



**Town of Amherst
Committee of the Whole**

Date: **Monday, December 17, 2018**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order - 4:00 P.M.	
1.1 Approval of Agenda	
1.2 Approval of Minutes - November 19, 2018	1 - 4
2. In Camera - 4:05 P.M.	
2.1 Approval of In Camera Agenda	
2.2 Approval of In Camera Minutes	
2.3 MGA 22(2)(e) Contract Negotiations	
2.4 MGA 22(2)(c) Personnel Matter	
3. Council Direction Requests	
3.1 Public Participation and Notification Policy - KIM JONES - 4:30 P.M.	5 - 7
3.2 Request for Batting Cage at Robb's Complex - KOGON - 4:40 P.M.	8 - 10
3.3 Fundy Winds Project Request for Assistance - SCHURMAN - 4:50 P.M.	11 - 13
4. Information Items	
4.1 Erncliffe Rail Crossing Update Memo - MACDONALD - 5:00 P.M.	14 - 20
4.2 North Tyndal Wellfield Forest Management Plan - MACDONALD - 5:10 P.M.	21 - 40
4.3 Interest in Pilot Program to Remove CAP - HERRETT - 5:15 P.M.	41 - 42
5. Monthly Reports - 5:30 P.M.	
5.1 Corporate Services	43 - 44
5.2 Operations	45 - 45

5.3	Police Services	46 - 47
5.4	Recreation	48 - 49
5.5	Fire Services	50 - 50
5.6	Planning & Strategic Initiatives	51 - 51
5.7	Economic Development	52 - 52

6. Adjournment - 6:00 P.M.

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

Date: November 19, 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

Members Absent 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

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 Deputy Mayor Christie
That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 October 2, 2018

Moved By Councillor Byrne
Seconded By Councillor Jones
To approve the minutes of the October 2, 2018 Committee of the Whole meeting.

MOTION CARRIED

1.2.2 October 15, 2018

Moved By Councillor Byrne

Seconded By Councillor Jones

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

MOTION CARRIED

2. Presentations

2.1 Bill Barrow - Fundy Winds Project

Daren White presented on behalf of Bill Barrow and the Fundy Winds Project.

3. In Camera

Moved By Councillor Jones

Seconded By Councillor MacKenzie

That the Committee move to an In Camera session.

MOTION CARRIED

4. Council Direction Requests

4.1 Travel Expense Policy & Hospitality Policy

Moved By Councillor Blanch

Seconded By Councillor Jones

That the proposed Expense Reimbursement Policy and Hospitality Policy be forwarded to the November 26, 2018 regular meeting of Council for approval, and further that the existing Travel Policy #3000-01 be repealed.

MOTION CARRIED

4.2 December Meeting Dates

Moved by Deputy Mayor Christie

Seconded by Councillor MacKenzie

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

MOTION CARRIED

4.3 Capital Budget Amendment - Erncliffe CNR Crossing

Moved By Councillor Blanch

Seconded By Councillor Jones

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 Erncliffe 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.

MOTION CARRIED

4.4 CIBC Children's Foundation Funding

Moved By Councillor Byrne

Seconded By Councillor Blanch

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.

MOTION CARRIED

4.5 Request to Present to Council

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That staff invite Sarah MacMaster to a future meeting of Council to make a presentation about youth in our communities needing a place to belong.

MOTION CARRIED

4.6 Cenotaph Recognition Request

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

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.

MOTION CARRIED

5. Information Items

5.1 Fluoridation of Water Memo

Staff were asked to provide further information as to why other municipalities discontinued fluoridating their water supply.

5.2 Tax Assessment Appeals Impact Memo

Information item; no direction given or action required.

5.3 Gender Based Analysis Plus - Staff Report

Moved by Councillor Blanch

Seconded by Councillor Byrne

That staff add a section to indicating Social Justice Implications, and that staff take time to consider and report these in their memos but not to the full degree of GBA+.

On discussion the CAO advised that staff this may not require a resolution of Council, we can simply add Social Justice Implications to these reports.

MOTION WITHDRAWN

5.4 Amherst Supreme Court Accessibility Improvements Memo

Information item; no direction given or action required.

6. Monthly Reports

6.1 Corporate Services

Information item; no direction given or action required.

6.2 Operations

Information item; no direction given or action required.

6.3 Police Services

Information item; no direction given or action required.

6.4 Recreation

Information item; no direction given or action required.

6.5 Fire Services

Information item; no direction given or action required.

6.6 Planning & Strategic Initiatives

Information item; no direction given or action required.

6.7 Economic Development

Information item; no direction given or action required.

7. Adjournment

Moved by Councillor Jones

Seconded by Deputy Mayor Christie

To adjourn the meeting at 6:25 p.m.

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: December 17, 2018

SUBJECT: Amendment to the Public Participation and Notification Policy

ORIGIN: Staff initiated review of internal processes.

LEGISLATIVE AUTHORITY: MGA 204 (3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.

RECOMMENDATION: That the amendments to the Public Participation and Notification Policy be forwarded to Council for consideration and approval at the January 28, 2019 regular meeting.

BACKGROUND: We have been making some changes to our processes to improve our communications and transparency to citizens. To that end we have begun to “live stream” our Committee of the Whole, Council and Committee meetings on the internet. As well, the day following the meeting, the video is available to view in the archives.

So, further to the improved transparency issue – we want to ensure that when public participation is a component of a planning decision, that decision makers have some time for consideration before voting on the matter.

DISCUSSION: It is not a requirement in the Municipal Government Act to hold Public Participation Opportunities (PPO) at a formal meeting of the Planning Advisory Committee. The MGA 204(3) states “*The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.*”

The proposed amendment to the policy will allow a PPO to be held in advance of the Planning Advisory Committee regular meeting. Staff would prepare a report on the PPO and distribute to members who were not in attendance. This will allow some time between the public participation and voting on the matter for consideration. And will eliminate the need for multiple committee meetings each month that require quorum.

A housekeeping change is also suggested by removing the words: “*The Deputy CAO, or designate is responsible for the administration of this policy*” from the policy”

FINANCIAL IMPLICATIONS: There are no financial implications



COMMUNITY ENGAGEMENT: None anticipated

ENVIRONMENTAL IMPLICATIONS: None anticipated

SOCIAL JUSTICE IMPLICATIONS: Potentially allow more flexibility to conduct PPO's and have video available online

ALTERNATIVES:

- 1) Do not amend the policy
- 2) Direct staff to provide additional information to Council

ATTACHMENTS: Public Participation and Notification Policy

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

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **POLICY FOR PUBLIC PARTICIPATION and NOTIFICATION**

Minutes reference date: May 25, 2015

PURPOSE:

To establish a policy for public participation, and notification for the adoption of the Municipal Planning Strategy (MPS), Subdivision By-law, Land Use By-law (LUB), Development Agreements, Variances, Site Plans, and amendments thereto.

AUTHORITY:

This policy carries out MGA section 204 that requires Council to adopt a public participation policy concerning the preparation and administration of planning documents. This policy also provides for public notification where required under MGA sections: 205 (Requirements for adoption of planning documents), 206 (Public hearings), 210 (LUB amendments), 221 (Notifications and costs), 230 (Adoption or amendment of development agreement), 232 (Site-plan approval), 236 (Variance procedures), and 237 (Variance appeals and costs).

POLICY:

Public Participation Session

1. A public participation session will take place ~~at a meeting of the Planning Advisory Committee~~, prior to making a recommendation to Council. Notification of the session shall adhere to the Procedure for Public Participation and Notification.
3. A summary of the public participation session will be provided to **all members of the Planning Advisory Committee and** Council prior to First Reading.

Public Hearing

1. A public hearing will generally take place prior to a meeting of Council, and prior to giving second reading of the planning document, Development Agreement, or amendment thereto.
2. Advertisement and notification of the public hearing shall adhere to the Municipal Government Act, and the Procedure for Public Participation and Notification.

Documentation and Coordination

Documentation and coordination shall adhere to the Procedure for Public Participation and Notification.

MEMORANDUM

TO: Mayor Kogon and Members of Council

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

DATE: December 17, 2018

SUBJECT: Request for Batting Cage at Robbs Complex

In your Committee of the Whole agenda package is a letter requesting the addition of a batting cage at the Robb's Complex.

It is my recommendation that Council refer this item to the Recreation Department for further investigation and analysis and bring forward a report and recommendation to Council at the January meeting of Committee of the Whole.

Mayor David Kogon and Members of Amherst Town Council

Request for the addition of a batting cage at the Robbs Complex, Amherst

Mayor Kogon;

Today I am writing to request that Amherst Town Council consider the installation of a much-needed batting cage at the Robb Complex in the town of Amherst.

Amherst youth have taken to the baseball diamonds for generations and today over 150 youth participate in baseball in Amherst during the summer. Unfortunately, the lack of adequate facilities to practice batting is keeping them from reaching their full potential. The installation of a batting cage at the Robbs Baseball Complex would even the baseball playing field between Amherst youth and the rest of the province.

You would be hard pressed to find a top batter in the MLB that hasn't spent a considerable amount of time practicing in a batting cage. In fact, utilizing a batting cage is one of the quickest ways to develop the skills needed to become a successful batter. In a batting cage the batter has the opportunity to stand in the box as long as necessary to improve their form and perfect their swinging technique.

I have coached baseball for 10 years from little league, Bantam, Midget and AAA. The last 2 years have been with intermediate baseball in Truro. I am a baseball lifer and it would bring me great pleasure to bring intermediate ball back to my home town of Amherst, which I plan to do. However in order to do so, a batting gage is required in order to allow for the players to refine their batting technique. Without a cage, intermediate baseball cannot be brought to Amherst.

Having an intermediate team in Amherst not only keeps your players local but also brings other teams to your home. This is great news. Sport tourism; even on a small scale, can give Amherst a great economic boost. This means buying and spending money at the local hotels, restaurants and grocery stores.

The new addition of the much-needed batting cage would not only be a major benefit for the intermediate level but all levels right down to little league. Attached is a list of signatures of coaches and league representatives in support of this much needed new addition to not only the baseball field but also the town of Amherst.

Baseball has been bred into Amherst society by previous generations. To play baseball in Amherst is to be part of a deep and rich history. A history that has produced so many Amherst baseball accomplishments since the Robbs Complex has opened in 1989. It would bring great pleasure to be able to add to the growth of this for the town and in years to come for the level of baseball Amherst is to uphold.

Baseball is and can be much more than just baseball. It can be a much needed escape or a hobby at times for some.

When you strike out, it means that you get back out there and try again. The pitcher may have won the battle, but the war goes on.

When you make a fielding error, you always have a chance to redeem yourself, much like out side the game.

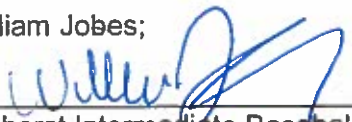
This is what it means to play ball in Amherst.

The potential addition of the batting cage facility would be presented to the youth who are members in our organization and we plan to present information to the schools in the town as soon as the project is approved. Since taking care of our youth in our town of Amherst is top priority we urge you to take prompt action regarding our request. It is a must for the intermediate Amherst baseball. Not only being a major asset to bring Amherst back to the next level of competitive baseball, but it is essential for the beneficial growth of our youth and town of Amherst.

