



**Town of Amherst
Committee of the Whole**

Date: **Tuesday, April 23, 2019**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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2.3 Substance Use Policy - K. JONES - 4:25 p.m.	14 - 22
2.4 Solar Energy - BLANCH - 4:35 p.m.	23 - 24
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5. Adjournment

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

Date: March 18, 2019
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present	Mayor David Kogon Deputy Mayor Sheila Christie Councillor Vince Byrne Councillor Darrell Jones Councillor Wayne MacKenzie Councillor Terry Rhindress
Members Absent	Councillor Jason Blanch
Staff Present	Greg Herrett, CAO Jason MacDonald, Deputy CAO Operations Bill Schurman, Director Recreation Greg Jones, Fire Chief Dwayne Pike, Acting Policy Chief Tom McCoag, Corporate Communications Officer Andrew Fisher, Manager of Strategic Initiatives Shelley Rector, Chief Financial Officer Kimberlee Jones, Municipal Clerk Natalie LeBlanc, Deputy Clerk
Staff Absent	Rebecca Taylor, Business Development Officer

1. Call to Order - 4:00 P.M.

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

1.1 Approval of Agenda

The CAO would like to add CJSMA Inter- Municipal Agreement to Information Items.

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That the agenda be approved as amended.

MOTION CARRIED

1.2 Approval of Minutes

Moved By Councillor Byrne

Seconded By Councillor Jones

That the minutes of the February 19, 2019 Committee of the Whole meeting be approved as circulated.

MOTION CARRIED

2. Presentations

2.1 Cumberland County Museum

Gordon Goodwin did a presentation on "Enemy Aliens" and the Amherst Internment Camp as included in the agenda package.

3. In Camera

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That the Committee move to an In Camera session.

MOTION CARRIED

4. Council Direction Requests

4.1 Capital Short List Approval

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That the short list of capital projects be referred to the March 25, 2019 Regular Council Meeting for approval.

MOTION CARRIED

4.2 CJSMA Budget

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That the CJSMA Budget be forwarded to the March 25, 2019 meeting of Council along with a motion of direction to Amherst's Board members to vote in favour of the adoption of the budget.

MOTION CARRIED

4.3 Setting the Solid Waste Rate

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That the setting of the solid waste management uniform charge at \$185.00 for the 2019/20 fiscal year be referred to the March 25, 2019 Regular Council meeting for approval.

Against (1): Councillor Rhindress

MOTION CARRIED

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That staff be directed to compile a report as to what it would involve and the extra cost to have the Town's solid waste collection contractor begin collecting residential solid waste from 4-unit residential properties.

MOTION CARRIED

4.4 Review of Council Structure and Council Compensation

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That staff be directed to look at what other municipalities of our size, and comparable services, to see what the related to population and Council size are, and report back to Council at the May 21 2019 Committee of the Whole meeting.

Against (3): Councillor Jones, Councillor MacKenzie, and Councillor Rhindress

MOTION DEFEATED

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That staff be directed to develop draft amendments, for Council's consideration, to existing policy such that Council compensation be reviewed by an independent committee in year 4 of each new Council term. This will be an external committee which will not have members of Council involved, but community members. This group will make recommendations to Council at that time.

Against (2): Councillor Jones, and Councillor Rhindress

MOTION CARRIED

4.5 Expense Reimbursement Policy

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That the proposed Expense Reimbursement Policy be forwarded to the March 25, 2019 Regular Council meeting for amendment.

MOTION CARRIED

4.6 Fluoridation

Moved By Councillor Rhindress

Seconded By Councillor Jones

That staff be directed to provide a report to Council outlining a public education and engagement program.

MOTION CARRIED

5. Information Items

5.1 CJSMA Inter-Municipal Agreement Verbal Update

Moved by Deputy Mayor Christie

Seconded by Councillor Byrne

That Council direct the CAO to participate in a Steering Committee with the CAOs, Mayors and Deputy Mayors of the Town of Amherst, Town of Oxford and the Municipality of Cumberland County as well as the CJSMA Solid Waste Manager to discuss operations, processes and recyclables.

MOTION CARRIED

5.2 NSFM Regional Meeting

CAO asked that any members of Council wishing to have items on the agenda for the NSFM Regional meeting are asked to send them to his office for disbursement.

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 Councillor Byrne

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

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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4.6 Fluoridation

Moved By Councillor Rhindress

Seconded By Councillor Jones

That staff be directed to provide a report to Council outlining a public education and engagement program.

MOTION CARRIED

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Seconded By Councillor Byrne

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

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor



COUNCIL DIRECTION REQUEST

CDR# 2019040

Date: April 23, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: April 23, 2019

SUBJECT: Fluoridation of Water Supply

ORIGIN: Amherst Town Council received a request from SOAR to add fluoride to the municipal water supply.

LEGISLATIVE AUTHORITY: Nova Scotia Environment Act

RECOMMENDATION: That Committee of the Whole direct staff to plan and hold a public information session on the issue of community water fluoridation in early October 2019, to be followed by a community feedback / comment period ending December 2019 with a final staff report due to COW in January 2020 including a final recommendation on whether the issue should be the subject of a plebiscite in the 2020 municipal election.

BACKGROUND: Amherst Town Council received a presentation from members of the local community (SOAR) regarding the benefits of fluoridation of the water supply. At the March 18, 2019 COW the following motion was passed: *Moved by Councillor Rhindress Seconded by Councillor Jones that staff be directed to provide a report to Council outlining a public education and engagement program.*

DISCUSSION: As discussed on March 18, 2019 Council nor staff have a position on this issue at this time. We have been asked by SOAR to consider the addition of fluoride in our drinking water and we are in the process of obtaining public input on that issue. This message will have to be very clearly articulated.

Public Education and Engagement Plan

Staff suggest that a public open house be held at the Community Credit Union Business Innovation Center. Details could be as follows:

1. Open house style (as opposed to presentation at podium)
2. Late afternoon to early evening to allow for most opportunity to attend
3. Town staff would facilitate the event
4. Information provided on story boards and possibly circulating on projector:
 - a. Key message from the request by SOAR
 - b. Statements on issue by World Health Organization, Health Canada, Province of Nova Scotia, American Water Works Association, etc.



- c. Data on which municipal units in NS currently fluoridate as well as provincial percentages
 - d. Possibly case study information (Calgary vs Edmonton)
 - e. List reasons some groups are opposed to fluoridation
 - f. Anticipated Water Utility costs
5. Provincial Department of Environment representatives can be invited
 6. Official comment sheets should be provided - possibly in the form of a questionnaire
 7. A decision timeline can be articulated
 - a. Public open house
 - b. Official written comment period
 - c. Further dissemination of additional information obtained
 - d. Anticipated decision date

Staff have been in contact with representatives of SOAR who have expressed a willingness to help provide information and help organize the event as they have experience with this topic.

Timing

Staff cannot organize a quality event prior to mid-June. After this time, it is generally not desirable to hold public engagement sessions until the October – November timeframe as many people are away for the summer and September is generally considered a busy month with back to school etc. Holding the engagement session in October will provide adequate time to compile information and for Council to determine how they want to proceed. A plebiscite during the municipal election on October 17, 2020 may also be appropriate.

Potential Timeline

May 2019 – August 2019 – Staff work with SOAR and the Medical Officer of Health to develop content of the Public Open House, including key messaging and notification plan.

September 2019 – Advertisement / communication of the open house

Early October 2019 – Hold Open House at CCUBIC

Mid October – Mid December 2019 – Official Public Comment Period

January 2020 COW – Staff report on community feedback

February 2020 – Council decision on how to proceed

Public Notification Plan

Over the coming months staff will develop a communication plan for the event. Staff propose the following:

1. Social media notices via Twitter and Facebook
2. Radio and TV ads
3. Notices in water bills
4. The key message will be developed and approved by the CAO
5. Tag line – It's your water – have a say! (example)
6. An official feedback / comment period and method will be developed. This will ensure all feedback is captured in a useful and measurable manner.

FINANCIAL IMPLICATIONS: Fluoridation Equipment – Liquid injection

One-time cost (estimate)

Injection Equipment Cost plus installation	\$ 25,000
Fluoridation monitoring equipment plus installation	\$ 10,000
Scada monitoring programming	\$ 5,000

On-going costs (estimate)

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

COMMUNITY ENGAGEMENT: Community engagement has been articulated in the discussion above.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to the use of fluoride in the municipal water supply.

SOCIAL JUSTICE IMPLICATIONS: According to SOAR, studies show that fluoride in municipal drinking water promotes improved oral health which leads to an overall improvement in the health and well being of community members which results aids in the breaking of the poverty cycle. There are some members of the public that are opposed to the addition of fluoride to municipal water systems, usually based on their belief that it is a violation of the individual's right to informed consent to medication.

