your initiative may have a narrow objective, but it will always be linked to broader government priorities. The social, cultural, and economic environments are also important. Start by making these connections.
- **Challenge Assumptions**
  - o Who says it is an issue? / What has triggered the issue?
  - o Whose point of view is reflected in defining the problem?
  - o What assumptions informed the identification of the topic as an issue?
  - o Who is affected by the proposal?
  - o How do you know?
  - o How are they affected?
  - o Who benefits, and why?
  - o Could certain groups be affected differently?
  - o Are you making assumptions about the uniformity of population groups?
  - o If you consider an issue “neutral”, can you support this with evidence?
  - o Is it possible that your assumptions prevent you from asking questions and hearing answers?

- **Gather the facts – Research and Consult**
  - o Remember that you don't have all the answers...but you can get a better picture of the issue through research and consultation.
  - o You need data to assess whether your initiative will have a more significant impact on a particular group of people, or whether barriers exist.
  - o Conduct research
  - o The data you use should be gender-disaggregated and should include other intersecting identity factors, such as Indigenous status, age or disability. If information is not available, don't abandon your analysis. Identify gaps in existing data and consider making data collection part of your initiative's objectives and evaluation measures.
  - o Consult stakeholders
  - o Make sure to use GBA+ when you design your consultation process. It is not enough to consult the general public and then apply your findings to all groups. Seek out multiple viewpoints. Engage Canadians of various identities, and consult broad and inclusive sources to deepen your analysis.
  - o Don't forget: accessibility issues, social conditions and economic considerations can all affect someone's ability to participate in your consultation process
- **Develop Options and Make Recommendations**
  - o The results of your consultation and research should inform your options and recommendations at all stages of initiative development and implementation.
  - o Using the data you have gathered, indicate how the options you propose respond to the specific issues you identified. Present your GBA+ findings to decision-makers clearly.
  - o If you have found that your initiative could have differential impacts or unintended barriers, suggest strategies to strengthen the proposal. And be sure to highlight your plan to fill any data gaps that your GBA+ identified.
- **Monitor and Evaluate**
  - o GBA+ also applies to the evaluation and monitoring of your initiative. The design of your evaluation framework and approach to monitoring can help address inequality and build capacity.
  - o Make sure your evaluation identifies groups who are positively or negatively affected by the initiative.
  - o Highlight data gaps and address unintended outcomes for diverse groups. Incorporate them into strategy renewals or management responses
- **Communicate**
  - o •Does the communications strategy use messaging that will reach diverse groups of people?
  - o •Do the identified target audiences reflect the diversity of people affected?
  - o •Are the examples, language and symbols used in the communication products gender and diversity appropriate?
  - o •How would a communications strategy need to be designed to respond to the needs of different groups of people?
- **Document**
  - o It is essential to document your analysis and findings throughout the cycle of the initiative. Why?
  - o • The data and analysis that guided your recommendations provide meaningful background information.
  - o •You may be asked to provide evidence that a GBA+ was conducted and to explain the process that guided your recommendations.
  - o •This information could inform a future proposal.

## EXAMPLE Cyberbullying

### Issue:

Cyberbullying and the non-consensual distribution of intimate images is a growing concern in Canada, particularly among youth.

**GBA+ approach would examine these broad questions with an in depth analysis using the steps identified above :**

- Are there gender differences in cyberbullying behaviour and victimization?
- Are there other identity factors that affect cyberbullying behaviour and/or victimization (e.g. geography, socio-economic status)?
- Are the long-term impacts of cyberbullying the same for boys, girls and gender-diverse youth?
- In consulting with youth, have you considered boys and girls with varied backgrounds?

## CONCLUSION

Staff resources are currently not adequate to apply GBA+ to our decision-making process at the level that would be meaningful. To follow the steps and guidelines set out by the Federal Government for this initiative, this application would increase the timelines for bringing recommendations to Council for decisions by weeks or even months.

Organizations who have implemented GBA+ have extensive research staff and committed resources to support the application of the program across departments.