Thank you for your time,

Sincerely;

William Jobes;

X  _____

Amherst Intermediate Baseball
Head Coach

Darren Collins;

X  _____

Amherst Regional High School Baseball
Head Coach

Andrew Skinner;

X  _____

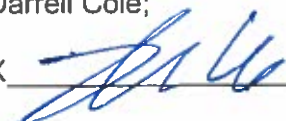
Amherst Bantam Baseball
Head Coach

Jeff Hoeg;

X  _____

Amherst Midget Baseball
Head Coach

Darrell Cole;

X  _____

Amherst Little League Baseball
President



COMMITTEE OF THE WHOLE

CDR# 2018154

Date: 20181217

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: December 17, 2018

SUBJECT: **Fundy Winds Project**

ORIGIN: Mr. W.R Barrow & Darren White presented an over view of the Fundy Winds Project to the Committee on November 19, 2018. On December 4 2018 a written request from Mr. Barrow was received requesting assistance from the Town for the project.

LEGISLATIVE AUTHORITY: MGA, Section 65(k) Power to expend money states: *“the council may expend money required by the municipality for ... recreational programs, and (l) advertising the opportunities of the municipality for business, industrial, and tourism purposes, and encouraging tourist traffic, with power to make a grant to a non-profit society for this purpose.”*

RECOMMENDATION: That Council forward approval of the purchase of two park benches to be located in a rest area of Fundy Winds at a cost no greater than \$1200 to the December 17, 2018 regular meeting of Council. The benches are to include a nameplate indicating the contribution is from the Town of Amherst. Further, that before any further funding is considered that staff attempts to, along with Mr. Barrow, arrange for a stakeholders meeting to discuss in more detail the project. Stakeholders to include the County of Cumberland and the Province of Nova Scotia (Communities Sport & Recreation).

BACKGROUND: The Fundy Winds Project is approximately 50 acres in size of which half will be flooded and maintained by one mile of dyke. The focal point for the development will be a 23-acre flooded marsh with a perimeter trail through the marsh and a small wooded area. The development is located in Cumberland County one mile east of the Trans-Canada Highway and one mile north of Amherst. Access is by Eddy Road. Work on the area has been ongoing for several years with no government assistance to date. We are advised that Fundy Winds has recently been designated a Conservation Easement Property and will be available for outdoor Education, Recreation and Conservation.

FINANCIAL IMPLICATIONS: \$1200 expenditure can be accommodated within existing budget envelope

COMMUNITY ENGAGEMENT: While the Town of Amherst has not engaged the community on this project, many residents, educators, students and citizens have visited Fundy Winds.

ENVIRONMENTAL IMPLICATIONS: The designation of Fundy Winds as a Conservation Easement Property is significant for the region and can prove to be very beneficial.



SOCIAL JUSTICE IMPLICATIONS: Parks that include green space and natural environments can improve health outcomes in traditionally underserved communities. Careful planning and continued engagement are important to these projects.

ALTERNATIVES: Council could decide to provide additional resources at this time, consider support for the project during its 2019-20 budget deliberations or council could decide not to support this project in the 2018-19 fiscal year.

ATTACHMENTS: Letter from Bill Barrow

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

December 4, 2018
1 Lamy Street
Amherst, NS B4H 3T8

Greg Herrett
Chief Administrative Officer
Town of Amherst, NS

Dear Greg,

On November 19, 2018, Daren White and myself spoke to Amherst Council on the Fundy Winds Project. I hope all realized what we accomplished in one year without any government assistance. It is also most important to me that the site is now a Conservation Easement Property and will be available to our youth for outdoor education, exercise, and conservation activities for many generations to come.

I'm sure you also realized that we need assistance in completing the second phase of Fundy Winds development.

A washroom facility located at the parking lot for both our mobile children and the disabled is our first priority.

Cost is approximately \$2,500.00

Being in a marsh environment, we need many loads of gravel for walking and wheelchair operation.

Cost for gravel is approximately \$400.00 per load

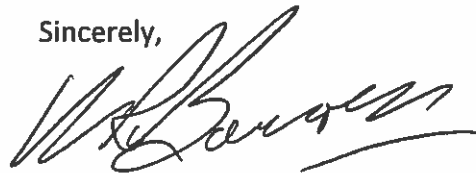
A table or two benches similar to those the town has throughout the downtown area would be fantastic at rest areas along the dike.

Cost for table \$1,000.00

Cost for bench \$?

Any assistance to support Fundy Winds will make a tremendous difference.

Sincerely,



W.R. Barrow

cc Mayor and Councillors

MEMORANDUM

To: Mayor and Council
From: Jason MacDonald, Deputy CAO
Date: December 17, 2018
Subject: Erncliff Railway Crossing Update

The purpose of this memo is to provide further information and clarity to the options available to Council regarding the proposed safety improvements to the Erncliff railway crossing. Please refer to the November 19, 2018 Council Direction Request (attached) for background information and recommendation.

CURRENT SITUATION: The cost to install the new safety gates at the Erncliff crossing is \$423,012 of which Transport Canada will pay up to 50%. Under the Railway Safety Act the Road Authority (Town) is required to pay 12.5% of the project cost which is \$52,877. In order to qualify for the Transport Canada grant, the work has to be complete by March 31, 2019. **In order to ensure that the work can be completed on time, a decision of Council is required by December 17, 2018**

In June of this year CN sent the Town agreements to be signed regarding the installation of the gates and the cost sharing structure. CN was advised at that time that until Town Council made a decision and the agreements were signed CN could not assume that the Town would participate in the cost of the project. Staff provided Council with an update on the issue at the June meeting of Committee of the Whole.

In November of this year CN commenced work on the installation of the new infrastructure in order to ensure that inground work was undertaken before winter. We are advised that about 25% of the work has been completed to date.

DISCUSSION: CN has recently provided clarifying information on this issue and staff have looked at these crossings in more detail in preparation for the 2019/20 capital budget. The following are the details of the work to be completed at the various crossings:

Crossing	Cost (Town)	Detail
Erncliff St.	\$52,877	Addition of safety gates
Industrial Park Dr.	\$54,785	Addition of safety gates and warning light for Tantramar Cr.
Victoria St.	\$2,856	Extra sets of warning lights on South-East and South-West quadrants
Chamberlain St.	\$1,493	Extra set of warning lights for entrance on North-East quadrant. Also, a reduction of the speed limit from the south approach is required to avoid additional pre-warning lights.
Total Cost (Town)	\$112,011	

There is really no alternative to the addition of the gates on Industrial Park Drive as this is a main entrance to our industrial park and there is no alternative street access to the South Albion Street / Robert Angus Drive area. The Victoria Street and Chamberlain Street projects are relatively inexpensive and significant financial savings are not possible on these projects.

The only opportunity to significantly reduce the financial impact of this issue is the closing of Erncliff Street or the reinstatement of the train whistle on the approach to the crossing.

Regarding the potential for the street closure, Erncliff Street is designated as a local street within the Municipal Planning Strategy and as such its main purpose is to provide direct access to private property. The closing of this street at the rail line will not impact access to private property. Minor adjustments to snow clearing operations would have to be undertaken however these changes can be readily accommodated. Fire Chief Greg Jones and Acting Police Chief Dwayne Pike have indicated that their respective operations will not be significantly impacted by the street closure.

Regarding the potential for the reinstatement of the train whistle, this was discontinued in the 1970's. Should Council decide to not install the safety gates and leave Erncliff Street open, the re-instatement of the train whistle will be mandatory. As the use of the train whistle on the approach to the Erncliff crossing (from both directions) will have the most impact on the greatest number of people in the Town, and the fact that it is the least safe of the three options, the re-instatement of the whistle is not being recommended.

SAFETY: The use of the trail whistle is considered the least safe of the three options. The addition of the safety gates would be safer than the use of the whistle. The safest option of all would be the closing of the street and removal of the crossing.

FINANCIAL IMPLICATIONS: CN is only looking for a decision on the Erncliff Street project at this time. The total cost of this project is \$52,877. This amount can be funded from reserves, savings in various capital projects or be included in the 2019/20 Capital Budget.

It should be noted that should Council decide not to participate in the funding of the gates at this time, and reverse its decision at a later date, the Town may face a significant increase in costs for the gates as the Transport Canada funding in the amount of \$211,506 may be lost.

There is an application-based incentive from Transport Canada for the closing of street rail crossings. The Town could apply for up to \$26,000 should Council decide to close Erncliff Street. A portion of this money could be used to install the proper fencing and signage.

PUBLIC CONSULTATION: Prior to making a decision to close a public street Council must hold a public hearing on the issue which provides the public the opportunity to voice their concerns either in favor or opposed to the street closure. This hearing could take place in time for a motion to close the street at the January 2018 Council session.

ALTERNATIVES: The following are alternatives available to the Town regarding the Ernclyff project, as articulated by CN:

Option 1 - Amherst confirms participation of 12.5% cost at December 17th council meeting (estimated \$52.877\$)

Result : CN proceeds with work to put in service gates before March 31st 2019. The crossing will become in compliance with the new *Grade Crossing Regulations* article 105 (correct type of warning system for non-whistling zone). CN could submit the invoice to Amherst anytime between March 2019 and end of December 2019;

Option 2 - Amherst confirms that it wants to reinstate train whistle at the crossing at the December 17th council meeting

Result : Since the addition of gates at the Ernclyffe street crossing is only required if Amherst intends to maintain the whistle-free zone, CN will stop the work related to the installation of gates. Whistling will be reinstated for train at the approach of Ernclyffe street. Due to the proximity and overlap of the whistle territory at Victoria Street crossing, reinstating the train whistle will be required at both crossings. Note : some nearby residents may consider the new requirement to whistle a nuisance and this may generate complaints. Part of the town of Amherst's role may be to explain this decision to some residents.

Option 3 - Amherst confirms that it wants to close crossing at the December 17th council meeting

Result : An agreement would be signed between CN and Amherst to confirm closure and filed to the Canadian Transportation Agency. Amherst may apply for funding up to 26 000\$ from Transport Canada. Transport Canada may agree to reprofile the 50%, 211 506.00\$ amount that has already been secured for the addition of gates as part of its 2018-2019 Rail Safety Improvement Program. CN would be responsible to dismantle the warning system and crossing surface at its own cost. Amherst would be responsible to dismantle the road approaches at its own cost. Fencing would be required to ensure pedestrians do not continue to use the dismantled crossing. This cost would likely be shared in equal parts between both parties.

Option 4 - Amherst council cannot reach consensus at December 17th council meeting

Result : CN will halt work and reinstate train whistling to be compliant with the new requirements of Transport Canada's *Grade Crossing Regulations* article 105. Funding of up to 211 506.00\$ may be forfeited from Transport Canada. If Town of Amherst is to decide in the future that it wants to maintain whistle-free conditions, CN asserts that it would be the Town of Amherst's responsibility to also assume Transport Canada's forfeited 50% portion which could bring the cost apportionment to 62.5% (estimated at 264 383\$). Staff are of the opinion that the assumption of the foregone grant by the Town of Amherst is posturing on the part of CN and may not be legally enforceable.



COMMITTEE OF THE WHOLE

CDR# 2018146

Date: November 19, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: November 19, 2018

SUBJECT: Enrcliff Railway Crossing Upgrades

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 Enrcliff 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 Enrcliff 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:

<u>Project</u>	<u>Current Funding</u>	<u>Proposed Funding</u>	<u>Reallocation Tally of Remaining Funding</u>
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

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

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 Ernclyff 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

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:

MEMORANDUM

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

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

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

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

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

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

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

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

MEMORANDUM

To: Mayor and Council
From: Jason MacDonald, Deputy CAO
Date: December 17, 2018
Subject: Approved Forestry Management Plan

On November 9, 2018 the North Tyndal Wellfield Advisory Committee passed a motion to approve a forestry management plan for the Irving owned property within the southern portion of the wellfield.