ALTERNATIVES: The above recommendation will allow Council to undertake public education and engagement on the issue, which would be required should Council decide to consider the addition of fluoride to the water system. As an alternative, Council could decide at this point to not proceed and inform SOAR that Council will no longer consider this request.

ATTACHMENTS: None

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

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Greg Herrett – CA, CPA, Chief Administrative Officer
DATE: April 23, 2019
SUBJECT: **Rubberized Walking Surface**

Attached is a letter from Vanessa Jones requesting Council consider the installation of a rubberized walking surface to one of our outdoor walking tracks, to aid in mobility for seniors or people with mobility issues.

MOTION:

That Council refer this request to the Recreation Department to prepare a report on need and cost estimates for a rubberized outdoor walking surface for the June Committee of the Whole meeting.

April 4, 2019

Vanessa Jones
30 Donald Ave.
Amherst, NS
B4H 4C5

Mayor and Council,

I am currently employed by the NSHA. I am a physiotherapy assistant, which works in the community. In January, the town gave us access to the walking track at the stadium to encourage older adult with mobility aides or gait disturbances to ambulate in a safe environment. For the past three months we have seen improvements in our client's endurance, safety, confidence, and pain management. We have also addressed concerns about transportation and isolation of our older adults. Our clients, have met old friends and enjoys their chat time.

When reviewing Nova Scotia's Action Plan for an Aging Population, it discusses the barriers for older adults concerning transportation, isolation, the social and economic contributions and promotion of physical activity and regular exercise. "Walking is one of the most effective ways adults of any age can maintain mobility and improve their health, both physical and mental. Furthermore, research suggests that "older people who are physically more active and who exercise regularly are more likely to walk independently and do other activities of daily living on their own compared to sedentary elders." Engaging in a structured exercise program can make a difference among frail older adults who do not currently exercise." I am quoting this cite because I believe it is key to keeping our older adults in their homes longer. Walking is important, our seniors are important, and we know that Amherst has many seniors in its community.

My request is that we give our older adults a safer place to walk. An outdoor track system that they could easily use a mobility aide on or a person with foot drop may not have to worry about catching their toe and tripping themselves or fatigue themselves out before they begin. I am thinking of a rubber like surface that is anti-slip and porous. One company I researched was called "Rubberway". Jerry's park maybe a good choice, smaller track, bathroom facilities, plus the extra equipment that is already there. And although I am targeting the older adults, even our athletes or runners would appreciate an improved shock absorbent track, low impact, and a non-slip surface.

In closing, I look forward to a response from the Town of Amherst.

Thank you,

Vanessa Jones
Vanessa.jones@nshealth.ca



COMMITTEE OF THE WHOLE

CDR# 2019041

Date: April 23, 2019

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kim Jones, Municipal Clerk

DATE: April 23, 2019

SUBJECT: **Substance Use Policy**

ORIGIN: Internal review of human resources policies

LEGISLATIVE AUTHORITY: MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council refer the Substance Use Policy to the regular meeting of Council April 29, 2019 for adoption.

BACKGROUND: Staff began developing this policy with the legalization of cannabis and medical cannabis and the potential impact that may create in the workplace. As research progressed it became apparent that we needed to broaden the scope of the policy to address other substances that could cause impairment. For example, some prescription medication could cause a level of impairment that could create a safety hazard at the workplace.

DISCUSSION: Staff attended a session conducted by the Office of the Employer to learn best practices in this area. As such this policy was drafted and was discussed several times at the senior management level.

The policy addresses medical and non medical use of substances that have the potential to impair and also addresses the actions we will take should an employee need assistance with a substance problem.

The policy also gives direction to employees at all levels who have a duty to report issues if they have reasonable grounds to suspect a problem.

This type of policy is common place in most workplaces today and clearly identifies the expectations of the employer to ensure a safe workplace for employees and the general public.

FINANCIAL IMPLICATIONS: There are no financial implications

COMMUNITY ENGAGEMENT: There was no community engagement

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications



SOCIAL JUSTICE IMPLICATIONS: This is an internal policy focused on the health and well being of our employees

ALTERNATIVES:

1. Refer back to staff for amendment
2. Do not adopt the policy
3. Adopt policy as presented

ATTACHMENTS: Draft policy attached

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

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:
Date approved:

PURPOSE:

The Town of Amherst is committed to the health and safety of its employees and has adopted this Policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

POLICY STATEMENT:

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, the Town of Amherst reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

Definitions and Terms

Alcohol: means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Use: means the use of any beverage, mixture, or preparation, including any medication, containing alcohol.

Contractor: Independent entity that agrees to furnish certain number or quantity of goods, material, equipment, personnel, and/or services to the Employer and Employees.

Drug: pure substance, chemical or agent used to alter the way the body or mind functions.

Drug Identification Number (DIN): number assigned by Health Canada to a drug product prior to being marketed in Canada. Identifies all drug products sold in the dosage form and is located on the label of OTC and prescription drug products authorized for sale in Canada.

Drug Paraphernalia: equipment, product or material intended or designed to be used in manufacturing, compounding, converting, concealing, processing, preparing or introducing a substance into the human body.

Employee: a person employed by the Town of Amherst to do work. For the purpose of this policy this includes contractors, volunteers, vendors and any person authorized by the Town of Amherst to be on the workplace/worksite.

Employer: means the organization of the Town of Amherst. This term includes the agents, officers and representatives of the Town of Amherst.

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:

Date approved:

Employee Assistance Program/Family Assistance Program: means a confidential corporate sponsored program offering support and counselling services to employees (and identified family members) that are experiencing personal and/or work/personal related.

Fit for Duty: reporting to work and being able to perform assigned duties and tasks, whether on a Town of Amherst job site or another site assigned by a supervisor, and not being under the influence of any substance that causes Impairment or that adversely affects the employee's ability to perform their assigned duties and tasks in a safe and responsible manner throughout his/her entire work shift.

Group Health Plan: Health insurance program comprised of a group of members.

Impairment: state of being diminished, weakened or damaged, especially cognitively or physically.

Incident: any occurrence that caused or had the potential to cause damage to persons, property, reputation, security or the environment.

Off Duty Conduct: actions of the Employee, including verbal, non-verbal, and written acts, outside of the hours the Employer is scheduled to work.

Reasonable Suspicion, also called Reasonable Grounds: The direct observations of the employee's conduct or other indicators such as physical appearance of the employee, odors associated with the use of substances and includes the presence of drug paraphernalia on the employee, his/her work area, or his/her vehicle, or observed changes in the employee's behavior such as erratic behavior, slurred speech, confusion, staggering and unsteadiness.

Safety Sensitive Position: **Safety Sensitive Position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety.** Workplace performance affected by substance use could result in a significant incident, near miss or failure to adequately respond to a significant incident and detrimentally affects the health, safety or security of the employee, others, property, the environmental or employer's reputation.

For the purposes of this policy the following positions are designated Safety Sensitive:

- Police Officers
- Firefighters and Fire Inspectors
- Dispatcher
- Building Officials
- Operations Manager

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:

Date approved:

- Horticulturalist
- Facilities Manager
- Operator with Refrigeration Class II
- Parks and Stadium Supervisor
- Parks, Maintenance and Stadium Operator
- Stadium Attendant
- Parks Attendant
- Recreation Maintenance
- Sub Foreman
- Carpenter
- Mechanic
- Welder
- Lead Hand
- Operator
- Water and/or Sewer Maintenance
- Utility
- Laborer

Substance: includes any drug, alcohol, substance, chemical or agent regardless of whether the use or possession is lawful or unlawful or requires a personal prescription or medical certificate from a licensed treating physician, Nurse Practitioner (NP), or those permitted by law, and includes any non-prescription and over the counter substances.

Supervisor: A supervisor is a person who has charge of a workplace and/or authority over a worker.

Volunteer: includes anyone attending at any workplace or worksite of the employer and for the purposes of this policy a volunteer will be considered like an employee.

Workplace/Worksite: any place that physical and or mental labour occurs, whether paid or unpaid. This includes whether on a Town of Amherst job site or another site assigned by a supervisor and where an employee attends while working for the employer, during scheduled work hours, and/or is acting on behalf of the employer.

OBJECTIVES

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:
Date approved:

-
- Distribution or sale of drugs, alcohol or any substance that causes impairment during work hours, including during paid and unpaid breaks, is strictly prohibited;
 - Possession of non-prescribed drugs or substances that cause impairment during working hours is strictly prohibited;
 - Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of Town of Amherst policies and all applicable legislation;
 - Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
 - Employees on prescription medication or medically approved substances **must** communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Roles and Responsibilities

Senior Management will:

- Clearly communicate expectations surrounding alcohol and drug/substance use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy regularly.
- Will ensure, when appropriate that accommodations are provided if warranted.