Footnote: The basis of this memo was obtained through the Status of Women webpage

<https://swc-cfc.gc.ca/>

# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
**From:** Andrew Fisher, Manager, Planning & Strategic Initiatives  
**Date:** November 9, 2018  
**Subject:** **Information Item - Amherst Supreme Court accessibility improvements**

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The Nova Scotia Department of Justice is proposing to improve barrier free accessibility to the Amherst Supreme Court (54 Victoria Street). The project has two components. The first component will be the design and construction of an exterior ramp on the north side of the building adjacent to Victoria Square so that access can be gained from street level into the first floor of the building. The second component will be the construction of an elevator from the first floor to the second floor where the courtroom is located. A request for proposal will soon be advertised by the Nova Scotia government for the engagement of design consultants. Regular project updates will be shared with the municipal government via their staff representatives.

Given that the building is a municipally registered property, the design for the exterior alterations will be reviewed by the Heritage Advisory Committee once the preliminary design is developed.

# Monthly Report

## Corporate Services

### November 2018

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**Corporate Services** – Capital budget submissions have been received from Senior Staff and plans are ongoing for a meeting with Council in December or early January. Senior Management staff are beginning the preparation for the upcoming operational budgets. The internal control report is still being worked on by the contractor. Policy reviews have begun, and we expect to be making recommendations to Council for changes and/or updates in the new year.

**FINANCIAL** – The second quarter results were reviewed at an Audit Committee meeting on November 14th. Results for both the General and Water Operating funds are healthy with surplus' at the end of the second quarter. Budget work is ongoing.

**2018 DECEMBER TAX SALE** – Tax sale signs were posted on 9 properties on Wednesday, October 10, 2018. Since posting 2 customers have been removed as they paid their taxes in full. The Tax Sale is scheduled for Tuesday, December 11, 2018 at 10:00 am.

<b>TAX SALE - TUESDAY, DECEMBER 11, 2018</b>			
<b>Acct#</b>	<b>Name</b>	<b>Address</b>	<b>TOTAL</b>
105944	1437257 ONTARIO INC	15 Brownell Ave-Land	2,077.93
106728	1437257 ONTARIO INC.	Eddy St - Land	1,007.20
108726	1437257 ONTARIO INC.	Eddy St - Land	986.16
105971	BOWDEN CHARLES DANNY - <b>Unightly Jan 2018</b>	33 Liberty Lane	1,740.74
108651	FILLMORE ANTHONY PAUL	20 Kent Dr	938.61
106907	MACLEAN WILLIAM ERIC	28 Clinton St	2,907.64
105935	WHITE ALLISON SHAWN	16 Prince Arthur St	4,698.06

**TAXATION** – Property tax statements were sent mid-October generating calls and payments. Collection efforts are ongoing and have resulted in reducing the number of outstanding accounts. Payment arrangements are being made where people are unable to pay in full.

**2018/19 TAX REDUCTION POLICY** – During the 2018/19 budget Council approved an amendment to the Tax Reduction Policy 03800-02. An increase to \$450 for household income of less than \$25,000. Applications are available on the Town of Amherst website or in person at Town Hall. An application was mailed out to residents having received tax reduction in prior years. We have received 68 applications as of October 31, of which 63 received the reduction. 2 still have a prior year balance (once that has been cleared then reduction can be applied). 1 is in question due to name not matching tax account, 1 did not qualify as it was over the threshold and 1 was a duplicate. This is unchanged from last month.

**2018 ASSESSMENT APPEALS** – Assessments were mailed out mid-January by PVCS. The appeal deadline was February 15, 2018 at midnight. As of November 1, 2018 there were 73 appeals, 52 complete, 6 outstanding, 15 withdrawn. A Residential appeal was added for Nov 1/18 - family transfer granted CAP, they are appealing the market value.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Nov 1/18	Pending as of Nov 1/18	Withdrawn as of Nov 1/18	Outstanding Appeals as of Nov 1/18	Appeals Successful as of Nov 1/18	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	55	12,893,100	39	0	13	2	26	\$ 1,305,600	\$ 21,346	0
Commercial	18	29,687,400	13	0	2	4	6	\$ 1,033,500	\$ 45,836	1
<b>TOTAL</b>	<b>73</b>	<b>\$42,580,500</b>	<b>52</b>	<b>0</b>	<b>15</b>	<b>6</b>	<b>32</b>	<b>\$ 2,339,100</b>	<b>\$ 67,182</b>	<b>1</b>

**WATER / SEWER COLLECTIONS** – Water bills were sent out October 26<sup>th</sup> with a November 30<sup>th</sup> due date. Six disconnections were done on November 1<sup>st</sup>. One account has since paid in full and the remaining 5 are still disconnected. Payment arrangements or actual account payments have been made for other outstanding accounts. Activity will continue to ensure accounts are paid in a timely manner.