The Irving Woodlands Forest Management Plan was reviewed by Colin Walker, Hydrogeologist with CBCL who advised that the Committee adopt the plan with minor adjustments.

The following motion was made:

Motion : Forest Management Plan

**Moved By Citizen Appointee Maston
Seconded By Councillor Jones**

That the North Tyndal Wellfield Advisory Committee approve the August 8, 2018 Forest Management Plan 2017-2028, with the following requirements in addition to the existing requirements contained within the submitted Plan:

Salt application shall not be used for winter maintenance of access roads.

Grubbings / excess organic material and cuttings should not be concentrated or piled.

Fire Protection Measures must not include the use of per- and polyfluoroalkyl substances (pfas).

A spill mitigation and response plan is prepared and submitted to the Town Engineer (for hydraulic oil and/or diesel). Any Vehicle leaks must be immediately reported to Nova Scotia Environment and the Town of Amherst Town Engineer.

For Irving to provide an annual audit completed by a 3rd party to the direct responsible charge.



10 October 2018

Mr. Sean Power
J.D. Irving Sproule Lumber
529 Valleydale Road
Valley, Nova Scotia
B6L 2Y2

Dear Mr. Power:

*RE: Hydrogeological Review of Forest Management Plan
North Tyndal Source Water Protection Area*

CBCL Limited has completed a desktop review of the Forest Management Plan (FMP) prepared by Mr. Steven Spears, RPF, B.Sc. The FMP concerns a commercial woodlot on PID# 25098781, which occupies parts of Zones 2 and 3 of a Protected Water Area (PWA), to the west of Tyndal Road and the North Tyndal Wellfield. Activity within the PWA is regulated under the *Environment Act*, subsection 106(5).

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This review was completed according to the Terms of Reference (TOR) for Forest Management Plans as described in Chapter 4 of the Town of Amherst North Tyndal Wellfield Source Water Protection Plan. The purpose of the review is to comment on whether the proposed work could affect the quality and quantity of groundwater that supplies drinking water to the Town of Amherst.

Harvesting Plan

The FMP generally addresses the requirements of the TOR. Briefly summarized, the FMP proposes the following work:

- 59.2% of the woodlot that lies within Zones 2 and 3 of the PWA will be harvested, including:
 - Over-story harvesting of 51% of the woodlot;
 - Partial harvesting of 8.3% of the woodlot;
- Harvesting will be subdivided into five-year periods:
 - Harvesting of 34.1% of the woodlot between 2017 and 2022; and
 - Harvesting of 25.2% of the woodlot between 2023 and 2028.

The following aspects of the FMP should tend to minimize the potential for impacts on source water that infiltrates on the property:

- Over-story harvesting will preserve stumps and root systems and help to anchor the soil and promote soil water retention;
- Tree tops and brush will be left in place to create a brush mat, reducing rutting by heavy equipment, and reducing run-off potential;
- Required 20-metre set-backs around surface water courses will be observed;
- No new roads will be constructed; and
- No pest control products will be used.

The FMP further indicates that fire protection measures will be in enacted, per existing regulations, and that regrowth will be via natural regeneration (no planting/silviculture). The proposed FMP does not include provisions for water quality monitoring.



Evaluation Criteria for Forest Management Plans

1 Submission checklist		
Completed Forest Ecosystem Classification		Y
Completed Woodlot Cruise Summary		Y
Completed Forest Improvement Guide (Silviculture Harvesting)		1
Completed 10-year Forest Improvement Guide		1
Detailed Inventory and implementation schedule for pesticides and biocides		1
Description of fire protection measures		Y
2 1:10,000 scale mapping showing:		
Location and description of forest stands present		Y
Location and description of forest stands to be harvested		Y
Wildlife habitat areas		2
Wilderness areas		1
Game sanctuaries		1
Zone of activity for each year of operation		3
Stream crossings		Y
Road construction		Y
Proposed forest improvement measures		1
3 Required harvesting criteria under applicable Acts		
Name and qualification of Registered Professional Forester provided		Y
Name and qualification of Professional Biologist provided		1
Scale of mapping is 1:10,000 or larger (i.e. detail is adequate)		Y
No planned harvesting in Zone 1 from April 15 to Dec. 1		Y
No planned harvesting within 20 metres of a watercourse		Y
No use of heavy machinery within 20 metres of a watercourse		Y
Scheduled harvesting less than 40% of forested area within 5-year period		Y
No whole-tree logging		Y
4 Required pest control criteria under applicable Acts		
No proposed use of pest control products/biocides within Zone 1		Y
No chemical products contain toxic components, OR		Y
Toxic pest control products exhibit a degradation time of less than one year		
No use of aerial spraying, OR		Y
No aerial spraying within 150 metre radius of each production well AND		
No aerial spraying within 50 metre buffer of water transmission main		

Evaluation Criteria for Forest Management Plans

5 Impact of proposed operation on source water		
Name and qualification of Professional Hydrogeologist provided	Y	
Is there potential for the quantity of groundwater recharge to be reduced?		N
Is there potential for transport of undesirable chemical species into the underlying aquifer?		N
Do these chemical species have the potential to affect the desirability of raw water (aesthetic parameters)?		N
Do these chemical species have the potential to affect the toxicity of raw water (health-related parameters)?		N
6 Summary		
Forest Management Plan complete and meets requirements of applicable Acts and Source Water Protection Objectives (<i>all check-boxes completed</i>), AND	Y	
Forest Management Plan unanimously APPROVED by Source Water Committee		

Follow-up actions if FMP <u>NOT APPROVED</u> (check all that apply):	
Committee has determined that operation poses unacceptable threat to well field, file to be closed.	
FMP Incomplete, resubmission possible.	
Evaluation/recommendation by independent third party required (check all that apply):	
Registered Forest Management Professional	
Professional Biologist	
Registered Professional Hydrogeologist	
Other (Specify): _____	

NOTES

- 1 Not Applicable
- 2 This item does not bear on hydrogeological assessment; SWP Committee may request this at their discretion.
- 3 Committee may request this at their discretion. Zone of activity may help Special Constable with monitoring efforts, however, this item is not expected to have direct bearing on water quality in the absence of pest control.



J.D. IRVING, LIMITED
Woodlands Division

P. O. Box 5777, 300 Union Street, Saint John, New Brunswick, Canada E2L 4M3
Tel: (506) 632-7777

Mr. Sean Power
Regional Forester
J. D. Irving, Limited
Bible Hill, N.S.
B6L 2Y2

August 8, 2018

Dear Sean:

I have reviewed the document titled "Tyndal Wellfield Forest Management Plan 2017 – 2028" prepared by SPS Forestry & Environmental Consulting Inc; specifically prepared by Steven Spears, RPF.

I have no concerns with respect to water quality and fish habitat in the Tyndal Wellfield if the Nova Scotia Department of Environment and J. D. Irving, Limited watercourse protection guidelines and the recommendations of the prepared "management plan" are implemented as proposed.

Regards:

John Gilbert
Manager, Fish, Wildlife and Environment
J. D. Irving, Limited

**J.D. Irving Nova Scotia Tyndal – Wellfield
Forest Management Plan 2017 - 2028**

J.D. Irving Limited – Nova Scotia

LETTER OF SUBMISSION

TABLE OF CONTENTS

INTRODUCTION4

WOODLOT DESCRIPTION.....4

 Forest Stand Types 4

 Ecosites 5

 Watercourse Buffers 5

HARVESTING AND SILVICULTURE RECOMMENDATIONS6

 Harvesting 6

 Wildlife Habitat 7

 Road Construction and Maintenance 7

 Silviculture 7

 Pesticides & Biocides 7

FIRE PROTECTION MEASURES8

CONCLUSIONS8

APPENDIX A: MAPS9

APPENDIX B: FOREST INVENTORY TABLE10

LIST OF TABLES

Table 1: Tyndal-Wellfield Cover Types4

Table 2: Tyndal-Wellfield Developmental Stages4

Table 3: Tyndal-Wellfield Soils Table5

Table 4: Harvest Treatment Schedule6

As one can see here in Table 2 that the majority of the stands (43%) are in the mature stage, with only 3% being in the over-mature stage. Almost one third of the woodlot is in a immature state, which is potentially merchantable wood depending on its size at the time. This means that 70% of the woodlot has harvesting potential at this time by developmental stage alone. However; other factors must be taken into account when deeming a stand merchantable.

Ecosites

The Tyndal-Wellfield woodlot is located within northern Nova Scotia lowland area which borders the Northumberland Strait. According to the Nova Scotia Department of Natural Resources document "Ecological Land Classification for Nova Scotia: Volume 1 – Mapping Nova Scotia's Terrestrial Ecosystems – April 2003" the ecodistrict is called the Northumberland Coastal which resides within the Eastern Lowlands ecoregion.

This area is on a low plain which rare exceeds 50 meters in elevation.

Due to its location and that it is sheltered from storms from the east and south it has a moisture deficit. The only other area which has a more significant moisture deficit in Nova Scotia is the Annapolis Valley.

Within the ecodistrict the surface till is made up of Carboniferous sediments, primarily being made up of fine red sandstones. Scattered throughout the ecodistrict you can find occurrences of gypsum and salt. The ecodistrict is mostly known for having imperfectly drained soils. These can be found on basal tills which are compact and are slowly permeable. These are mostly made from red sandstones and shales.

Within the Tyndal-Wellfield woodlot you can see on the Soils map in Appendix A that the entire woodlot is composed of these imperfectly drained, medium textured, hummocky soils. Table 3 shows the make up of the woodlot in regards to soils.

Table 3: Tyndal-Wellfield Soils Table

Ecosection	Hectares	Percentage
IMHO	1014.9	99.0%
Wetland	9.5	0.9%
Water	0.6	0.1%

As one can see the woodlot is 99% of the one soil type, while the other 1% is made of wet areas or water. One note here is that trees growing on imperfectly drained soils are more prone to wind throw. Also due to the significant moisture deficit fire happens to have a higher risk in these areas.

Watercourse Buffers

All known streams within the woodlot have 20 meter buffers, 20 on each side of the stream, placed on them. This is in accordance with Nova Scotia legislation. These buffers make up approximately 62 hectares of the woodlot. It should be noted that any unknown streams which are found during operational activities within the woodlot will also have the appropriate buffers placed on them according to Nova Scotia legislation. Watercourse

Wildlife Habitat

Within the woodlot wildlife habitat will be dealt with in the following manner. As per the Wildlife and Habitat and Watercourses Protection Regulations in Nova Scotia under section 40 of the *Forests Act* wildlife clumps, corridors and legacy trees will be left behind in any Over-story removal harvest activity. This also includes the creation of watercourse buffers on unknown streams, and respecting those buffers on known streams within the woodlot.

Partial harvest activities like shelter-wood and selection harvests do not require these areas to be left because it is only a partial removal of timber from those stands.

Within the Over-story removal and Partial harvest areas (primarily the strips), any areas which allow for the growth of regenerating trees will provide browse for animals like Moose, White Tailed Deer, and potential habitat for rabbits and birds which use younger forest areas.