Supervisors will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug/substance or alcohol dependency is provided with the appropriate support (including accommodation); and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Communicate dependency or emerging dependency to management or human resources; and
- Follow an after-care program, where established.
- Seek advice and appropriate treatment, where required;
- Perform work safely in accordance with established safe work practices;

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:

Date approved:

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- Avoid the consumption, possession, sale, or distribution of drugs, substances that cause impairment or alcohol on Town property and during working hours (even if off Town property);
 - When off duty, refuse a request to come into work if unfit for duty;
 - Report limitations and required modifications as a result of prescription medication;
 - Report co-workers to management who they have reason to believe are not fit for duty according to this policy;
 - Any employee working in a Safety Sensitive position who has a limitation or restriction on their ability to perform their job, or if prescribed medical treatment which has or will adversely affect those abilities, must report such limitations or restrictions to their immediate supervisor, who in turn will notify Human Resources.

Suspicion of Impairment

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the employee's status.
2. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol or other impairing substances, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management (when possible) and DOES NOT require a breathalyzer or blood test. The employee may be advised that the Town of Amherst has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if deemed necessary.
4. When it is suspected that an employee is impaired, the employee will not be allowed to drive. The employee should be advised if they choose to refuse Town of Amherst organized transportation and make the decision to drive their personal vehicle, the Town is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include discipline or a monitored referral program as part of a treatment plan.

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:
Date approved:

Substance Dependency

Town of Amherst understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Town of Amherst promotes early diagnosis. Any employee who suspects that they might have an emerging drug/substance or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by Town of Amherst, unless otherwise authorized by law.

Agreement for the Continuation of Employment

Town of Amherst reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

Disciplinary Action

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol, drugs or substances that cause impairment; and
- Engaging in illegal activities (for example, selling drugs, alcohol or substances that cause impairment while on Town of Amherst premises).

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Substance Use Policy of Town of Amherst. I agree to adhere to this policy and will ensure that any employees working

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Substance Use Policy**

Minutes reference date:
Date approved:

under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

➤ Witness: _____

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Councillor Blanch
DATE: April 23, 2019
SUBJECT: **Solar for Community Buildings**

I would like to have an update on our successful application from the 2018 calendar year, but the actual intent of this agenda item is for Council to direct staff to make application to this program for the 2019 year. As you can see in the link provided there has not yet been a call for applications for 2019 but the call will come and staff can be better prepared to submit an application with Council's direction clearly stated now.

There are great advantages to our community in applying for this program as it allows us to invest in a clean technology that lowers our community's emissions and simultaneously lowers our ongoing energy costs. As we were successful applying last year hopefully we can use that experience to even further strengthen this year's application.

The IPCC report released last fall stated to keep global temperature increase to 1.5 degrees Celsius we must reduce emissions by 45% by 2030 and 100% by 2050.

It's expected that governments at every level have to implement strategies to reach these goals and this program is an easy way to help Amherst toward these goals.

<https://novascotia.ca/solar/solar-electricity-community-buildings.asp>

MOTION:

That Amherst Town Council direct staff to apply for the Solar for Community Buildings program for the 2019 application cycle.

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Manager of Planning & Strategic Initiatives
DATE: April 23, 2019
SUBJECT: **2019 Bids to the Solar for Community Buildings Program**

With regard to submitting bids under the Solar for Community Buildings program in 2019, the Town is well positioned to submit once the call for applications is released. Staff are in discussions with AREA to review the material costs and financing model, and compare it with the successful bid prices awarded in the previous two years. This analysis will enable a more informed decision around how much the bid prices submitted in 2018 should change, if at all.

There are other factors being considered by the Clean Foundation and the Department of Energy besides the bid price, including but not limited to, the size of the PV installation and distribution of awards across the province. There is also a significant number of successful bids awarded in the 2017 and 2018 rounds that do not appear to be moving forward with those projects. This factor may influence the number of successful bids in the 2019 round. All of these other factors will be considered in establishing the bid price.

In conclusion, should Council be interested in doing so, the Town will be ready to submit bids under this program when the call for applications is released.

TO: Mayor Kogon and Members of Council

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

DATE: April 23, 2019

SUBJECT: Property Assessed Clean Energy (PACE) Implementation

ORIGIN: On October 22, 2018 Council adopted a PACE Bylaw to enable financing of energy efficiency upgrades to qualifying residential properties through their municipal tax account. The following is intended to seek further Council direction on the implementation details of the program.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), section 81A (1) *The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner: (a) equipment installed pursuant to an expenditure under clause 65 (aca): providing for, financing and installing energy-efficiency equipment on private property including, without restricting the generality of the foregoing, solar panels...*

RECOMMENDATION: That Council refer to the April 29th Regular Council meeting, direction to staff to apply for Municipal PACE Program Funding Support, engage the Clean Foundation to administer the program in partnership with the Cumberland Energy Authority, and establish the following program parameters:

- Maximum funding amount per home - \$25,000
- Maximum number of homes - 10 / year
- Interest rate – Municipal Finance Rate + 2 %
- Default interest rate – 12% per annum compounded monthly
- Payback period – 10 years

BACKGROUND: The PACE program allows municipalities to offer financing to homeowners for energy efficiency retrofits that are payed back via their tax bill over a period of up to 10 years. All costs to provide the program are paid for by participants, and there are no costs to property owners who do not participate. The same or similar program is already in place in several other NS municipalities. The Municipality of the County of Cumberland via the Cumberland Energy Authority is adopting the same program.

The program will work as follows:

1. customer registers for the program;
2. administrator (Clean Foundation) confirms eligibility with the Town (tax accounts in good standing);
3. customer signs a PACE agreement;
4. customer books a certified energy audit;
5. customer chooses efficiency retrofit from audit report;



6. customer acquires quotes for retrofit and submits them to the administrator;
7. administrator assesses which costs are eligible based on the program's savings to debt ratio;
8. customer sends the administrator invoices from the contractor;
9. municipality pays the contractor, and the customer begins repayment.

The Town responsibilities include providing the financing, confirming customer eligibility, and applying the appropriate tax liens. There is also a 1-time start-up cost (ie. on-boarding fees) of approximately \$13,300 payable to the administrator that covers setup of the program with town staff; as well as, a communications and marketing package. Attached is an application to the Provincial Department of Energy to cover the start-up cost. Staff have been advised that approval typically takes less than one month, and the approval rate is very high. The Clean Foundation appears to be the preferable administrator as the administrative costs beyond the first year on-boarding fee are covered by the program participants, which is not the case with other administrators.

Based on a review of other municipal PACE programs and in consultation with the Cumberland Energy Authority, Staff recommend that the program include the following parameters:

- Maximum funding amount per home - \$25,000
- Maximum number of homes - 10 / year
- Interest rate – Municipal Finance Rate + 2 %
- Default interest rate – 12% per annum compounded monthly
- Payback period – 10 years

The attached application form lists 20 energy efficiency measures that must be offered under the program. It lists other optional measures that Staff recommend be included as eligible also. In particular, this includes solar PV systems.

DISCUSSION: The PACE program outlined above has become a common offering amongst NS municipalities, as it offers its residents a relatively low-cost way to finance energy efficiency retrofits. Aside from the initial start-up cost that is likely to be covered by the province, the town's major financial responsibility is the total amount that can be financed. Other costs would be attributed to staff time to assist in communication of the program, verifying customer eligibility, and managing the loan repayment.

This program was identified as one of the ways the town can partner with the Cumberland Energy Authority, who have a dedicated staff member that would help customers to navigate the various programs intended to reduce their energy costs. Alternatively, the town can offer the program independently from the Energy Authority, but this option would require more staff resources.

FINANCIAL IMPLICATIONS: a start-up fee of approximately \$13,300 that may be covered by the NS Department of Energy. The town must provide the up-front capital to finance the program; however, the interest rate charged to the participants is intended to cover the Town's costs to provide the program on an ongoing basis.

COMMUNITY ENGAGEMENT: Implementation of the program will include a marketing plan.

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

SOCIAL JUSTICE IMPLICATIONS: The program provides an opportunity for home owners of any income level to reduce their energy costs. Given that efficiency upgrades are chosen where the payback period is less the 10-year term of the loan, the participant should be cash positive in the first year.

ALTERNATIVES: 1) Direct Staff to not implement a program under the PACE Bylaw; 2) Direct Staff to make changes to the implementation details of the program.