**PROCUREMENT** – We are working on finalizing the last of the Capital Projects and working on annual operational procurements (such as snow clearing and salt hauling) for which some changes will be required this year.

Procurement stats for the month of October (as of October 31) are as follows:

	May (revised)	June	July	August	Sept (revised)	Oct
<b>Capital</b>						
Anticipated Procurement from Capital Budget: 40-44						
Scopes for capital received in the month	6 (4 rec, 2 ops)	12	4	7	2	3
<b>All procurement:</b>						
Total new scopes of work received in month	11	20	6	14	8	7
Released to the public in the month	10	12	7	12	8	12
Closed during the month	8	9	10	11	7	9
Awarded by par/council during the month	6	7	11	9	4	10
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2

Work continues on updating the procurement policy and procedures, creating multi-year procurements, and next years capital budget.

**INFORMATION SERVICES (IS)** - Live streaming continues to be offered with adjustments being done to improve the process. Cameras have been ordered to ensure a better-quality picture as well as more flexibility with zooming in on speakers. Planning is ongoing for next years operational budgets and an IS Strategic Plan including funding for greening of networks and computers. IS are investigating options for customer service platforms to aid with service standards and tracking of calls and issues.

Work is being done on our Records Management system and future plans for utilizing existing systems to ensure proper record retention and destruction. Replacement of computers and other hardware is expected over the next few months (greening asset plan) including APD.

Services provided by Atlantic Data Systems will move to an as-needed basis as of December 1<sup>st</sup>.

# Monthly Report

## Operations

### November 2018

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The contracted patching of streets and service cuts continued in October. To date 35 service cuts have been repaired and 693 tonnes of asphalt placed.

The Streets crew spent most of October working on the West Victoria Street sidewalk replacement (Arlington Ave. to Terrace St.). All of the concrete work has been completed, landscaping and driveway reinstatement is ongoing.

The utility crew checked the Christmas decorations and replaced the lights as needed. Some of the snowflakes were installed in late October.

The sewer crew performed routine maintenance and sampling at the WWTP and lift stations. The sewer main flushing and video inspection program was completed in October. Part of the flushing program included the cleaning of all the lift stations to remove accumulated grease and debris.

The water crews completed the winterizing and inspection of 456 fire hydrants. During this exercise several hydrants needing maintenance were identified and these hydrants were repaired or replaced.

The water crew also connected service laterals to the newly installed 12" PVC watermain on Willow Street.

Work was started on the Willow Street and Robert Angus Drive active transportation trails. This work included installation of culverts, mulching the bushes along the route, and placing of fill.

The mechanic was very busy in October ensuring all of the snow removal equipment and salt trucks were checked, serviced, and ready to go when needed.

Upcoming projects for November:

- Complete construction of active transportation trail on Robert Angus Drive and Willow Street.
- Christmas lights, silhouettes, and banners to be installed prior to light up.
- Traffic control for Christmas Parade.
- Complete water service hook ups on Willow Street.
- Construct frame for downtown outdoor rink.
- Complete sidewalk on Albion Street from Queen to Spring Street.
- Concrete walkway at Dickey Park from walking trail to entrance to the dog park.

# Monthly Report

## Amherst Police Department

### November 2018

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This report covers the month of October 2018

#### PROFESSIONAL DEVELOPMENT/TRAINING

**Domestic Violence Educator:** Cst Michelle Harrison attended Domestic Violence Educator training on October 16<sup>th</sup> and 17<sup>th</sup>. This training provides officers with up to date information on policies and procedures for domestic abuse investigations. The APD Domestic Violence Educator is also responsible for reviewing all domestic files, providing guidance and direction and ensuring that standards are met.