Road Construction and Maintenance

At this time no road construction is planned for the Tyndal-Wellfield woodlot. Access is good in the woodlot and only yarding roads might be needed for the harvest activities to take place. However; if during the course of layout of the harvest blocks it is determined that a road needed to be extended or constructed all regulations will be followed in the advent of any road construction needing to take place.

Road maintenance will take place when needed and will again follow any regulations that are set out by the government of Nova Scotia.

Silviculture

To encourage the re-growth of a woodlot silviculture is used to direct that growth or initialize it, in the form of plantations. At this time there is no silviculture planned for in the next ten years of the management plan. However; stands which may have potential for silviculture in the form of pre-commercial thinning or plantations will be monitored and checked during the next ten years of the plan. If any of these stands show that they can be improved by the use of silviculture then the plan can be amended to show the new silviculture activities and the reasons for them. However; the harvest prescriptions used in this plan are those that promote natural regeneration. By using these prescriptions plantations are not needed due to the sufficient natural regeneration on site.

Pesticides & Biocides

In consideration that the Tyndal-Wellfield woodlot is within a Protected Water Zone then no pesticides and biocides are planned for use within this woodlot. Having said that in consideration of outbreaks of forest pest, in particular Spruce Budworm, a pesticide or biocide maybe needed. If this is the case then all regulations under the *Pest Control Products Act* along with the pesticide regulations under the *Environment Act* will be followed. Also J.D. Irving will do the following:

- Consult with the Source Water Protection Committee 60 days prior to the use of a pest control or biocide within the PWA,
- No use of chemical pest control products in Zone 1 of the PWA,

Appendix A: Maps

CURRICULUM VITAE

NAME: **JOHN C. GILBERT**

ADDRESS: Home: 80 Gardenview Drive
 Fredericton, NB E3E 1A3

Work: J. D. Irving, Limited
 300 Union Street
 Saint John, NB E2L 4M3

TELEPHONE: Home: 506-459-7916
 Work: 506-632-7777

DATE OF BIRTH: November 12, 1952

EDUCATION:

1967 - 1970 Fredericton High School
 Fredericton, New Brunswick

1970 - 1975 Bachelor of Science in Forestry, Wildlife Option
 University of New Brunswick
 Fredericton, New Brunswick

Related Course Work: Genetics, Invertebrate Zoology, Organic Chemistry, Meteorology and Forest Meteorology, Plant Taxonomy, Dendrology, Vertebrate Zoology, Animal Physiology, Photogrammetry and Aerial Photo Interpretation, Soil Science, Statistics, Biometry, Animal Ecology, Parasitology, Mammalogy, Environmental Zoology, Logging Systems, Statistical Methods, Remote Sensing, Forest Ecology, Engineering Graphics, Wildlife Management, Ornithology, Forest Economics, Forest Management, Forest Policy and Administration, Regional Resource Development, Silviculture, Forest Entomology, Fire Science.

Thesis: The Use of Antimycin "A" to Control Unwanted Fish Species in a New Brunswick Lake

EMPLOYMENT HISTORY:

Summers: New Brunswick Department of Natural Resources
1970 - 1974 Fish and Wildlife Branch – summer student.

Work performed included hydrographic, chemical and biological sampling of most of New Brunswick's major drainage systems.

April 1975 - Project Manager – Applied Research
April 1979 New Brunswick Department of Natural Resources
 Fish and Wildlife Branch

Curriculum Vitae – John Gilbert cont.

**June 1990 -
present**

Manager, Fish, Wildlife & Environment
J. D. Irving, Limited, Woodlands
300 Union Street
Saint John, New Brunswick

Reporting to the J D Irving, Limited's Director of Research, the Manager of Fish, Wildlife & Environment is responsible for integration of fish and wildlife, environmental and multiple resource strategies into the company's land management actions on approximately 2.3 million acres of private land in New Brunswick, Nova Scotia and Maine and an additional 2.5 million acres of Crown land in New Brunswick. The Manager of Fish, Wildlife & Environment works with the New Brunswick Department of Energy and Resource Development, Maine Inland Fisheries & Wildlife, other Federal agencies and various consumptive and non-consumptive user groups and the general public on fish, wildlife and landscape management issues. The Manager of Fish, Wildlife & Environment identifies research needs, coordinates staff education in environmental issues, develops and implements appropriate policies, procedures and "best practices" and works with the Communications Department on public information and education on fish, wildlife and conservation topics. The position includes the supervision of environmental audits to internal company standards as well as third party auditing to International Standards Organization (ISO 14001), Sustainable Forestry Initiative (SFI) and Forest Stewardship Council (FSC). The Manager position also involves coordinating environmental aspects for a number of J D Irving, Limited owned affiliate companies including pulp and paper production, sawmills, power generation, heavy construction and rail transport.

PUBLICATIONS:

Sport Fisheries Development of the Grand Lake Area, New Brunswick; Published in the Canadian Society of Environmental Biologists Bulletin, Vol. 34, No 2, June 1977.

Rearing of Brook Trout and Lake Trout in Thermal Effluent of a Coal-Fired Generating Station. Annual Proceedings of the Canadian Electrical Association, Thermal and Nuclear Section, Regina, Saskatchewan, October 1977.

Large-scale Salmonid Habitat Improvement. Fisheries Information Bulletin No. 1 New Brunswick Department of Natural Resources Publication, 1977.

Goldfish Eradication, Standing Crop Estimates of Fishes, and Management Recommendations for a Small, Mesotrophic New Brunswick Lake. Fisheries Information Bulletin No. 6. New Brunswick Department of Natural Resources Publication, 1978.

Trout and Salmon Culture in Warm Water from a Coal-Fired Generating Station. Canadian Electrical Association Project Report No. 907U 133, March 1981.

Tyndal Road Property: Proposed Harvest Blocks

Legend

AllCentral

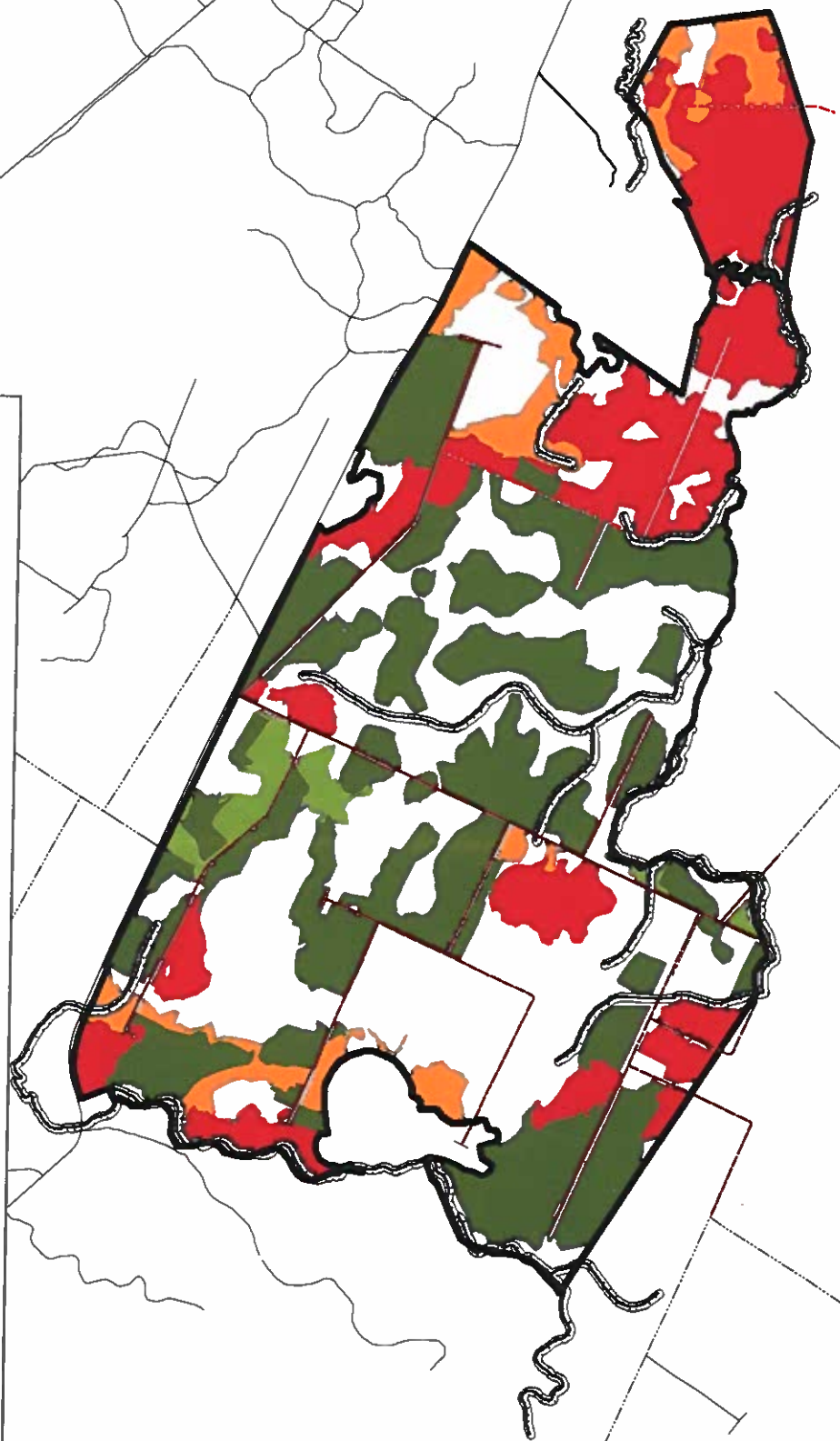
REASON

- Unknown
- Bridge
- Roads
- Ferry Crossing
- Foot Bridge
- LANES/DRIVEWAYS > 100M
- Local Highway
- Rail Roads
- PROV PARK
- SEASONAL DRY WEATHER RD
- TC Highway
- TRAIL FOOTPATH
- Tunnel
- Streams
- Buffers_20m
- Tyndal_road_Wetfield
- Over Story Removal (2017-2022)
- Partial Harvest (2017-2022)
- Over Story Removal (2023-2028)
- Partial Harvest (2023-2028)

Overstory Removal (2017 - 2022): 322 ha
 Partial Harvest (2017 - 2022): 22 ha
 Overstory Removal (2023 - 2028): 196 ha
 Partial Harvest (2023 - 2028): 64 ha