ATTACHMENTS: Application for Municipal PACE Program Support

Report prepared by: A. Fisher
Report and Financial approved by:



Application for Municipal PACE Program Support

Property Assessed Clean Energy (PACE) is a financing mechanism that allows municipalities to offer the option for homeowners to finance home energy improvements through payments that are attached to their property tax bill. There are a number of benefits to PACE, but the primary one is that all charges incurred during the home energy improvements will be included in the PACE charges, which attach to the property, not the individual. If a homeowner decides to sell their home, the PACE charges are connected with the property and would carry over to the new homeowner.

The Province of Nova Scotia is committed to paying the first year on-boarding costs or expanded marketing costs for Municipal PACE programs, whether they be offered through Efficiency Nova Scotia (ENS) or another service provider. This funding is being provided on a pilot basis.

Any supporting documentation that Municipalities feel would be beneficial for the Department to use when reviewing this application should be submitted at the time of the application. This information will be used to analyze the application to ensure it meets the funding's intention.

Submit your completed application along with supporting documents to:

The Nova Scotia Department of Energy
Sustainable and Renewable Energy
12th Floor, 1690 Hollis Street
Halifax, Nova Scotia
B3J 3J9

Attention Karen Daniels
Karen.daniels@novascotia.ca

Municipality Information	Town of Amherst PO Box 516 Amherst, N.S. Contact: Andrew Fisher
Program Administrator Name of the Program Administrator Address and Contact Person	Clean Foundation 126 Portland Street Dartmouth, N.S. B2Y 1H8 Katie Giles
Efficiency Measures PACE Programs must offer the full suite of energy efficiency measures and can provide a limited number of optional measures.	Required Measures - all upgrades eligible within the Home Energy Assessment Those upgrades include: <ul style="list-style-type: none"> • Insulation: Ceiling – Attic • Insulation: Ceiling - Flat Roof/Cathedral • Insulation: Basement

<p>Please check the optional efficiency measures that residents will be able to complete as part of the program (check boxes on next page).</p>	<ul style="list-style-type: none"> • Insulation: Crawlspace • Basement Header Insulation • Basement Slab Insulation • Exposed Floor Insulation • Windows, Doors, Skylights • Air Sealing • Drain Water Heat Recovery • Heat Recovery Ventilator • Solar Domestic Hot Water • Solar Air • Ductless Heat Pump (mini-split) • Geothermal • Central Ducted Heat Pump • Pellet Boiler/Furnace • Wood Boiler/Furnace • Pellet Stove • Wood Stove <p>Optional Measures - administrators may choose to include other upgrades such as (please check):</p> <ul style="list-style-type: none"> ✓ Natural Gas Heating Systems ✓ Electric Thermal Storage ✓ Solar Pool Heater ✓ Heat Pump Pool Heaters ✓ Pool Pumps ✓ Solar Photovoltaic, Net Metering/Off Grid ✓ Well Pump ✓ Electric Vehicle Charging Stations <p>Note: ENS does not currently offer an incentive/rebate for these measures.</p> <p>Other (Please list):</p> <hr/> <hr/> <hr/>
<p>Please provide a brief overview of how funding will be used (example design, implementation, marketing or expanded marketing efforts). In addition, please attach a spreadsheet with a budget overview.</p>	<p>Funding will be used to cover Clean Foundation’s on-boarding fee for the program (\$13,300). This fee will be used to cover the costs of program setup such as initial meetings to establish program details, putting the admin process in place, and creation of required documents and</p>

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Deputy Clerk

DATE: April 23, 2019

SUBJECT: Cenotaph Request

ORIGIN: November 19, 2018 Committee of the Whole meeting.

LEGISLATIVE AUTHORITY: MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: Staff is not making a recommendation at this time but rather is seeking Council's direction on this issue.

BACKGROUND: At the November 19, 2018 Committee of the Whole meeting, Council passed a motion directing 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.

DISCUSSION: Staff spoke with Ray Coulson of the Royal Canadian Legion and Nova Scotia Highlanders Regimental Museum who provided information that the cenotaph was "*Erected by Senator and Mrs. Curry In memory of their son Captain Leon Hall Curry and his brothers in arms from Cumberland County who gave their lives to their Country In the great German War*" 1914-1918. Based on this information it may not be appropriate to add to the existing cenotaph. The information on the dedication of the existing cenotaph is attached.

Staff also contacted Veterans Affairs Canada who stated in a reply email (attached) that "*there is no official protocol for updating cenotaphs as they are generally the property of the village, town or city in which they are located and are therefore at the discretion of the responsible municipal corporation*". They also note in the email that through the Commemorative Partnership Program, Veterans Affairs Canada may provide financial assistance to community organizations to carry out commemorative initiatives such as repairing and updating community war memorials, and/or erecting new ones. Some of the Guidelines for the Program include:

"The project must commemorate the achievements and sacrifices of those who served Canada post-Confederation (1867). The project may be related to the construction, restoration or expansion of a community war memorial. It must also be of a finite duration, with clear start and end dates.



Eligible projects may be assessed against the following criteria:

- The applicant has the capacity to deliver the project.
- The project objectives are specific and realistic and clearly support the objective of the CPP.
- The project will engage youth, Veterans, Canadian Armed Forces members and/or the general public in recognizing all those who served in Canada's efforts during war, military conflict and peace.
- The project will have noticeable impact and reach.
- Where agreements for collaboration are required to ensure the successful delivery of the project, contributors have confirmed their participation.
- The proposed budget is reasonable and sufficiently detailed.

Up to 50% of eligible expenditures, not exceeding a maximum of \$25,000, may be reimbursed. A minimum of 25% of the applicant's portion of the overall project cost must be cash, while up to 25% can be contributions made in-kind. For projects involving the construction of a new war memorial, VAC will require that inscriptions be in both official languages."

Further information and the Guidelines for this Program can be found at

<https://www.veterans.gc.ca/eng/remembrance/funding-programs/commemorative-partnership/community-war-memorial/guidelines> Staff does note that the deadline for this year has passed however applications will be accepted until the first business day of November for projects starting after April 1 of the next year.

In light of all of the information noted above, staff feel it may not be appropriate to make additions to the existing cenotaph. However, if Council feels a new monument would be appropriate to recognize veterans from other conflicts, it would be suggested that Council direct staff to contact the local Legion to see if they are interested in participating as partners, and apply for funding under the Commemorative Partnership Program.

FINANCIAL IMPLICATIONS: Once Council's direction is determined, costs will be estimated and provided to Council prior to final decisions being made.

SOCIAL JUSTICE IMPLICATIONS: Inclusion of the names of fallen individuals of the Korean War and Afghanistan Conflict are not currently recognized.

ENVIRONMENTAL IMPLICATIONS: N/A

COMMUNITY ENGAGEMENT: None at this time

ALTERNATIVES:

1. Make arrangements to place the dates for the Korean War and Afghanistan Conflict and names of fallen individuals on the Amherst Cenotaph;
2. Investigate the costs of erecting a new monument to honor the fallen individuals from the Korean War and Afghanistan Conflict, contact the local Legion to determine their interest in partnering on the project and make an application for funding under the Commemorative Partnership Program before the November 1, 2019 deadline.

ATTACHMENTS:

1. Information on the dedication of the existing cenotaph.
2. Veterans Affairs Canada email.

Report prepared by: Natalie LeBlanc, Deputy Clerk
Report and Financial approved by:

2x, 2 Jul 21.

CUMBERLAND COUNTY SOLDIERS' MEMORIAL MONUMENT UNVEILED
IN IMPRESSIVE CEREMONY SATURDAY

INSPIRING ADDRESSES MADE BY SENATOR CURRY, HON. E. N. RHODES,
DR. G. B. CUTTEN, COL. C. E. BENT, H. J. LOGAN, K.C., and
SIR CHARLES TOWNSEND--DEVOTIONAL SERVICE BY DR. STEELE

Presentation made by Senator Curry and responded to by Mayor
Shipley and Warden Allen.

Thousands in attendance ---- Monument imposing

"Erected by
Senator and Mrs. Curry
In memory of their son
CAPTAIN LEON HALL CURRY
And his brothers in arms
From
Cumberland County
Who gave their lives
To their Country
In the great German War"
1914--1918

At three o'clock Saturday afternoon, following the official presentation by Senator Curry, the Cumberland County Soldiers Memorial Monument was formally unveiled by Colonel C. E. Bent, C.M.G., D.S.O. to the admiring gaze of the immense assemblage from the town and county which had gathered to witness the unveiling ceremony. An impressive silence settled over Victoria Square as the loose folds of the Canadian flag, which shrouded the monument, were drawn slowly asunder, disclosing the life-like bronze statue of a "Nova Scotia Highlander," representing Cumberland's contribution of men to the Great War.