**Interoperability Forum:** A/Chief Pike, A/D/Chief Hunter and Executive Assistant Nancy Guiderson attended an interoperability forum in Dartmouth on October 16<sup>th</sup>. This forum highlighted many of the issues relating to public safety and communications and included presentations on the TMR2 network used by the majority of Policing and public safety agencies in the Atlantic Provinces.

**FOIPOP Training:** Acting Chief Pike and Acting D/Chief Hunter attended a one day session on FOIPOP in Truro Nova Scotia on October 25<sup>th</sup>. The training included a review of legislation under the Municipal Government Act as well as strategies to streamline the process and make decisions relating to the release of personal information. Various scenarios were reviewed as group exercises as well as a panel discussion with representatives from different departments.

**Property Crime Examiner Course:** Sgt Kevin Girouard attended the PCE course in Halifax from October 15<sup>th</sup> to the 19<sup>th</sup>. This course provided instruction on examining crime scenes of property crimes and included exhibit examination, fingerprinting, DNA, footwear and tire tracks and photography. The ability to have a member trained in Property Crime Examination reduces the need to rely on RCMP IDENT members for assistance on Property Crimes.

#### OPERATIONAL

**Substance Use Policy:** A/Chief Pike attended a meeting with several other chiefs of Municipal Departments for a discussion on the issue of the use of substances that impair by employees. Those in attendance agreed that a 'fit for duty' policy for cannabis should remain consistent with our current policies on substance use. As a result, the expectation is that officers are expected to report for duty alert, professional and not displaying any signs of impairment. The public expectation is that police officers will be in the right frame of mind to make good decisions. We trust our officers to make the right decisions regarding healthy lifestyle choices, which includes showing up for work fit for duty.

**Seniors Police Academy:** The Police and Seniors Safety Academy started its 5 week run on October 10<sup>th</sup> and continued until November 7<sup>th</sup>. The Academy, which is partnered between APD and Furlong-Jones Funeral Service, provides information on a variety of topics which includes emergency preparedness, frauds and scams, winter driving tips and fall prevention. The workshops were held on Wednesday's from 09:30 to 11:30 with lunch provided. To date, presentations included information on Cannabis legalization, Town of Amherst Initiatives for Seniors, Housing NS, and YMCA programs.

**Halloween 2018:** The operational plan for Halloween 2018 included both mobile and foot patrols in various parts of town. Special attention was placed on the busier areas of town such as Winston Avenue and Abby Road by ensuring foot patrol coverage. Once again the Pumpkin Patrol, consisting of volunteers from the WestCumb Amateur Radio Club and the Amherst Fire Department, provided support by patrolling and keeping our children safe.

## **CRIME PREVENTION/SCHOOL LIAISON OFFICER**

**YMCA Youth Drop In:** Cst Wood and Cst Harrison took turns attending the YMCA Drop in on Thursday nights. The number of youths attending is currently in the 70's and there have been numerous opportunities for our members to build a rapport and a relationship with our youth.

**Race Against Drugs:** Race Against Drugs was held at West Highlands School on October 22<sup>nd</sup>, and over 100 grade 5 students from schools in Cumberland County attended to learn about healthy choices and safety and includes representation from various community groups and agencies. The Amherst Lion's Club has been a long time partner in this initiative and their work on crime prevention and drug awareness has had an impact on our community.

**MADD Road Rally:** Held on October 6<sup>th</sup>, this years rally took 13 teams to various locations in both Cumberland and Westmoreland County. The rally is hosted by the Cumberland-Tantramar Chapter of Mother's Against Drunk Driving and included checkpoints with small challenges for extra points. Trophies were presented for the best scores as well as the best dressed teams.

**Pumpkins for Poverty:** This event was hosted at Victoria Park on October 19<sup>th</sup> in support of 'Empowering Beyond Barriers'. Pumpkins were given out for a monetary or food donation. Several members of the Amherst Police Department attended to assist, along with the PeeWee AAA Ramblers. The event raised over \$800.

**Press Releases:** Cst Wood prepared and released several press releases that included Halloween safety, Cram A Cruiser events, Counterfeit American \$20 bills, and the Amherst Bar Suspension Program.