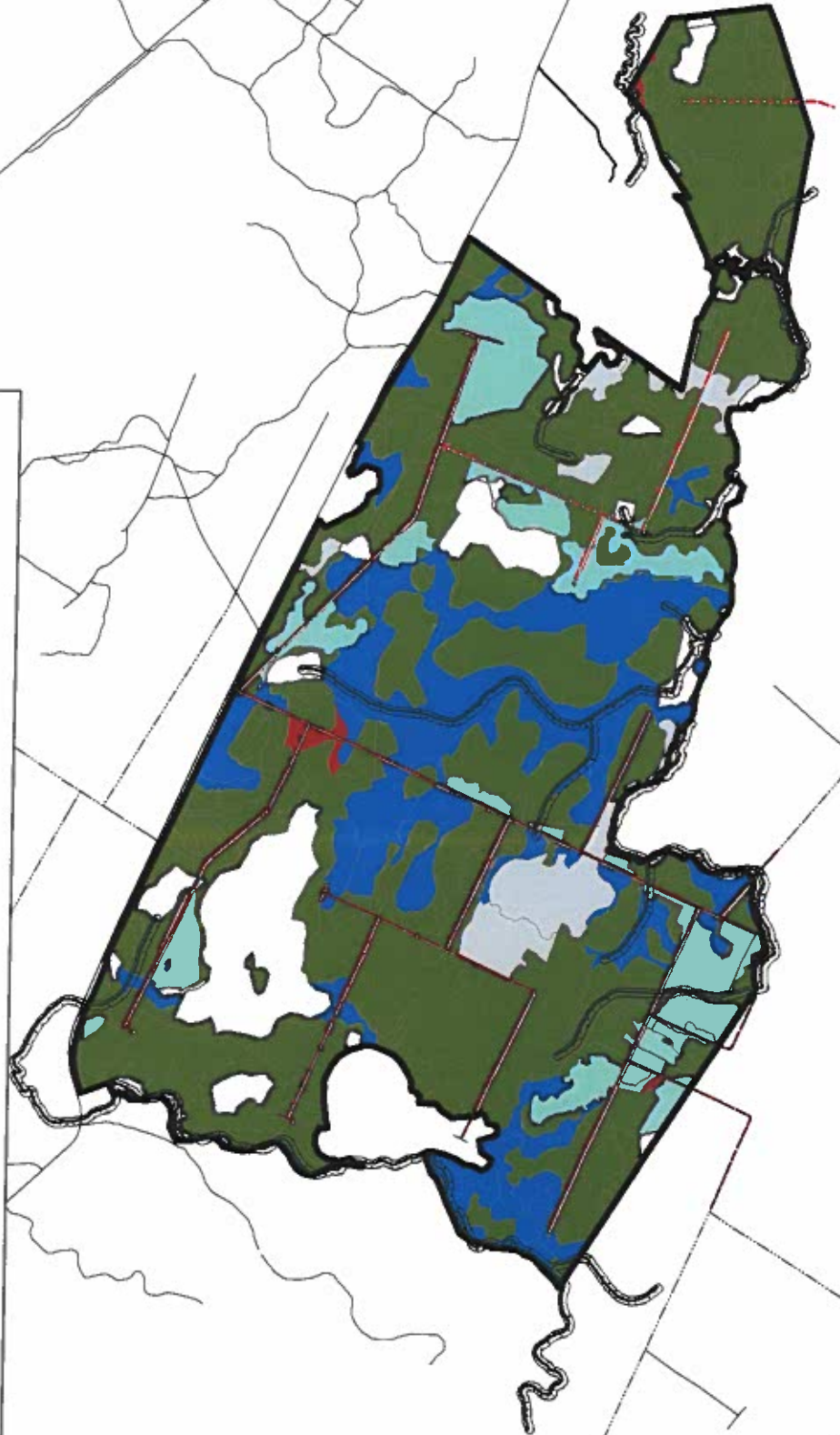


1:30,000



Tyndal Road Property: Stand Covertypes

- Legend**
- AllCentral**
- REASON**
- Unknown
 - Bridge
 - Roads
 - Ferry Crossing
 - Foot Bridge
 - LANES/DRIVEWAYS > 100M
 - Local Highway
 - Rail Roads
 - PROV PARK
 - SEASONAL DRY WEATHER RD
 - TC Highway
 - TRAIL FOOTPATH
 - Tunnel
 - Streams
 - Buffers_20m
 - Tyndal_road_Wellfield
 - Other
 - Hardwood
 - Hard/Softwood
 - Softwood
 - Soft/Hardwood
 - Unknown



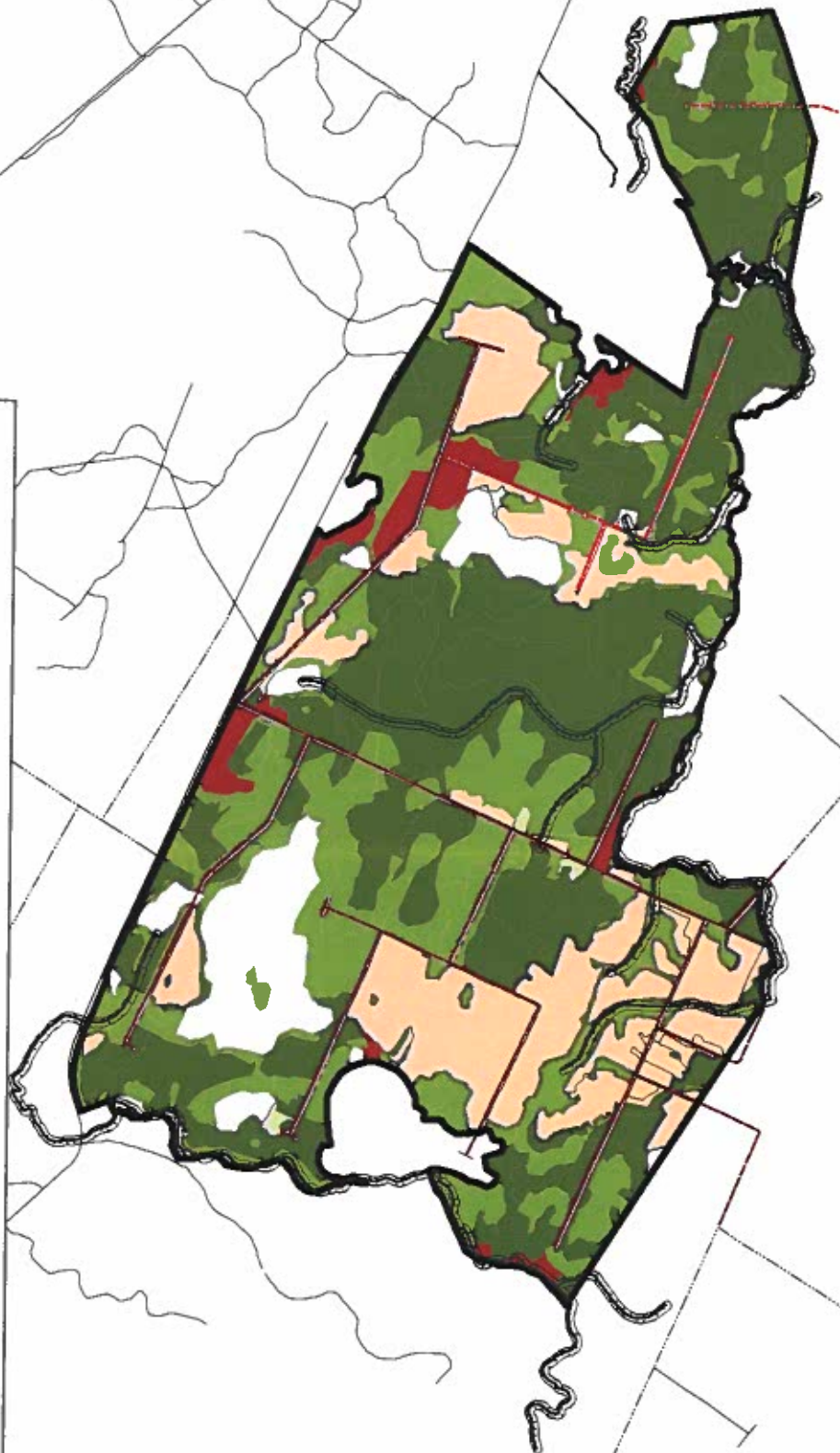
1:30,000

Tyndal Road Property: Current Inventory Developmental Stages

Legend

All Central REASON

- Unknown
- Bridge
- Roads
- Ferry Crossing
- Foot Bridge
- LANES/DRIVEWAYS > 100M
- Local Highway
- Rail Roads
- PROV PARK
- SEASONAL DRY WEATHER RD
- TC Highway
- TRAIL FOOTPATH
- Tunnel
- Streams
- Buffers_20m
- Tyndal_road_Wellfield
- None
- Regen
- Young
- Immature
- Mature
- Over-Mature



1:30,000

Tyndal Road Property: Soil Types

- Legend**
- AllCentral
REASON
- Unknown
 - Bridge
 - Roads
 - Ferry Crossing
 - Foot Bridge
 - LANES/DRIVEWAYS > 100M
 - Local Highway
 - Rail Roads
 - PROV PARK
 - SEASONAL DRY WEATHER RD
 - TC Highway
 - TRAIL FOOTPATH
 - Tunnel
 - Streams
 - Buffers_20m
 - Tyndal_road_Wetfield
 - Imperfectly Drained, Medium Textured Soils, Hummocky
 - Water
 - Wetland

This site is in ELC 530
Northumberland Lowlands
Ecodistrict



1:30,000

Stand	FST	L1S1	L1PR1	L1S2	L1PR2	L1S3	L1PR3	L1S4	L1PR4	L1S5	L1PR5	L1DS	L1FUNA	Age	Hectares
1	0		0		0		0		0		0		Oth	0	111.16
2	1	IH	7	RS	3		0		0		0	M	WBSP	75	0.26
3	1	IH	6	TL	1	SW	1	RS	1	HW	1	O	WBSP	75	0.10
4	1	IH	8	RS	2		0		0		0	O	INHW	75	0.84
5	1	RS	5	IH	3	TL	2		0		0	I	SPIH	80	2.02
6	1	RS	8	SW	1	IH	1		0		0	I	SPRC	80	1.10
7	1	RS	8	TL	1	IH	1		0		0	O	SPRC	60	0.13
8	1	RS	8	TL	2		0		0		0	O	SPRC	60	1.00
9	1	RS	9	IH	1		0		0		0	O	SPRC	80	5.58
10	1	RS	7	TL	3		0		0		0	M	SPRC	80	0.92
11	1	RS	8	SW	1	HW	1		0		0	M	SPRC	80	0.29
12	1	RS	8	SW	1	HW	1		0		0	M	SPRC	80	2.42
13	1	RS	8	TL	2		0		0		0	M	SPRC	80	3.02
14	1	TL	6	RS	2	IH	2		0		0	I	SWMX	140	0.10
15	1	RS	10		0		0		0		0	M	SPRC	80	0.06
16	1	RM	9	BS	1		0		0		0	I	THRM	0	0.23
17	1	RS	8	RM	1	EH	1		0		0	M	SPRC	80	0.30
18	1	IH	4	TL	3	RS	3		0		0	M	SPIH	80	79.26
19	1	IH	5	RS	4	SW	1		0		0	M	SPIH	80	0.54
20	1	IH	5	RS	4	SW	1		0		0	M	SPIH	80	1.42
21	1	IH	6	RS	3	SW	1		0		0	M	WBSP	75	2.22
22	1	IH	6	TL	3	SW	1		0		0	M	WBBF	75	1.28
23	1	IH	7	RS	2	TL	1		0		0	M	WBSP	75	3.37
24	1	IH	7	RS	2	TL	1		0		0	M	WBSP	75	0.70
25	1	IH	7	RS	2	TL	1		0		0	M	WBSP	75	1.82
26	1	IH	7	RS	3		0		0		0	M	WBSP	75	0.15
27	1	IH	7	RS	3		0		0		0	M	WBSP	75	1.13
28	1	IH	8	RS	2		0		0		0	M	INHW	75	1.67
29	1	IH	8	RS	2		0		0		0	M	INHW	75	1.05
30	1	IH	8	RS	2		0		0		0	M	INHW	75	0.60
31	1	IH	4	SW	2	HW	2	TL	1	RS	1	O	WBSP	75	0.25
32	1	IH	5	TL	3	RS	2		0		0	O	SPIH	80	5.82
33	1	IH	5	TL	3	RS	2		0		0	O	SPIH	80	0.98
34	1	IH	6	TL	1	SW	1	RS	1	HW	1	O	WBSP	75	2.39
35	1	RS	4	IH	4	TL	2		0		0	I	SPIH	80	1.09
36	1	RS	4	IH	4	TL	2		0		0	I	SPIH	80	1.24
37	1	RS	4	WP	2	TL	2	IH	2		0	I	SPSW	85	0.15
38	1	RS	4	WP	2	TL	2	IH	2		0	I	SPSW	85	1.11
39	1	RS	4	WP	2	TL	2	IH	2		0	I	SPSW	85	3.15
40	1	RS	5	IH	3	SW	2		0		0	I	SPIH	80	0.37
41	1	RS	5	IH	3	SW	2		0		0	I	SPIH	80	3.77
42	1	RS	5	IH	4	SW	1		0		0	I	SPIH	80	1.68
43	1	RS	5	IH	4	SW	1		0		0	I	SPIH	80	0.50
44	1	RS	5	IH	4	SW	1		0		0	I	SPIH	80	0.04
45	1	RS	5	TL	3	HW	2		0		0	I	SPSW	85	1.63
46	1	RS	5	WP	3	TL	1	IH	1		0	I	SPSW	85	1.47
47	1	RS	6	IH	3	SW	1		0		0	I	SPIH	80	2.91
48	1	RS	6	TL	3	IH	1		0		0	I	SPSW	85	4.14
49	1	RS	7	HW	2	SW	1		0		0	I	SPRC	80	0.14
50	1	RS	7	HW	2	SW	1		0		0	I	SPRC	80	3.18
51	1	RS	7	HW	2	SW	1		0		0	I	SPRC	80	0.20
52	1	RS	7	HW	2	SW	1		0		0	I	SPRC	80	0.43
53	1	RS	7	IH	3		0		0		0	I	SPIH	80	1.76
54	1	RS	7	SW	2	WP	1		0		0	I	SPRC	60	1.25
55	1	RS	7	SW	2	WP	1		0		0	I	SPRC	60	0.10
56	1	RS	7	TL	3		0		0		0	I	SPRC	60	0.61
57	1	RS	7	TL	3		0		0		0	I	SPRC	60	0.48
58	1	RS	7	TL	3		0		0		0	I	SPRC	80	1.54
59	1	RS	7	TL	3		0		0		0	I	SPRC	80	0.87
60	1	RS	7	WP	3		0		0		0	I	SPRC	60	0.83