Designed by the famous Italian sculptor, Ghiloni, who took as his basic idea, Colonel John MacRae's immortal poem, "In Flanders Fields," the monument is a marvel of artistic attractiveness. Surmounting the base of massive, gray, native granite, cut and erected by the local firm of J. A. Tingley, and Sons, is a coping of heavy bronze, worked into tablet form and surrounded with a significant embellishment of inter-woven poppies and crosses, flanked at regular intervals with flaming torches. The bronze design extends around the whole monument, the tablets bearing the printed names and ranks of the three hundred and thirty-six Cumberland men who gave their lives in the war. In the front, the metal work terminates in a large bronze plate topped by the Nova Scotian Coat of Arms, and bearing the presentation inscription as produced in the introduction. In the rear of the monument a similar plate contains the verse from "In Flanders Fields", on which the artist founded his design.

"To you, from falling hands,
-We throw the torch:
Be yours to hold it high
If ye break faith
With us who die
We shall not sleep,
Though poppies grow
On Flanders Fields."

Natalie LeBlanc

From: CR Correspondence Unit - CSS Unite de la Correspondance (VAC/ACC)
<vac.crcorrespondenceunit-cssunitedelacorrespondance.acc@canada.ca>
Sent: January-11-19 4:06 PM
To: Natalie LeBlanc
Cc: CR Correspondence Unit - CSS Unite de la Correspondance (VAC/ACC)
Subject: RE: General Question

Dear Ms. LeBlanc:

Thank you for your e-mail regarding protocol for updating on your community's new cenotaph.

Veterans Affairs Canada is always pleased to learn of initiatives, such as yours, which serve to honour and commemorate those who have served in the defence of peace and freedom. The Department also recognizes the importance of such memorials within communities; they are silent but powerful reminders of what those who have served have accomplished and sacrificed for all of us.

With respect to your request, there is no official protocol for updating cenotaphs as they are generally the property of the village, town, or city in which they are located and are therefore at the discretion of the responsible municipal corporation. However, you may also wish to contact your local branch of The Royal Canadian Legion as they are frequently involved in the construction of memorials and cenotaphs and may have some helpful guidelines for you to follow. To find a local branch, you may wish to consult the Legion's website (<http://www.legion.ca/who-we-are/branch-locator/>).

You may also be interested to know that through the Commemorative Partnership Program, Veterans Affairs Canada may provide financial assistance to community organizations to carry out commemorative initiatives such as repairing and updating community war memorials. To learn more, I invite you to visit the Department's website at <http://www.veterans.gc.ca/eng/remembrance/funding-programs/commemorative-partnership/>.

Again, thank you for writing. I hope the information provided is helpful and I wish you every success with the planned update to the memorial in your community.

Sincerely,

Robin Hewitt
Correspondence Writer
Commemoration Division | La Direction générale de la commémoration
Veterans Affairs Canada | Anciens Combattants Canada
Government of Canada | Gouvernement du Canada
www.veterans.gc.ca

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Dwayne Pike, Chief of Police
Date: April 23rd, 2019
Subject: Robert Angus Drive - Request to Review Speed Limit

BACKGROUND

On October 10th, 2017, Council directed the Traffic Authority to review the Speed Limit on Robert Angus Drive. Mayor Kogon had been approached by several individuals who felt the speed limit on Robert Angus Drive should be lowered. The current speed limit is set at 70km/h. Robert Angus Drive extends from its intersection with South Albion Street to its intersection with Willow Street. The road itself extends past the Willow Street intersection and into the county as 'John Black Road' where the speed limit changes from 70km/h to 80km/h as one continues east.

Robert Angus Drive, between the intersections of South Albion Street to the intersection at Church Street, consists of 2 eastbound lanes and 1 westbound lane. The median eastbound lane, while marked as a passing lane, is used primarily for left turns into one of several businesses that are currently located on Robert Angus Drive. The intersection of Robert Angus Drive and Church Street is controlled by a 4-way stop and a flashing red light above the intersection. The stretch of road between the intersections of Church Street and Willow Street is 2 lane only. The intersection at Willow Street is also controlled by a 4-way stop.

In the last 20 years there has been a significant change in the number of intersections with public roads or lanes due to increase in businesses located on Robert Angus Drive. With this change also came the widening and the addition of the second eastbound lane several years ago.

The local traffic authority currently has the ability to adjust speed limits on local streets as long as set speeds are not lower than 50 km/h or that exceed 80 km/h.

DISCUSSION

The concern voiced is whether the current posted speed limit of 70km/h is appropriate given the changes to Robert Angus Drive over the last 2 decades. As a part of this review, several variables were considered, which included:

1. Road classification
2. Road design
3. Road Geometry (horizontal and vertical)
4. Roadside hazards
5. Pedestrian Exposure
6. Cyclist exposure
7. Intersection with public roads/lanes (and types of controls in place)
8. Intersections with private access driveways
9. On-street parking
10. Reported accidents
11. Average Speeds/85th percentile speeds

The “Canadian Guidelines for Establishing Posted Speed Limits’ (Transportation Association of Canada, 2009) was utilized in the preparation of this report. This manual not only provided guidelines for reviewing speed limits, but also provided tools for establishing speed limits based on the road characteristics.

In determining the appropriate speed limit, there has been no single accepted process used universally in Canada¹. In some cases, speed limits were based on the speed that was initially set when the road was designed. In many engineering studies, the ‘85th percentile’ speed was used to determine appropriate speed limits. This method considered that most drivers adjusted their speeds to what was likely a reasonable and safe speed to avoid crashes. As a result, the calculation used would determine the speed (or below) which 85 percent of all vehicles were observed to travel under free-flowing conditions.

The guidelines provided utilizes this information, but also takes into consideration many of the variables listed above.

Also used in this study was the *Traffic Logix Speed Display Device* that was purchased by the Amherst Police Department in 2014. This device was set up on Robert Angus Drive from October 25th 2017 until January 26th, 2018. The data gathered by the device was used to gather information on both vehicle volumes and speeds on Robert Angus Drive (travelling east and west). In reviewing the data, we learned the following:

1. The average speed of vehicles on Robert Angus Drive was 60.1km/h
2. Traffic volume per day averaged 4,120 vehicles per day
3. The 85th percentile speed was approximately 68km/h
4. Very few vehicles travelled faster than 80km/h
5. The highest percentage of speeding violations occurred later at night/early morning
6. Most speeding violations were vehicles headed in a westerly direction

A review of accidents on Robert Angus Drive did not present any alarming trends. In 2018, police received 8 accident reports on Robert Angus Drive. In 2017 there were also 8 accidents. With the amount of traffic on this stretch, this is not an alarming number, especially when one reviews the cause of the accidents which includes poor/slippery driving conditions, failing to yield to oncoming traffic and accidents involving wildlife.

Robert Angus Drive from one end to the other is just over 2km long. The guidelines suggest that a minimum length roadway of 1000m is required for speed zones with posted speed limits of 70km/h or higher². ‘Design Speed’ as noted above only refers to freeway, highway and expressway classifications and was not a consideration in setting a recommended speed limit for Robert Angus Drive.

The guide provides a chart in which the variables listed above can be used to determine a total risk score which then calculates a recommended speed limit. In the case of Robert Angus Drive, many of the risks associated to the design and exposure was determined to be low. Even with the increased number of intersections with public roads or lanes the risk remained fairly low.

¹ Canadian Guidelines for Establishing Posted Speed Limits, Transportation Association of Canada, December 2009, p 1.

² Canadian Guidelines for Establishing Posted Speed Limits, Transportation Association of Canada, December 2009, p 4

MEMORANDUM

TO: Mayor Kogon and Members of Council

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

DATE: April 23, 2019

SUBJECT: Presentation to Council Request

Council have been contacted by Jonathan Willigar on behalf of Woodlot Owners, Contractors and Employees of Cumberland County to give a presentation to Council on Northern Pulp. A copy of the letter is attached.

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

Woodlot Owners, Contractors / Employees of Cumberland County

Monday, April 15, 2019

Cumberland County Municipal Council

Honourable Council Members,

As you are aware, there is great concern in the forestry industry in Nova Scotia with the uncertain status of the continuing operation of Northern Pulp, due to the Boat Harbour Act passed by the government of Nova Scotia.

The Boat Harbour Act requires that the effluent treatment facility in Boat Harbour to be closed in January 2020. The Northern Pulp Company has repeatedly stated they won't be ready with their new treatment facility by this deadline, and with no extension to this deadline, they would have no recourse but to discontinue their operations in Nova Scotia.

The forestry industry in Nova Scotia is very interdependent with Northern Pulp's operation being a center piece of the industry. If they fail, the ramifications would be very far reaching and would probably be particularly devastating to the many people involved in the industry of Cumberland County.