## **FOCUSED ENFORCEMENT**

APD members focused on intersection safety for the month of October, ensuring that people are obeying traffic signs and signals in relation to intersections. In total there was over 79 hours dedicated to this initiative and 10 tickets and 29 warnings issued for intersection related offenses, with 6 tickets and 5 warnings issued for other infractions.

## **OPERATIONAL STATS – October 2018**

Occurrences: 442  
Impaired by Alcohol: 0  
Impaired by Drug: 0  
Traffic Tickets: 67  
Vehicle Checks: 283  
Foot Patrol Hours: 91hours, 59m

Criminal Code Charges: 57  
CDSA: 3  
Traffic Written Warnings: 78  
LCA: 5  
Bike Patrol Hours: 0

# Monthly Report

## Recreation / Culture / Active Living / Marketing

### November 2018

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#### Parks and Green Spaces

Although mowing was ongoing the early part of October there was an effort put forth to winterize some parks. Dickey Park, Beacon Park, Rotary Park, and Lions Park were open daily from 9:00am to sunset. Splash Pad at Dickey Park closed for the season on October 15<sup>th</sup>, while Beacon Street and Rotary Park washrooms were closed for the season on October 23<sup>rd</sup>. Dickey Park washroom remains open from 9:00am to sunset.

#### Stadium

The Amherst Stadium was in full swing during the month of October. We were very proud to host the 53<sup>rd</sup> Annual Carter's Cresting Bluenose Hockey Tournament. During both weekends of play CCMHA blocked a total of 54.50 hours of ice time as a part of the no fee youth ice time program saving each team \$150.00 off their registration. This tournament attracted many out-of-town teams with an estimated 90 room nights being required. The Amherst Jr. Ramblers played 5 regular season games at home. CCMHA used a total of 102 hours in October 2018 (which includes the Bluenose), compared to 96.5 hours in October 2017. Amherst Skating Club used a total of 43 hours in October 2018, compared to 38.5 hours in October 2017. The ice was used for a total of 265.25 hours in October 2018, compared to 255.75 hours in October 2017. The meeting space on the second level was used for a total of 34 hours in October 2018, compared to 40 hours in October 2017.

#### Robb Complex

Robb Complex for the month of October was used for a total of 28 hours. The ARHS Boys varsity Baseball team hosted regionals at the complex on October 1<sup>st</sup> and 2<sup>nd</sup>. Dwight Jones field was used for a total of 17 hours while the baseball field was used for a total of 11 hours. In October 2017 Robb Complex was used for a total of 5 hours. On October 15<sup>th</sup> Robb Complex was closed for use while maintenance and winterizing were ongoing. As a part of our maintenance program for Robb Complex this season, we've added 36 tons of new surface material to the infield on Cecil Small Field and Dwight Jones Field. This new surface is deemed to be a better surface to play on and will help with dust and blowing dirt challenges.

#### Culture, Events & Marketing Coordinator

Attended Spring Street Academy Family Community Night where materials and information were offered to families about our Recreation Department's events and facilities. Coordinated and attended the first AYTC meeting where votes were taken to establish candidates for Jr Mayor, secretary, etc. Updated information on AYTC internal files and website. Meetings had with the Legion to start coordinating Remembrance Day Ceremony and mural unveiling. As well as meetings and coordination on the Amherst Light up, Christmas Parade and Tree for Boston Send Off. Met with John Warner from Amherst Centre Mall on coordination for the Amherst Christmas Parade activities being held following the parade, with the Amherst Superstore to partner for Tree for Boston Send-Off. Coordination with the Fibre Arts Committee for set up and marketing partnership for the Fibre Arts Festival that took place from October 9<sup>th</sup> to the 13<sup>th</sup>.

Partnered with Pumpkins for Poverty to help set up the event at Victoria Square. The 'A' Fresh Start Community Grant Presentation took place on October 25<sup>th</sup>, where we worked with applicants and internally with staff to arrange the event. Participated in the Senior Safety Program where a presentation was prepared and delivered on senior-focused available activities and initiatives. Attended the Senior Rebate Expo where our Tax Reduction Policy for Low Income was presented. Coordinated the bench dedication ceremony for Christopher Baxter. Coordinated the installation of the Veterans street banners which remained until mid-November. Maintained the recreation social media account, the weekly skinny and community calendar.