122	1	TL	6	RS	2	IH	2		0		0	I	SWMX	140	1.55
123	1	TL	6	RS	4		0		0		0	I	SPSW	65	1.69
124	1	TL	10		0		0		0		0	I	SWMX	140	1.32
125	1	TL	5	RS	5		0		0		0	M	SPSW	85	1.78
126	1	TL	6	RS	4		0		0		0	M	SPSW	85	1.01
127	1	WP	7	RS	3		0		0		0	I	WPSW	80	0.80
128	2	RS	6	IH	3	SW	1		0		0	I	SPIH	80	0.08
129	2	RS	8	TL	1	SW	1		0		0	I	SPRC	65	1.84
130	2	RS	8	TL	1	SW	1		0		0	I	SPRC	80	3.88
131	2	RS	10		0		0		0		0	M	SPRC	60	1.29
132	2	SW	8	HW	2		0		0		0	Y	SWMX	65	0.03
133	2	SW	8	HW	2		0		0		0	Y	SWMX	140	1.09
134	1	RS	9	TL	1		0		0		0	I	SPRC	80	0.26
135	1	RS	9	TL	1		0		0		0	I	SPRC	80	0.22
136	1	RS	9	TL	1		0		0		0	I	SPRC	80	0.10
137	1	RS	7	WP	3		0		0		0	M	SPRC	80	0.41
138	1	RS	7	WP	3		0		0		0	M	SPRC	80	0.62
139	0		0		0		0		0		0			0	0.78
140	1	RS	10		0		0		0		0	M	SPRC	80	0.20
141	1	RS	8	EH	1	RM	1		0		0	M	SPRC	80	0.11
142	1	RS	10		0		0		0		0	I	SPRC	80	0.43
143	1	RS	10		0		0		0		0	I	SPRC	80	1.41
144	1	RS	7	WP	2	HW	1		0		0	I	SPRC	60	1.57
145	1	RS	9	SW	1		0		0		0	I	SPRC	80	4.77
146	1	WP	4	IH	3	RS	2	SW	1		0	I	PIHW	80	2.21
147	1	WP	4	IH	3	RS	2	SW	1		0	I	PIHW	80	2.05
148	1	RS	7	WP	3		0		0		0	I	SPRC	65	1.30
149	1	RS	9	WP	1		0		0		0	M	SPRC	80	0.72
150	3		0		0		0		0		0		UCRG	30	2.33
151	3		0		0		0		0		0		UCRG	30	4.65
152	1	RS	7	WP	2	HW	1		0		0	I	SPRC	60	0.54
153	1	RS	9	SW	1		0		0		0	I	SPRC	65	0.92
154	1	RS	9	SW	1		0		0		0	I	SPRC	80	1.12
155	1	RS	10		0		0		0		0	I	SPRC	65	1.02
156	1	RS	10		0		0		0		0	I	SPRC	80	1.66
157	1	RS	9	SW	1		0		0		0	I	SPRC	80	1.22
158	1	RS	9	WP	1		0		0		0	I	SPRC	60	5.43
159	1	RS	7	WP	3		0		0		0	I	SPRC	60	1.23
160	1	IH	5	RS	4	WP	1		0		0	M	SPIH	80	1.62
161	1	RS	7	WP	3		0		0		0	I	SPRC	65	4.50
162	1	RS	7	HW	2	SW	1		0		0	M	SPRC	80	1.38
163	1	RS	9	WP	1		0		0		0	M	SPRC	80	10.59
164	3		0		0		0		0		0		UCRG	30	3.22
165	1	RS	7	WP	3		0		0		0	I	SPRC	60	3.41
166	1	WP	7	RS	3		0		0		0	I	WPSW	80	0.56
167	3		0		0		0		0		0		UCRG	30	0.39
168	3		0		0		0		0		0		UCRG	30	6.60
169	3		0		0		0		0		0		UCRG	30	11.30
170	1	RS	7	WP	3		0		0		0	I	SPRC	65	6.40
171	1	RS	7	WP	3		0		0		0	I	SPRC	60	1.64
172	1	RS	7	WP	3		0		0		0	I	SPRC	60	3.30
173	1	RS	7	WP	3		0		0		0	I	SPRC	60	0.54
174	0		0		0		0		0		0		Oth	0	0.61
175	3		0		0		0		0		0		UCRG	30	1.89
176	1	RS	9	SW	1		0		0		0	Y	SPRC	60	0.64
177	1	RS	8	WP	1	IH	1		0		0	M	SPRC	65	7.36
178	1	RS	8	WP	2		0		0		0	I	SPRC	60	1.11
179	1	RS	8	WP	2		0		0		0	I	SPRC	60	0.47
180	3		0		0		0		0		0		UCRG	25	18.65
181	1	BS	9	BF	1		0		0		0	M	BSPR	85	2.26
182	1	BS	9	BF	1		0		0		0	M	BSPR	85	1.73

244	1	IH	4	SW	2	HW	2	TL	1	RS	1	O	WBSP	75	2.04
245	1	IH	4	SW	2	HW	2	TL	1	RS	1	O	WBSP	75	0.02
246	1	IH	5	RS	4	TL	1		0		0	O	SPIH	80	3.02
247	1	IH	5	TL	3	RS	2		0		0	O	SPIH	80	0.70
248	1	RS	7	IH	3		0		0		0	Y	SPIH	80	0.72
249	1	RS	4	SW	3	IH	1	HW	1	BF	1	I	SPBF	85	0.25
250	1	RS	5	IH	2	HW	2	SW	1		0	I	SPTH	70	0.37
251	1	RS	5	IH	2	HW	2	SW	1		0	I	SPTH	70	1.51
252	1	RS	5	IH	2	HW	2	SW	1		0	I	SPTH	70	1.61
253	1	RS	5	IH	4	SW	1		0		0	I	SPIH	80	0.18
254	1	RS	5	IH	4	SW	1		0		0	I	SPIH	80	6.27
255	1	RS	5	IH	5		0		0		0	I	SPIH	80	1.74
256	1	RS	5	TL	4	IH	1		0		0	I	SPSW	85	3.78
257	1	RS	6	IH	3	TL	1		0		0	I	SPIH	80	3.71
258	1	RS	7	WP	2	HW	1		0		0	I	SPRC	65	0.97
259	1	RS	8	IH	2		0		0		0	I	SPRC	80	0.47
260	1	RS	8	SW	1	HW	1		0		0	I	SPRC	80	0.70
261	1	RS	8	SW	2		0		0		0	I	SPRC	80	1.27
262	1	RS	9	SW	1		0		0		0	I	SPRC	65	1.58
263	1	RS	4	IH	4	TL	1	SW	1		0	M	SPIH	80	0.53
264	1	RS	4	IH	4	TL	1	SW	1		0	M	SPIH	80	3.20
265	1	RS	5	IH	4	SW	1		0		0	M	SPIH	80	11.58
266	1	RS	6	IH	3	TL	1		0		0	M	SPIH	80	1.96
267	1	RS	7	IH	2	SW	1		0		0	M	SPRC	80	0.50
268	1	RS	7	TL	3		0		0		0	M	SPRC	65	1.91
269	1	RS	8	IH	2		0		0		0	M	SPRC	80	0.51
270	1	RS	8	IH	2		0		0		0	M	SPRC	80	3.00
271	1	RS	8	WP	1	HW	1		0		0	M	SPRC	60	0.36
272	1	RS	8	WP	1	HW	1		0		0	M	SPRC	60	1.31
273	1	RS	9	IH	1		0		0		0	M	SPRC	80	1.98
274	1	RS	9	IH	1		0		0		0	M	SPRC	65	0.66
275	1	RS	9	IH	1		0		0		0	M	SPRC	65	2.05
276	1	RS	9	IH	1		0		0		0	M	SPRC	65	2.24
277	1	TL	6	RS	2	IH	2		0		0	I	SWMX	140	2.02
278	1	TL	6	RS	2	IH	2		0		0	I	SWMX	140	6.04
279	3		0		0		0		0		0		RSRG	35	0.49
280	1	RS	7	WP	2	HW	1		0		0	I	SPRC	80	0.13
281	3		0		0		0		0		0		UCRG	30	0.54
282	3		0		0		0		0		0		UCRG	30	0.15
283	3		0		0		0		0		0		UCRG	30	0.54
284	3		0		0		0		0		0		UCRG	30	0.18
285	3		0		0		0		0		0		UCRG	30	0.12
286	3		0		0		0		0		0		UCRG	30	0.90
287	3		0		0		0		0		0		UCRG	30	1.52
288	3		0		0		0		0		0		UCRG	30	0.53
289	3		0		0		0		0		0		UCRG	30	0.58
290	3		0		0		0		0		0		UCRG	30	0.37
291	3		0		0		0		0		0		UCRG	30	0.51
292	1	RS	7	WP	3		0		0		0	I	SPRC	60	0.77
293	1	RS	8	WP	2		0		0		0	I	SPRC	60	7.98
294	1	RS	8	WP	2		0		0		0	I	SPRC	60	0.85
295	1	RS	8	WP	1	HW	1		0		0	I	SPRC	80	1.57
296	1	RS	8	TL	1	IH	1		0		0	I	SPRC	80	3.13
297	1	RS	8	WP	2		0		0		0	I	SPRC	60	1.92
298	1	RS	7	IH	2	SW	1		0		0	I	SPRC	60	1.25
299	1	RS	7	IH	2	SW	1		0		0	I	SPRC	60	0.90
300	1	IH	4	RS	3	TL	2	SW	1		0	M	SPIH	80	0.88
301	1	RS	9	SW	1		0		0		0	I	SPRC	65	4.14
302	1	RS	6	WP	4		0		0		0	I	WPSW	80	6.00
303	1	RS	7	WP	3		0		0		0	I	SPRC	65	3.56
304	1	RS	7	WP	3		0		0		0	I	SPRC	60	1.13