A group of woodlot owners, industrial forestry companies, forestry contractors, trucking companies, and other forest industry stake holders would like to present to you at council, or in some other forum, the impact of a Northern Pulp shut down to Cumberland County, and the reasons why the company should be granted an extension for their development of an alternate treatment facility process. After this presentation, if you as a council support our position, we would request that you send a letter to the premier, requesting the provincial government grant an extension to the company, to allow them the time that is actually required to complete this massive project.

Thank you for your consideration on this important issue.

Sincerely,

Woodlot Owners, Contractors / Employees of Cumberland County



TOWN OF AMHERST
PROCUREMENT AWARDS LESS THAN \$250,000
 Approved by CAO or Designate
QUARTERLY REPORT FOR January, February & March - 2019



CONTRACT	# OF BIDS	AWARDED TO:	BUDGET AMOUNT	AMOUNT OF AWARD	APPROVAL DATE	BUDGET TYPE	APPROVING AUTHORITY	TYPE
T-19-01 Provision of Fuel Products	3	Parkland (Bluewave)	\$5,500	\$3,579	28-FEB-19	Operational	CAO	Regular
RFP-18-21 Supply & Delivery of New 4WD Tractor with Loader	4	Fort Equipment	\$35,000	33,549	18-JAN-19	Capital	CAO	Regular
RFP-18-29 Supply & Delivery of Self-Contained Breathing Apparatus	3	Cummings' Fire & Safety	\$72,000	\$70,731	01-FEB-19	Capital	CAO	Regular
RFP-18-35 Level II Body Armour	4	Fundy Tactical	\$35,000	\$22,539	19-FEB-19	Capital	CAO	Regular
RFP-18-38 Supply of Breathing Air Cylinders	2	Cancelled No compliant proposals	\$10,000	\$0	01-FEB-19	Capital	CAO	Regular
RFP-18-39 Digital Trainer – AFD	1	Cancelled Over-budget	\$46,000	\$0	28-FEB-19	Capital	CAO	Regular
RFP-18-43 Elevator Maintenance	2	KONE Inc.	\$24,000	\$9,386	22-MAR-19	Operational	CAO	Regular
RFP-19-01 Supply & Delivery of Hanging Baskets	3	Blomidon Nurseries	\$9,000	\$8,030	19-MAR-19	Operational	CFO	Regular
RFP-19-02 Supply & Delivery of Bedding Plants	3	Norwood Gardens	\$7,000	\$5,227	19-MAR-19	Operational	CFO	Regular
RFQ-18-20 Bunker Gear	4	Micmac Fire	\$20,000	\$18,302	07-FEB-19	Capital	CAO	Regular
RFQ-18-27 Cell Block Sound Panels	1	20/20 Productions	\$12,000	\$8,500	15-MAR-19	Capital	CFO	Regular
RFQ-18-44 Purchase of Organic Collection Carts	1	Valley Waste	\$5,000	\$4,525	18-JAN-19	Operational	CAO	Alternative
RFQ-18-51 Freight for Organic Collection Carts	3	Bill Dowe Trucking	\$7,000	\$6779	18-JAN-19	Operational	CAO	Regular
RFQ-18-52 Supply & Install Police Vehicle Equipment	2	Auto Light Atlantic	\$14,972	\$11,959	22-MAR-19	Capital	CAO	Regular
RFQ-18-53 Supply & Delivery of Water Meters	2	Scotia Tech	\$12,500	\$12,395	17-JAN-19	Capital	CFO	Regular
RFQ-18-54 Supply & Delivery of Hydrants	2	McLennan Sales	\$12,500	\$10,429	17-JAN-19	Capital	CFO	Regular
RFQ-18-55 Installation of Highway Signage	1	NSTIR	\$11,000	\$8,502	15-JAN-19	Capital	CAO	ALTP
RFQ-18-56 Lease of Folder/Insertion Machine	2	Office Interiors	\$8,022	\$8,022	01-FEB-19	Operational	CAO	Regular
RFQ-18-57 Supply of Watchguard In-car Camera System	1	Watchguard	\$18,000	\$17,767	25-MAR-19	Capital	CAO	Alternative
RFQ-18-58 Digital Trainer – AFD	1	Micmac Fire	\$46,000	\$40,464	28-FEB-19	Capital	CAO	ALTP
RFQ-18-60 Supply of Water Meter Guns	1	Scotia Tech	\$4,500	\$3,942	22-MAR-19	Operational	CAO	Alternative
RFQ-19-01 Supply & Delivery of Ammunition	2	Korth Group	\$7,000	\$6,053	26-MAR-19	Operational	CFO	Regular
		MDCharlton		\$93				

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

All values include non-recoverable HST

Monthly Report

Operations

April 2019

We placed approximately 45 tonnes of recycled asphalt in potholes in March, bringing our total tonnage to 81 tonnes placed in the last 3 months.

The utility crew performed daily checks of walkways and entrances to Town owned buildings, removing snow and ice as needed. The utility crew also provided traffic control for several street closures, repaired or replaced compost bins, and maintained the temporary traffic signs that are placed throughout the winter.

There was only 1 significant snow event in March. On March 4 we received 25cms of snow which required plowing of streets, sidewalks, parking lots, and hauling snow from the downtown core. The salt truck was out almost daily as the trend of fluctuating temperatures continued throughout the month.

There were 6 broken water mains in March:

- Belliveau Avenue – 6” cast iron, main cracked
- Centennial Villa – 8” cast iron, hole in main (private)
- Havelock Street – service leak at main
- Spring Street – service leak at main
- North Adelaide Street - 6” cast iron main, hole in main
- Cornwall Street – 6” cast iron , cracked main

In the last 3 months there have been 14 broken water mains. During the same period in 2018 there were 4, and in 2017 there were 3. The significant increase in broken mains this year is directly related to the frequent freeze/thaw cycles we experienced. As the ground shifts, even below the frost line, the stress on the pipe causes it to break. Most of our older water mains are made from cast iron that is rigid and brittle, most failures are on cast iron pipe.

The sewer crew have been doing their typical bi-weekly sampling at the waste water treatment facility and the regular cleaning of the Terrace Lift Station. They have also been cleaning the bar screen at the WWTP on a daily basis since the channel monster failed in the fall. The sewer crew had to repair a plugged sewer main that runs between Cumberland ridge Drive and Colin Court. Once the blockage was located a vacuum truck was hired to remove the debris and flush the line.

Operations staff assisted the Recreation department with their move from Town Hall to the Stadium, moving desks, office furniture, and boxes.

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

Upcoming / ongoing projects for April include:

- Patching of potholes with recycled hot mix asphalt
- Emptying of dog waste receptacles
- Solid waste collection from on street receptacles
- Water meter reading
- Water and sewer operators will be attending the Annual WPWWA training seminar in Moncton
- Sidewalk sweeping to remove accumulated sand from the winter
- Street sweeping
- Repair of winter plow damage

MONTHLY REPORT

Amherst Police Department

April 2019

This report covers the month of March 2019

PROFESSIONAL DEVELOPMENT/TRAINING

Lean 6 Sigma: Chief Pike and Acting D/Chief Hunter attended Lean 6 Sigma training on March 26 & 27. This training provided an introduction to the Lean Six Sigma approaches to analyzing processes and looking for efficiencies. As this is directly related to the sustainability review, it was an important training experience for all involved.

OPERATIONAL

Itunes Cards – Frauds. Constable Wood has been investigating a fraud involving itunes cards. In these cases, fraud artists call the victim and advised that they are in arrears on bills (CRA, Phone, hospital bills) and request payment via itune cards. Victims purchase the itunes cards and provide the card numbers so that the suspect can access the money on the card. Fraud artists are able to sell the itunes codes online. One recent victim in Amherst was defrauded for close to \$20,000 and had purchased over 200 itunes cards. Suspects in these frauds usually target seniors who are more vulnerable.

Stunting, West Victoria Street: On March 12th, at approximately 4:14pm, police stopped a speeding vehicle on West Victoria Street. The vehicle was clocked at 104 km/h in a 50km/h zone. The 25 year old driver was stopped and charged with 'Stunting' which carries a fine of \$2422.50 for a first offense.

Permanent Chief Appointment: On March 25th, Dwayne Pike was appointed as the permanent Chief of Police. Dwayne has been with the Amherst Police Department for close to 23 years and was Acting Chief for nine months as a result of the retirement of Chief Ian Naylor in July of 2018. Prior to his appointment as Chief, Dwayne was promoted to Deputy Chief in 2014.

Fallen FireFighter: On March 30th, Chief Dwayne Pike, Cst Tom Wood and Cst Charlie Munro attended the funeral for Skyler Blackie, a member of the Truro Fire Department who died tragically as a result of a training accident. The funeral was attended by Fire Department members from all over North America. APD members marched with members of the Amherst Fire Department

CRIME PREVENTION/SCHOOL RESOURCE

Members attended the YMCA Youth Drop in which continues to see the attendance numbers in the 70's.