### **Active Living**

The Amherst Cumberland Multisport participants completed the first two sports of the program with Amherst Minor Basketball and the Amherst Skating Club. The regular fall/winter recreational skating schedule started October 9<sup>th</sup> offering free skating 6-7 days a week, with some exceptions. Skates include adult/senior, parents & tots, open skate, after school skate, and public skates. The Helmet policy is in effect and are available to sign out in the stadium administration office. 238 youth attended the Maggie's Place Thursday Night Youth Drop-In in October. During the Friday Night Fun evening at the YMCA, youth have been participating in gym games, art activities and swimming. In the 5-8 years old age group the total number of youths that attended in October was 169 with an average of 42 each night. Out of the 169 participants, 136 were Town residents. In the 9-14 years old age group total number of participants that attended in October was 138 with an average of 34 each night. Out of the 138 participants, 127 were Town residents. An application for After the Bell funding was submitted to the Province and approved for \$3400. This will allow for the addition of healthy snacks to the after-school program at the Stadium.

### **Horticulturist**

Turf maintenance was finished up for the season with the final mow and tidy taking place within our parks, on our sports fields, and throughout our greenspaces. Fall maintenance was carried out within all our flowerbeds, which saw the removal of the remaining annual plantings, removal of weeds, pruning of our later flowering shrubs, cutting back of perennials and planting of spring flowering bulbs. Ornamental grasses were left standing once again to add winter interest displays along Victoria St as well as in Victoria Square. Park maintenance involving the removal of diseased fallen leaves and crab apples, removal of downed branches from high winds, daily checks, and cleaning within the dog park, as well as tree pruning and removal of potentially hazardous tree limbs. Preparations for the winter season also began which saw the decorative lighting tender be awarded to Classic Displays for decorative lighting enhancements from the intersection of Church St. and Albion, up to Canadian Tire on South Albion St. Ongoing work on the North Nova Highlanders Mural saw the painting portion of the project by Jennifer Morris Cormier conclude. The mural is to be mounted on the side of Town Hall for early November.

# Monthly Report

## Fire Department

### November 2018

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#### Responses (October)

##### Town of Amherst – 12 events

- 1 Smoke alarm activations
- 1 Smell of smoke / Air quality check
- 4 Monitored alarm activations
- 1 Flu fire
- 1 Sprinkler head failure
- 2 Motor vehicle accidents
- 1 Human error
- 1 Oil burner malfunction

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

- 2 Monitored alarm activations
- 1 Human error
- 1 Air quality check

Fire Inspections – 9 fire inspections were completed during this period.

#### Professional Development

October 17<sup>th</sup> – 22<sup>nd</sup> instructors from the Nova Scotia Fire Fighters School provided a structured live fire training refresher to the members of the fire department. The focus of this training was to review the fundamentals of proper use of personal protective equipment, self contained breathing apparatus, fire suppression attack methods/techniques and entry techniques. In addition, this training focused on search and rescue, ventilation, forcible entry, emergency egress, firefighter down situations, ladder deployment & usage, above, below, and same grade fire attacks. As part of this training, fire fighters were presented with low visibility conditions in a simulated hazardous atmosphere with zero visibility & elevated temperatures.

October 15<sup>th</sup> – 19<sup>th</sup> Chief Jones and fire fighter Bob Sperry attended a level two fire inspector training session at Fox harbour. This session focused on fire alarm system testing, inspection, verification and commissioning.

#### Memorial Service

On October 21<sup>st</sup>, the fire department held its annual memorial service. This is an opportunity to pause and remember those we have lost with the utmost of gratitude and respect.

#### Fire Department Banquet

On November 3<sup>rd</sup>, the fire department held its annual banquet. This is an opportunity to look back on the past year and acknowledge the years of service and efforts that the members of the Amherst Fire Department put forth. The highlight of this year's banquet was the celebration of the 135<sup>th</sup> anniversary of the Amherst Fire Department and to Celebrate our History and Embrace the Future.

#### Personnel

Four new recruits have joined the Amherst Fire Department as volunteer firefighters (Jennifer Troop, Don Downey, Nicholas Kinnear and Noah MacDonald). Over the coming weeks these individuals will start their basic firefighting training with the department.