Tyndal Road Property: Forest Stand Names

Legend

AllCentral

REASON

- Unknown
- Bridge
- Roads
- Ferry Crossing
- Foot Bridge
- LANES/DRIVEWAYS > 100M
- Local Highway
- Rail Roads
- PROV PARK
- SEASONAL DRY WEATHER RD
- TC Highway
- TRAIL FOOTPATH
- Tunnel
- Streams
- Buffers_20m
- Tyndal_road_Wetfield
- Other
- Regen Stabds
- Black Spruce
- Spruce
- Spruce/Fir
- Spruce/Softwood
- Softwood Mix
- Spruce/Intolerant Hardwood
- Spruce/Tolerant Hardwood
- W.Pine/Softwood
- Pine/Hardwood
- White Birch/Spruce
- White Birch/Fir
- Intolerant Hardwood
- Tolerant Hardwood/Spruce
- Tolerant Hardwood/Red Maple
- Unknown
- Wetland
- Water

1:30,000



MEMORANDUM

TO: Mayor Kogon and Members of Council

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

DATE: December 17, 2018

SUBJECT: CAP Pilot Project

Attached is a memo from the NSFM soliciting interest from municipalities in participating in a potential pilot project to remove the assessment cap. At this point there is no commitment and it's simply an exercise in gauging interest. Further information will be provided later by the NSFM and a final decision can be made by Council at that time.

In terms of what a potential pilot could look like, Will Brooke at the NSFM advises me that there could be variations along a few themes. These include raising the cap to 10-15%, 7-10 year phase-outs, or other options. We understand that there will be a CAP discussion paper circulated before Christmas discussing some of the possible options.

Regardless of the option, any pilot in place would have a few essentials in place: a spike protection mechanism; low-income protection mechanism of some kind (deferral or relief); changes to assessment base and tax rate would be revenue-neutral for the municipality, except for CPI increases or other required increases in service costs, or council decisions; and it would remove the distortion from the assessment base.

It's recommended that Council direct me to advise NSFM that the Town of Amherst is interested in the pilot, subject to final details.

From: NSFM Info <Info@nsfm.ca>
Sent: December 11, 2018 2:51 PM
To: Tracy Verbeke <TVerbeke@nsfm.ca>
Cc: William Brooke <wbrooke@nsfm.ca>; Betty MacDonald <BMacDonald@nsfm.ca>
Subject: INTEREST IN PILOT PROGRAM TO REMOVE CAP

December 11, 2018

TO: Mayors, Wardens, Clerks, CAOs, All Units
FR: Will Brooke, Policy Advisor, Nova Scotia Federation of Municipalities
RE: INTEREST IN PILOT PROGRAM TO REMOVE CAP

In November, NSFM members voted to pass a resolution on the capped assessment program (CAP). They asked for work to be done to investigate ways to phase out the CAP, and requested that the Province allow municipalities to undertake pilot projects to remove or phase out the CAP.

NSFM is interested in your input.

Would your municipality be interested in being considered for a pilot program to remove or phase out the CAP? Please send your replies and comments to wbrooke@nsfm.ca.

Responses will be tallied Friday, December 21st. Thank-you for your participation.

Kind regards,

Will

*Will Brooke
BA, MA, MPA, Queen's University at Kingston, Ontario
Policy Advisor, Nova Scotia Federation of Municipalities
1809 Barrington St., Suite 1304
Halifax, NS B3J 3K8
(902) 423-8673 (Office)
(902) 221-5191 (Cell)
www.nsfm.ca*

Monthly Report

Corporate Services

December 2018

CORPORATE SERVICES –The internal control report is still being worked on by the contractor. Policy and procedure reviews have begun, and we expect to be making recommendations to Council for changes and/or updates in the new year.

Financial Services is looking at changes in how they deliver services. This is anticipated to be approved and implemented starting in January 2019. Details will be communicated prior to Christmas break.

FINANCIAL - Capital budget submissions have been received from Senior staff and plans are ongoing for a meeting with Council in early January. Senior staff are beginning to prepare the operating budgets for the 2019/20 fiscal year.

2018 DECEMBER TAX SALE – Tax Sale occurred on Tuesday, December 11, 2018 at 10:00 am. Two properties were sold at tax sale: 1 vacant home and 1 mobile home. The property at 33 Liberty Lane sold for \$2,800 and the property at 28 Clinton St sold for \$7,000.

TAX SALE - Tuesday, December 11, 2018

Acct#	Name	Address	2018/19	2017/18	TOTAL
105971	BOWDEN CHARLES DANNY - Unsightly Jan 2018	33 Liberty Lane	817.52	1,005.89	1,823.41
106907	MACLEAN WILLIAM ERIC	28 Clinton St	1,943.20	1,075.91	3,019.11

TAXATION – Property tax statements were sent mid-November generating calls and payments. The next tax roll is anticipated to be received in early January 2019.

2018/19 TAX REDUCTION POLICY – There has been no change from last month: received 68 applications, 63 received the reduction, 2 still have a prior year balance, 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

2018 ASSESSMENT APPEALS – Assessments were mailed out mid-January by PVCS. The appeal deadline was February 15, 2018 at midnight. As of December 1, 2018 there were 73 appeals, 55 complete, 2 outstanding, 16 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Dec 1/18	Pending as of Dec 1/18	Withdrawn as of Dec 1/18	Outstanding Appeals as of Dec 1/18	Appeals Successful as of Dec 1/18	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	55	12,893,100	40	0	13	1	27	\$ 1,337,800	\$ 21,872	0
Commercial	18	29,687,400	15	0	3	1	8	\$ 981,700	\$ 43,539	1
TOTAL	73	\$42,580,500	55	0	16	2	35	\$ 2,319,500	\$ 65,411	1

WATER / SEWER COLLECTIONS – Water bills were due on November 30th and the receivables are almost 10% less than the same time last year. Statements will be sent out in December for customers who did not pay their most current quarterly bill.

PROCUREMENT – We are working on finalizing the last of the capital and operating projects. Procurement statistics for the end of November are: 43

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

Staff are working on updating the procurement policy and procedures, creating multi-year procurements, and next year's capital budget.

INFORMATION SERVICES (IS) – New camers have been installed in Council Chambers with the goal of ensuring a better-quality picture as well as more flexibility to zoom in on people speaking. Planning is ongoing for next years operational budgets and an IS Strategic Plan including funding for greening of networks and computers is being drafted. IS are continuing to investigate options for customer service platforms to aid with service standards and tracking of calls and issues.

Work is ongoing for the 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.

The contract with ADS has been converted to an “as-needed” contract.

Monthly Report

Operations

December 2018

The streets crew completed the construction of a new concrete sidewalk on Albion Street from Spring Street to Queen Street. The streets department also continued with construction of the active transportation trail on Robert Angus Drive and Willow Street.

The utility crew installed the new snowflakes on South Albion Street, installed and repaired Christmas lights in Victoria Park, put up the Christmas banners, and other decorations throughout Town. The majority of this work was carried out in colder than usual temperatures for November. The utility department also provided traffic control services for the annual Santa Claus parade.

There were 3 significant snow events in November which required plowing of streets, sidewalks, fire hydrants, and parking lots.

- November 16, 2018 – 15 cm
- November 20, 2018 – 20 cm
- November 29, 2018 – 20 cm

Town crews also hauled snow from downtown streets and parking lots. The salt truck was out on several occasions and approximately 40 tonnes of road salt has been used to date.

Having an early start to the winter gave our new seasonal employees an introduction to winter operations. Under direction of a senior employee some of the new staff gained experience operating the salt truck and plow truck.

There were 3 broken water mains in November:

- Rogers Avenue – 6" cast iron main
- Eddy Street – 6" cast iron main
- Brownell Avenue – 6" cast iron main

With the early snow our mechanic was busy keeping the snow removal equipment on the road and ready to go. Typical equipment issues encountered during and after a storm include; replacing hydraulic hoses, replacing carbide cutting edges on the plows, and repairing the sidewalk snow blowers.

Upcoming projects for December:

- Continue construction of active transportation trail on Robert Angus Dr. and Willow St.
- Week day maintenance at the outdoor rink.
- Snow and de-icing operations as needed.
- Routine maintenance and repair of all Operations equipment and infrastructure.

Monthly Departmental Report

Amherst Police Department

December 2018

This report covers month of November 2018

PROFESSIONAL DEVELOPMENT/TRAINING

AWLE Conference: Cst Andrea Vriend attended the Atlantic Women in Law Enforcement Conference from November 6th to November 9th in Moncton NB. The idea for the AWLE came out of New Brunswick and focuses exploring issues for women in the policing environment and how we can create a healthy work environment for all. This year over 170 women from 33 different departments and agencies in the Maritimes were in attendance. The theme was 'Lead-Her-Ship from within: Explore your influence'. Numerous speakers presented on various topics including Senator Beverly Busson who was the the first female Commissioner of the RCMP who spoke about all the challenges she faced as a female police officer over the course of her career.

R2MR Booster Sessions: Acting Chief Dwayne Pike and Cst Aaron Graham provided follow up training to some of the platoons and support staff on "Road to Mental Readiness", a program that focuses on Mental Health wellness, recognizing signs of stress and building resilience in our staff. This booster focuses on reviewing the Mental Health Continuum Model and a review of the Ad Hoc review which is a 'check in' amongst staff after a stressful incident.

Negotiators Recertification: Acting Staff Sergeant Brian Gairns attended the Canadian Police College from November 26th to the 30th to be recertified as a Crisis Negotiator. The crisis negotiator plays a central role during critical incidents involving a barricaded person. Much of the training involved high stress scenarios and utilized other assets such as ERT, containment teams and incident commanders.

OPERATIONAL

Park Street Dog Attack: On November 12th members responded to a complaint of 3 large dogs that attacked and killed a smaller dog. Police attended and utilized pepper spray to try and control the animals and were able to corral then into a makeshift fenced in area. The Animal Control Officer also attended. There were four dogs, which included a small puppy. The larger dogs remained aggressive for two or three hours. The animals were seized and the owner later turned the animals over to the shelter. The owner advised that they had escaped from the house. At this time, the ACO has decided to separate the animals, have them neutered, and determine whether they can be rehabilitated and rehomed outside the area. Charges against the owners are being reviewed. As a result of the incident, the current bylaw is being reviewed to make any recommendations to Council if changes are required.

Christmas Parade: The Christmas Parade was held on Saturday, December 17th with APD dealing with traffic flow and street closures. This requires more resources than are typically working and as a result nightshift staff come in early while dayshift staff stayed late. This provides the required staffing to ensure that each point of the parade is managed effectively. Once again, the parade was a success.