Constable Harrison has set 3 dates in April to complete presentations on Internet Safety. She has invited CyberScan to attend and assist with the presentations to the 3 schools.

In March, Constable Harrison moved into her new office space at ARHS. This provides her with space to meet students and staff and a workspace to call her own at the school.

Constables' Wood and Harrison both attended International Womens' Day committee meetings and the Luncheon that was held on March 8th. Chief Pike and Acting S/Sgt also attended. The guest speaker this year was Lacey Fisher.

Constable Harrison conducted several SafeTALK sessions in March, including one in Springhill and one at Trinity United Church. SafeTALK is about suicide prevention, and teaches one to recognize the signs indicating risk of suicide and how to communicate to that person and provide resources.

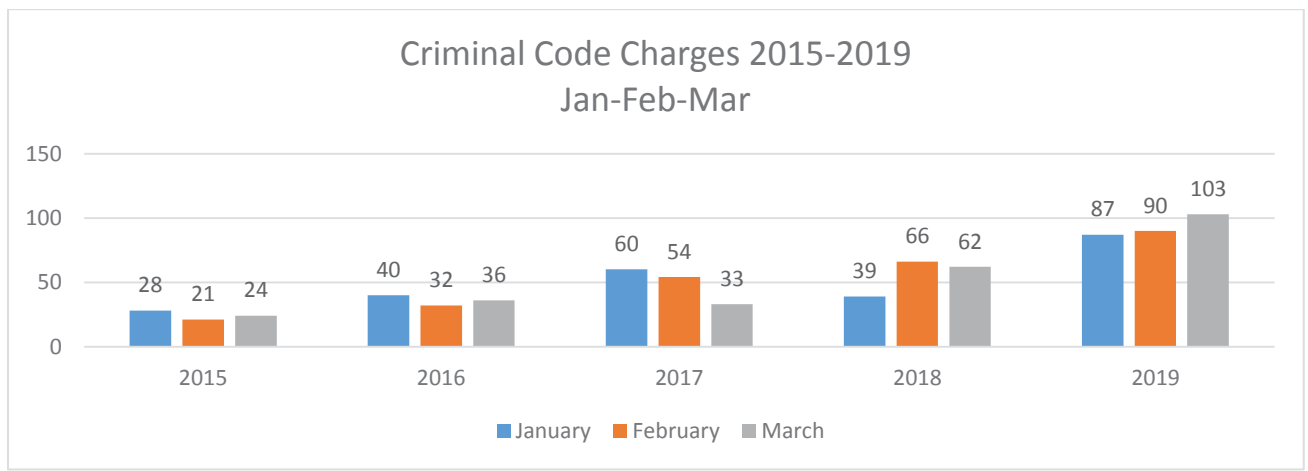
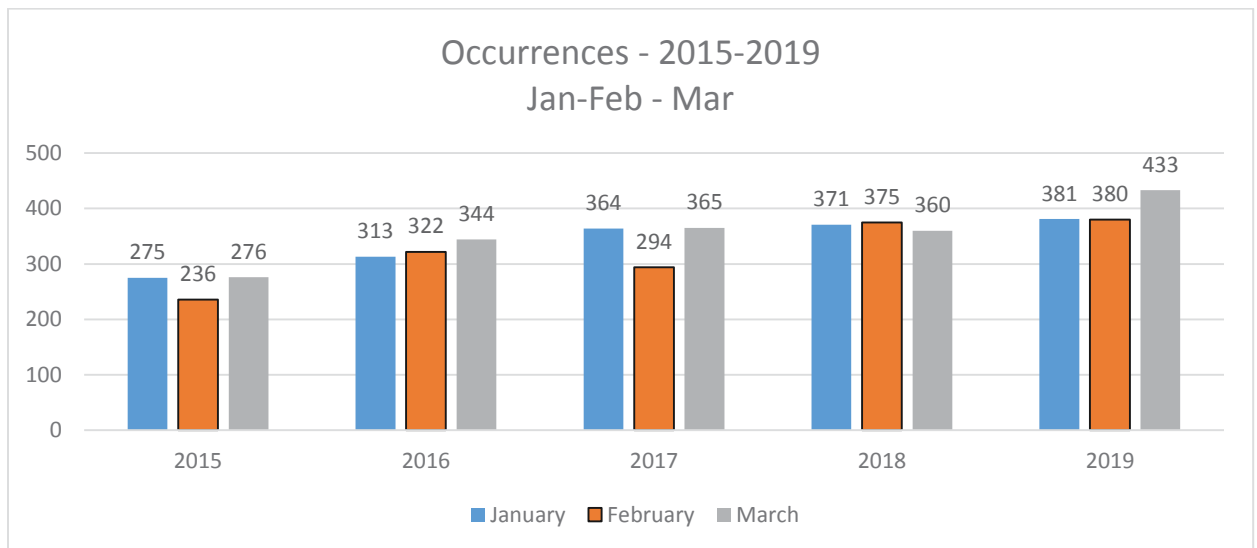
Police Week planning is now underway, with both Cst Wood and Cst Harrison starting preparations. The event will be held on May 14th at the Amherst Centre Mall.

FOCUSED ENFORCEMENT:

Focused Enforcement for March was seatbelts. Members dedicated over 42 hours to this initiative which resulted in 6 tickets for seatbelts, 8 tickets for other offenses and 7 warnings.

OPERATIONAL STATS – March 2019

Occurrences: 433	Criminal Code Charges: 103
Impaired by Alcohol: 1	CDSA: 8
Impaired by Drug: 0	Traffic Written Warnings: 67
Traffic Tickets: 60	LCA: 6
Vehicle Checks: 273	Bike Patrol Hours: 0
Foot Patrol Hours: 81h 13m	



1st Qtr = January 1st - March 31st										3rd Qtr = July 1st - September 30th		4th Qtr = October 1st - December 31st		
2nd Qtr = April 1st - June 30th														
Offence Category	2019 1st Qtr	2018 1st Qtr	2019 2nd Qtr	2018 2nd Qtr	2019 3rd Qtr	2018 3rd Qtr	2019 4th Qtr	2018 4th Qtr	2019 Comparison 1st period ending	2018 Comparison 1st period ending	%			
Assault	33	37		57		59		50	33	37	-10.81%			
Break & Enter - Business	1	6		1		7		7	1	6	-83.33%			
Break & Enter - Residence	8	7		8		15		17	8	7	14.28%			
Domestic Incident	42	50		48		42		37	42	50	-16.00%			
Impaired Driving	14	17		20		22		20	14	17	-17.65%			
Liquor Act Offences	11	11		12		7		17	11	11	-			
Other Criminal Code	89	66		89		120		89	89	66	34.85%			
Possession of Stolen Property	0	3		2		1		6	0	3	-100.00%			
Robbery	1	0		0		0		0	1	0	100.00%			
Sexual Assault	6	3		3		2		4	6	3	100.00%			
Spousal Partner Abuse	7	12		17		10		12	7	12	-41.67%			
Theft	38	48		46		68		64	38	48	-20.83%			
Theft of Motor Vehicle	1	5		1		1		3	1	5	-80.00%			
Theft from Motor Vehicle	7	7		17		25		11	7	7	-			
MVA SOT's	151	90		109		118		157	151	90	67.78%			
LCA SOT's	9	8		12		6		14	9	8	12.50%			
Traffic Warning Issued	214	55		84		126		141	214	55	289.09%			
Vandalism (Mischief)	7	12		7		18		13	7	12	-41.67%			
Occurrences	1194	1106		1378		1561		1398	1194	1106	7.96%			
Vehicle Checks	690	396		475		590		675	690	396	74.24%			
Foot Patrol Hours	205h 11m	148h 24m		191h 55m		161h 28m		157h 15m	205h 11m	148h 24m	/			
Bike Patrol Hours	0	0		0		7h 3m		0	0	0	/			
Red indicates a decrease														
Blue indicates an increase														
Updated: April 3, 2019														

Monthly Report

Recreation / Culture / Programming / Communications

April 2019

Active Living

A second session of the Adult Learn to Skate Program was added Monday evenings for 5 weeks from March 18 to April 15. 12 participants have signed up so far. The After-School Skating program has finished had an average attendance of 20-25 participants each day. The Steady Stride Rehab Walking Program continues at the stadium on Thursdays, led by the Community Rehab Department staff with currently 12 members. Walkers have completed the March Indoor Walking Challenge to Mexico in just under 4 weeks. The goal to Mexico was 5,020 km. Laps walked was 26,376 laps which equals 5,275 km. 50-80 walkers were signing in daily and tracking their laps. The Amherst Cumberland Multisport group completed their 7th sport, Athletics with the Cumberland Sporting Club, and are now onto Soccer with Fundy Youth Soccer. Friday night fun attendance for March 1-15 was 108 for ages 5-8 year old's with an average of 36 each night and 64 for ages 9-14 year old's with an average of 21 each night. Out of the total of 172 participants, 28 of them were from the County. The Friday Night Fun program finished for the year on March 15 and will start back up again in October. By collaborating with the local organizations including YMCA, Maggie's Place and the Four Father's Library, a March Break activity schedule was produced and the brochure was delivered to local schools as well as businesses and facilities in the area. This March Break activity schedule included daily free recreational skates at the stadium and 2 free Town sponsored swims.