# Monthly Report

## Planning and Strategic Initiatives

### November 2018

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Regarding Strategic Priorities, Council approved the 2018 Strategic Priorities Chart for the September to December period, with plans to undergo a priority setting exercise in December for 2019.

There are currently six participants in the Commercial Assessment Phase In program, all located in the Industrial Park. Four projects remain under construction and two projects are complete. Once the post construction assessments are completed by PVSC the agreements can be executed.

The Planning Advisory Committee held a Public Participation Session in November to consider Land Use Bylaw amendments for cannabis-related uses. No members of the public made submissions. The PAC subsequently passed a motion recommending that Council adopt the amendments, which will be on the agenda of the November Council meeting. The PAC will hold a Public Participation Session in December to consider an application for a development agreement to permit the conversion of five motel units to dwelling units at the Victorian Motel.

Town staff is in discussions with the Cumberland Energy Authority to potentially launch a PACE program that would apply to both municipalities. This would allow for easier marketing of the program, and allow residents from both areas to get information with minimal confusion.

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

# Monthly Report

## Economic Development

### November 2018

#### Demographic and Business Support

In October, department staff supported the promotion of Amherst as a great place to live, work and play through the following activities:

- The **Spirits Walk** event on the evening of Friday, Oct. 26 drew approximately 250 people to the stores and restaurants of downtown Amherst. Each participating location offered a treat to shoppers and four locations hosted craft breweries and distilleries. Following the event, surveys were sent to participating merchants and shoppers. All of the respondents stated that they enjoyed the event and that they liked the atmosphere created by people walking around town on a Friday evening. Suggestions for improvement included getting more merchants to participate, adding live music, and adding an attraction such as a haunted house. The most interesting feedback was the number of people who reported visiting shops and restaurants for the very first time during the event. Many merchants saw more than 160 new customers in just four hours! With holiday shopping only weeks away, this event was a great opportunity to show people what Amherst merchants have to offer.
- **Gift guide** two-page spread in At Home on the North Shore magazine. Merchants throughout town were offered an opportunity to submit an item for a two-page advertisement in the winter issue of At Home on the North Shore magazine. This lifestyle magazine will be distributed to 28,000 households in Pictou and Colchester counties, offering an excellent opportunity to draw shoppers from these areas.



**GINGERBREAD GREETINGS BOUQUET**  
This jolly gingerbread man mug can't wait to serve up a festive mix of Christmas blooms and years of hot cocoa sipping fun! Send a hug with **Bordertown Flowers & Frills** at 60 South Albion St., Amherst. 902-667-3811. Order online at [www.btfiamherst.com](http://www.btfiamherst.com)

**PULL APART CUPCAKE ARRANGEMENT**  
Cupcakes are a great choice for family gatherings, workplace parties or a lovely hostess gift. Order this pretty Christmas Wreath or a Friendly Snowman arrangement of delectable chocolate or vanilla cupcakes from the award-winning **Birkinshaw's Tea Room and Coffee House**, 2 Ratchford St., Amherst. 902-661-9300. Order online at [www.birkinshaws.ca](http://www.birkinshaws.ca)



**HANDCRAFTED BEESWAX CANDLES**  
Margie Allen makes her fragrant beeswax candles by hand in her Spencer's Island studio on the spectacular Bay of Fundy. **Maritime Mosaic** at Dayle's Grand Market, 129 Victoria St. E., Amherst. 902-661-2137



**MANSOUR'S MENSWEAR**  
The *Green Coast* sweater is made in Italy of the most excellent materials, and this popular *popcorn knit* style is available in more than a dozen colours at Atlantic Canada's *oldest menswear store*. Sold in-store and online at **Mansour's Menswear**, 27 Church St., Amherst. [www.mansourmenswear.ca](http://www.mansourmenswear.ca) 1-800-929-3992.



**DAIRY-FREE ADVENT CALENDAR**  
Yummy milk chocolate advent calendars that are dairy free, gluten free, soya free and vegan! Made with rice, cocoa, and sugar. Get yours at **Candy Craze**, 147 South Albion St., Amherst. 902-661-1751.