Arrests – Stolen Dump Truck: On November 21st two males were arrested in Amherst after the vehicle they were driving was stopped by local compliance officers. The two were in a dump truck that did not report to the scales as required. When stopped by the compliance officer the two fled and police were called. The dump truck was stolen from Moncton NB and the two males were later located behind Tim Horton's on South Albion Street. During the arrest and search one male had a disassembled shotgun in his backpack. Both are facing numerous charged and were released on conditions.

CRIME PREVENTION/SCHOOL LIAISON OFFICER

YMCA Youth Drop In: Cst Wood and Cst Harrison continue to attend the YMCA Youth Drop in on Thursday nights. This provides opportunities for relationship building with our youth. At this time, numbers are hitting between 60-75 per night. Some youth are also sent home with donated food.

Northern Healthy Connections: Constable Wood organized two information sessions for our members with Northern Healthy Connections who attended and provided information on opioid harm reduction and needle exchange programs in our area. These sessions provided some insight in regards to opiate issues in our community and provided police with an opportunity to share their perspective on the issue.

Senior Police Academy: On November 7th the last session of the Senior Police Academy was held. Overall, 35 seniors attended the program. Presentations included Dawn Ferris from Autumn House and Cst Wood and Senior Safety Coordinator Ray Bristol did presentations on the 911/811 and 211 systems.

CRAM-A-CRUISER: Cram-a-cruiser events were scheduled for November 8th and 9th as the community vehicle was parked at several locations around the community, including schools and the shopping areas. The event resulted in several cruisers full of food and clothing and over \$180 in monetary donations for the food bank and coats for Cumberland. This year the PeeWee AAA Ramblers assisted with the events.

Coats for Cumberland: On November 19th the coats and clothing collected during the Cram-a-Cruiser events were sorted and distributed. Approximately 450 coats were given away.

Grief Counselling and Support: As a result of a sudden death involving a staff member's family at West Highlands School, Cst Harrison assisted in the classrooms with teachers and offered support to staff, including pulling together a grief counselling session for staff.

Red Ribbon Launch: The annual Red Ribbon Launch was held at the Amherst Police Department. Representatives of Amherst Town Council, local law enforcement and first responders were present with the local chapter of MADD. A checkpoint was held on Robert Angus Drive where participants passed out red ribbons to remind motorists of the risks associated with impaired driving.

MCU Investigations: Cst Wood was involved in several investigations during the month. These included a sudden death, interviews relating to a fraud and overseeing/coordinating the dog attack file with the Animal Control Officer.

Press Releases: Cst Wood prepared several press releases that included information on the Bar Suspension Program. Constable Wood has also taken a more active role in management APD social media via Facebook.

FOCUSED ENFORCEMENT

APD members focused on seatbelt safety. As a result, over 28 hours were dedicated to this initiative. In total, 6 tickets and 3 warnings were issued.

OPERATIONAL STATS – November 2018

Occurrences: 506
Impaired by Alcohol: 0
Impaired by Drug: 0
Traffic Tickets: 49
Vehicle Checks: 193
Foot Patrol Hours: 28h 41m

Criminal Code Charges: 84
CDSA: 1
Traffic Written Warnings: 24
LCA: 7
Bike Patrol Hours: 0

Monthly Report Recreation / Culture / Active Living / Communications December 2018

Parks and Green Spaces

Parks have been winterized but remain in operation. The off-leash dog park is open from sunrise to sunset. Dickey Park washroom remains open from 9:00am to sunset. All trails are open and accessible for walkers and runners. All parks that have swing sets in them are still in full operation.

Stadium

In November we hosted Skate Canada Sectionals. They used 18.5 hours under the no fee ice program. In total there was 65 participants, 15 coaches and 20 officials from PEI and NS. Skaters required 80 room nights during the event. In November 2018 CCMHA used 63 hours of ice time compared to 44.5 in 2017. Amherst Figure Skating used 48.75 hours of ice time in 2018 compared to 52.75 in 2017. Total public skating hours for November 2018 is 77.75 compared to 86.5 in 2017. The ice was used for a total of 281.25 compared to 289.25 in 2017.

Robb Complex

Robb Complex has been winterized for the season and closed for use.

Culture, Events and Marketing

Coordinated the Mural Unveiling, Remembrance Day, the Christmas Parade, the Holiday Light up and Band Concert and the Tree for Boston Send off. This included internal meetings as well as meetings with community partners, Public Works / APD for set up requirements, booking entertainment, coordinating volunteers etc. Great overall turnout for all of the events with positive feedback from the community. Record number of Float Participation for Parade this year.

Meetings with local media to go over upcoming events. Attended AYTC Meeting with discussions had on upcoming ideas and opportunities for the group. Collection and organization of marketing materials for the Strategic Priorities Marketing Program. Meetings and Discussions with internal departments on requirements and information needed for Audit. Initial planning stages and coordination of the upcoming New Years Eve celebration. Updated and maintained social media account and community calendar.

Active Living

The Adult/Senior indoor walking club at the Amherst Stadium is successful with almost 30 participants signing up. The participants walk Tuesdays and Thursdays, from 9:30-10:30am. They are enjoying recording their laps and the healthy fruit when provided. Discussions were had with Vanessa Jones from the Community Rehab Department who would like to start a Walking program during the winter months

at the Stadium. This program would assist participants with their overall health, by maintaining their mobility, and independence. Health care professionals will be on site to offer support and answer questions. Transportation cost is a barrier for this program and they are asking for assistance. The After the Bell funding application was approved by the Department of Communities, Culture & Heritage for \$3,400. The after-school skating program includes skating, shiny hockey, shiny ringette and walking. It will run for 10 weeks starting in January. Multisport participants completed the third sport, curling with the Amherst Curling club including on ice and gym sessions. The active living coordinator attended the Let's Get Moving Nova Scotia PAPE session in Truro. The new action plan for increasing physical activity in Nova Scotia by encouraging communities to move more and sit less was discussed. The Let's Get Moving plan supports healthy, active living for all ages by improving and increasing opportunities for citizens to be active in their communities, workplaces, and schools.

Horticulturist

During the month of November, the horticulture division was busy cleaning up and prepping for winter. Maintenance was continually carried out within all of our flowerbeds, seeing spring and summer flowering bulbs being planted and beds prepped for the winter months. Park maintenance continually took place involving the removal of diseased fallen leaves and crab apples, as well as the removal of downed/ broken branches caused primarily due to high winds. Daily checks and cleaning within the dog park occurred and also the monitoring, replenishment, and waste disposal for the dog waste systems was carried out on a biweekly basis rather than a weekly basis due to the decline in usage, likely caused by the arrival of winter like weather conditions.

Decorative lighting was enhanced once again throughout the town with the addition of the new snow crystals being hung along Albion & South Albion Street, along with seasonal decorative lighting added to highlight a few key areas throughout town. Preparations for the winter season, the Light-Up and the Christmas Parade saw our horticulture elves quite busy.

November saw the unveiling of the Skateboard bench at the skateboard park which was later moved to inside the stadium for the winter months. The mounting of the North Nova Highlanders Mural by Hansen's signs in Moncton took place in early November on the side of Town Hall and was dedicated in a ceremony on November 10.

Preparations for Remembrance Day ceremonies and the mural dedication were carried out seeing parks tidied and entrances enhanced by the addition of Canada Flags

A Co-op Student joined us for 3 weeks where he learned all aspects of our daily operations, having an active hand in planting bulbs, moving mural panels, cleaning up parks, working in the dog park, inside the stadium and more. A Communities in Bloom committee meeting took place in November to discuss the results of this year's judge's evaluations. The committee will reconvene in the New Year to discuss goals and priorities for the 2019 season.

The month wrapped up with the Town Horticulturist attending the Hort East Conference & Trade Show in Truro at the Rath Eastlink Community Centre where several speakers from the industry and academia spoke regarding several factors affecting the green industry from climate change to pests and diseases. Networking among exhibitors and participants was seen as both valuable and informative.

Monthly Report

Fire Department

December 2018

Responses (November)

Town of Amherst – 24 events

- 4 Structure fire
- 7 Smell of smoke / Air quality check
- 3 Monitored alarm activations
- 2 Power line - Arcing
- 3 Motor vehicle accidents
- 2 Wildland / Open burn
- 1 Oil burner malfunction
- 1 Medical assist
- 1 Smoke alarm activations

Contract area (District 2) – 6 events

- 3 Motor vehicle accidents
- 3 Structure fire

Fire inspections

6 fire inspections were completed during this period.

Professional development

A new group of recruits will start their basic fire fighter training program. This program will run from until the end on June 2019. This will provide these recruits with the basic knowledge to begin their service as a volunteer firefighter. This program is provided through a web-based platform with practical components.

From November 26th – 29th Chief Jones attended an All Hazards Operations Section Chief training program in Halifax. This included students from all levels of government and focused on the roles and responsibilities that apply to the Operations Section Chief position; while operating on local, Provincial, and/or Federal level All-Hazards Incident Management Team(s) (IMT).

Community Involvement

The Amherst Fire Department participated in the Remembrance Day Ceremony, MADD Cumberland Operation Red Ribbon, escort for the tree for Boston and the Town of Amherst Christmas parade.

Monthly Report

Planning and Strategic Initiatives

December 2018

Staff helped facilitate the Council Planning Day on December 4th to discuss Council's strategic priorities for 2019. With general priority themes identified, staff are now developing a list of potential priority action items for Council's review.

There are currently seven participants in the Commercial Assessment Phase In program. Five projects are in the planning stages or are under construction, and two projects are now 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 December to consider an application for a development agreement to permit the conversion of five motel units to dwelling units at the Victorian Motel. The PAC met on December 14th to consider a recommendation to Council. A public hearing will be held tonight to consider Land Use Bylaw amendments to deal with cannabis-related uses.

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

December 2018

Demographic and business support

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

- **Deck the Halls:** Merchants gave a free ornament to customers. Customers were provided a list of participating locations as a means to encourage shopping at several local businesses, in order to collect the set of 14 ornaments. Promotion of the event reached 8,300 people on Facebook.
- **Students Day on the Town:** The Town of Amherst arranged for bus transportation from the Mount Allison and NSCC Springhill campuses to Amherst, with shuttles between downtown and uptown shopping areas. Students enjoyed a free lunch at their choice of eight participating restaurants, courtesy of the Town. Promotion of the event reached 11,800 people on Facebook.
- **Holiday Shopping Passport:** Shoppers collected stamps when shopping at Amherst businesses for a chance to win \$1,300 in gift certificates. Promotion of the event reached 5,800 people on Facebook.
- **Cheers to the Season:** Eleven downtown businesses hosted craft breweries and distilleries, live music, and other “open house” activities. Customers were provided a map of participating locations. Promotion of the event reached 13,300 people on Facebook.
- **Weekly e-mail newsletters** to more than 1,000 subscribers promoted events hosted by local businesses and holiday shopping ideas.

Respond to business investment opportunities

A listing of available commercial properties was updated on the Town of Amherst website. No site selection inquiries were received in November.

Support initiatives at the Community Credit Union Business Innovation Centre.

The boardroom was booked for organizational meetings by three local businesses. Meeting rooms were actively used by community economic development partners and small business owners who used the networking hub to meet with clients.

Increase the impact of tourism on the local economy

Professional photos were taken of horse-drawn carriage tours and historic walking tours, and the holiday light-up and Christmas parade. A library of photo assets is being established for use in future tourism promotions.