Culture, Events and Marketing

Provided assistance to the Fred Page Cup host committee. Participated in the Women' Day Luncheon on March 8th. Worked with community organizations on March Break activities, design and distribution of March Break Flyers, also design of promotion material for Tax Bills. Fred Page Cup marketing initiatives with Eastlink – Weekly Conference calls regarding marketing strategies and leveraging Town of Amherst brand for the upcoming Fred Page Cup. Internal meetings and collaboration on opening ceremonies, set up etc. Attended Home Garden and Recreation Show and provided a Promotional Table on March 15-17. Nominations and Coordination on Provincial Volunteer Dinner – Recommendation letters, invitations, tickets. Final planning on upcoming Amherst Volunteer Nominations Ceremony. Attending the Rotary Park Meeting. Collection of information and organized a Power Point presentation for the Public Meeting. Captured feedback from community to provide to Rotary Park Committee. Posters, promotion and marketing materials created and distributed for TOA Events, also collaboration with partners on materials and distribution. Updated and maintained social media posting and community calendar.

Horticulturist

In March the tender for our Bedding Plant was awarded to Norwood Gardens of Lake Echo, NS, and the RFP for our Hanging Baskets was awarded to Blomidon Nurseries of Wolfville, NS. We very much look forward to see what the 2019 growing season has in store with us as we welcome these new vendors. Weekly monitoring of parks, greenspaces, and ongoing street and park tree evaluations. Gardening advice and tips were offered to residents through What's Up Rec Column. Active participation in meeting with local groups concerning our parks and greenspaces - Communities in Bloom Committee, Rotary Park Public Meeting, as well as met with local youth group to address their concerns on the presence of litter throughout our town. Attended and successfully completed Lean Six Sigma training. Spring preparation and planning for the work to be carried out throughout the 2019 growing season also took place throughout the month of March.

A Place To Play

The Outdoor Skating surface closed on Friday, March 15 due to inconsistent weather. Users had a great season at the surface. The surface was dismantled and materials put away on Friday, March. 29. Thank you to Public Works and other departments who helped make another season at 'A' Place to Play a success.

Amherst Stadium

March was a busy month at the Amherst Stadium. We were very proud to host two tournaments which fell under the no fee ice. First we hosted the Atom A Regionals which attracted 7 teams from Northern Nova Scotia. As a result of the no fee ice each team saved \$350.00 off their registration cost. For this tournament they used 24.75 hours. The second tournament we hosted was the Annual Bates/Merrill Friendship Hockey Tournament. This tournament attracted 29 teams with each team saving between \$100 and \$150 off their registration. For this tournament they used 25 hours. Both tournaments were a huge success which saw hotels and restaurants in the community busy. In March 2019 CCMHA used 63.5 hours compared to 63.5 hours in 2018. Amherst Skating Club used 42 hours in March 2019 compared to 39.5 hours in 2018. Total public skating hours for March 2019 was 90 compared to 85.5 hours in 2018. The breakdown for these public skating hours are as follows (Adults and Seniors skating – 14), (Parents and Tots Skating – 14), (Open Public Skating – 28), (After School Skating/Shinny– 18, After School Skating/Ringette – 5 and 11 hours for March Break Skating. Total hours used at the Amherst Stadium for March 2019 was 297 compared to 295.5 in 2018.

Parks and Dog Park

All parks remain open but are winterized. Parks and trails are still accessible but weather may cause some issues. Parks that have swing sets are still in full operation. Dickey Park washrooms are still open daily. The Dog Park at Dickey remains open from sunrise to sunset and is highly used even in the cold winter weather we have experienced. This facility is equipped with waste receptacles, garbage cans, benches and a holding area

Monthly Report

Fire Department

April 2019

Responses (March)

Town of Amherst – 11 events

- 2 Monitored alarm activation
- 1 Structure fire
- 1 Vehicle fire
- 1 Flue fire
- 1 Alarm – Pull station activated
- 2 Smoke alarm activated
- 2 Wildland fire
- 1 Sprinkler head failure

Contract area (District 2) – 9 events

- 2 Motor vehicle accidents
- 1 Arcing power line
- 2 Flue fire
- 1 Air quality check
- 2 Monitored alarm
- 1 Structure fire

Fire Inspections

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

Professional Development

Our recruit firefighters have completed their fourth month of the basic fire fighter training program. The next phase of their program will focus on fire fighter survival, search & rescue and fire suppression techniques. Also, eleven members of the department have started to take the pump operation course. This program will provide all of the participants with knowledge and skill to effectively operate a fire apparatus mounted pump in any situation.

Events

On behalf of the members of the Amherst Fire Department, I wish to extend my appreciation and thanks for the support of Council, staff and the public following the passing of Truro Firefighter Skylar Blackie, and the recent First Responders' Week. We greatly appreciate your support.

COR Certification (All departments)

Workplace safety is a shared responsibility and is paramount to achieving an effective safety culture. Through demonstrated leadership and commitment to workplace health and safety the Town of Amherst continuously focuses on strengthening our health and safety culture and processes. The process to achieving COR certification will focus on reviewing our current program and processes, including an external COR certification audit. The current plan is to achieve COR certification by mid to late 2020.

The first step in achieving this certification will be to focus our review on one department at a time and then go to the next department and so on. The operations department will be the first department to be reviewed. This review will start with a gap analysis, which will determine how the department currently meets the requirements for COR certification; and define any corrective actions that need to be taken.

The COR certification program is the most widely accepted standard for safety certification. Currently 3 businesses in Amherst and 20 businesses in Cumberland County have achieved this standard and are actively contributing to a positive occupational health and safety culture. Companies with COR certification performed 35% above non-certified companies for Time Loss Accidents.

Monthly Report

Planning and Strategic Initiatives

April 2019

Staff continue to refine the results of the Council's Strategic Priority Planning Day held in December. Priority themes, and Potential Outcomes have been through multiple reviews with management staff. A Vision, Mission, and Guiding Principles have also been developed, with the goal to provide them for Council's consideration through the budget process.

The VIA Station renovation is underway, and operational details (security, utilities, renovation planning) are being worked through. With the transfer now complete, Planning will be transitioning responsibility to Facilities Management within the Operations Department.

Extensive project planning for the NSPI Smart Grid Implementation Project is ongoing with a second funding announcement being considered for May. The project originally included a solar and battery installation at the Stadium, but this component is now being considered for another Town owned facility. This change allows the Town to pursue the Solar for Community Buildings Program that was awarded for the Stadium.

Town staff are in discussions with the Cumberland Energy Authority and Efficiency Nova Scotia for administration of the 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. A CDR providing details of the program is included in this month's agenda.

With regards to planning matters, staff will be holding a Public Participation Session on May 1st to get public input on a potential amendment to the Land Use Bylaw that would allow non-electrified, off-lot signage in the Core Area District of the Downtown Zone. Staff are continuing to consult with a developer on a significant land development.

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

Monthly Report

Economic Development

April 2019

Demographic and Business Support

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

- Attended “Now to Next: Co-op Education Summit” in Halifax to connect with students from seven universities and encourage them to come to Amherst for their work terms.
- Promoted seven Amherst restaurants through “French Toast Fest”, which promoted Amherst throughout the Maritimes through interviews on CBC Radio’s “Mainstreet” program and CTV Morning Live television.

Respond to Business Investment Opportunities

The Business Development Officer responded to an inquiry from a business looking for 20-40 acres along a rail line. Three suitable properties were proposed.

Support Initiatives at the Community Credit Union Business Innovation Centre

More than 208 hours of bookings were seen during March, more than double the booking hours of last March. The conference room, boardroom and hub meeting room were used by businesses, community groups, and government organizations.

Increase the Impact of Tourism on the Local Economy

The BDO has planned a series of events and activities for the 2019 tourism season including:

- Amherst Performing Arts Series at Community Credit Union Business Innovation Centre
- Atlantic Wildlife Festival at the Amherst Stadium (June 15-16)
- Summer Night Markets on Ratchford St. the 3rd Thursday of each month from June to October
- Horse-drawn carriage tours and historic walking tours on Thursday evenings from June to Oct.

A new online magazine promoting Amherst and surrounding area will be released in April.