**SLEEP SOUNDLY HOLIDAY PACK**  
Give the gift of a great night's sleep with a contour CPAP pillow, a pack of pollen filters, a non-heated tubing and a canister of mask wipes. **The Snore Shop**, 109-4 Robert Angus Dr., Amherst. 902-660-5340.



**NINA THE YOGA SPIRIT**  
Ann Dunlop's one-of-a-kind textile sculptures add a weather-resistant touch of whimsy to any home or garden. **Maritime Mosaic** at Dayle's Grand Market, 129 Victoria St. E., Amherst. 902-661-2137.

**ORIGINAL FIBRE ART LANDSCAPE**  
Fibre artist of the year Brenda Clarke captures local landscapes by "painting" with wool! She dyes her own wool by hand and her husband makes the beautiful frames. **Maritime Mosaic** at Dayle's Grand Market, 129 Victoria St. E., Amherst. 902-661-2137.



**BLUNDSTONE BOOTS**  
Blundstone Women's Series in Shiraz are comfortable, stylish, high quality and make a perfect gift! Choose from a selection of gorgeous colours. Your feet will thank you! **30 Church Women's Clothing**, 30 Church St., Amherst. 902-667-8028.



**COZY, CASUAL & PRETTY COOL**  
Designed in Canada, this Taxi Delray tall boot is all about the fusion of function and fashion. It's waterproof and comfy, and is one of the dozens of new styles you'll find this season at **The Copper Tree Boutique** in the historic Dayle's Grand Market building, 129 Victoria St. E., Amherst. 902-694-2511.



**WOODLAND TIN TEA SET**  
Perfectly sized for little hands, this 15-piece Woodland Tin Tea Set includes a lidded teapot, four plates, four cups and saucers, and a serving tray. Everything packs neatly into an illustrated, heavy-duty cardboard carrying case for tea parties on the go. You'll find them at **Beans & Cocoa Toys and Gifts**, at Dayle's Grand Market, 129 Victoria St. E., Amherst. 902-660-2078.



### Holiday shopping events in Amherst

**HOLIDAY SHOPPING PASSPORT: NOV. 19-25**  
Collect stamps in a special holiday passport to qualify for a \$750 shopping spree grand prize draw!

**STUDENTS' DAY ON THE TOWN: DEC. 1**  
Mount Allison University and NSCC Cumberland students get a free ride from campus to Amherst, special gifts, "tax-free" shopping and free lunch!

**CHEERS TO THE SEASON: DEC. 8-9**  
Mix holiday shopping with a fun day out and enjoy food and beverage tastings, trunk shows, mini spa treatments and live music.

**COOKIE CRAWL: FRIDAY, DEC. 14, 4:00-8:00 PM**  
Buy a ticket and exchange it for a cookie tin to fill with cookies you pick up at stores all over Amherst. A limited number of tickets are available, and can be purchased online at [www.amherstcookiecrawl.eventbrite.ca](http://www.amherstcookiecrawl.eventbrite.ca)

**VICTORIAN CHRISTMAS: DEC. 15-16**  
Enjoy the sounds, sights, and scents of a traditional Christmas with costumed carollers, horse-drawn wagon tours, and a Victorian photo booth.

FOR DETAILS ABOUT ALL OF THESE EVENTS, VISIT [WWW.AMHERST.CA/SHOPPING.HTML](http://WWW.AMHERST.CA/SHOPPING.HTML)

### **Respond to Business Investment Opportunities**

A “people recruitment” booklet was developed with input from recent new residents and long-time community members. Designed to coordinate with our backdrop, the “Live in full colour” booklet seeks to attract professionals and entrepreneurs from other parts of Canada.

No site selection inquiries were received in October.

### **Support initiatives at the Community Credit Union Business Innovation Centre**

A new small business lending library was established in the Hub Networking room, with books donated by the centre’s partner organizations.

The centre is exhibiting watercolour paintings by Frederick Nicholas and photographs by Gisli Sigtryggsson. New local artists will be featured on a rotation throughout the year.

A small boardroom table was added to the Hub Networking room, with very positive feedback from partners and other users of the building.

### **Increase the Impact of Tourism on the Local Economy**

Historic walking tours and horse-drawn carriage tours wrapped up at the end of October. Opportunities for autumn and winter tourism packages and events are being developed in partnership with Amherst businesses.