



**Town of Amherst
Committee of the Whole**

Date: **Monday, January 21, 2019**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order	
1.1 Approval of Agenda	
1.2 Approval of Minutes	1 - 3
2. Presentations	
2.1 Sarah MacMaster - Youth in the Community Needing a Place to Belong	
3. In Camera	
3.1 Approval of In Camera Agenda	
3.2 Approval of In Camera Minutes	
3.3 MGA 22(2)(e) Contract Negotiations	
4. Council Direction Requests	
4.1 Territorial Acknowledgement - K JONES	4 - 17
4.2 Request for Batting Cage at Robbs - SCHURMAN	18 - 25
4.3 Poverty Reduction - SCHURMAN	26 - 37
4.4 Council Remuneration - HERRETT	38 - 51
4.5 Snow and Ice Management Policy Amendments - RECTOR	52 - 72
4.6 Bicycle Lanes - BLANCH	73 - 73
5. Information Items	
5.1 Physician Recruitment Memo - RECTOR	74 - 74
5.2 Quarterly Procurement Report - RECTOR	75 - 75

5.3	MacMaster Correspondence - Sidewalk to Hospital - K JONES	76 - 76
5.4	Strategic Priorities Update - FISHER	77 - 83
6.	Monthly Reports	
6.1	Corporate Services	84 - 85
6.2	Operations	86 - 86
6.3	Police Services	87 - 88
6.4	Recreation	89 - 90
6.5	Fire Services	91 - 91
6.6	Planning & Strategic Initiatives	92 - 92
6.7	Economic Development	93 - 93
7.	Adjournment	

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

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

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Dwayne Pike, Acting Police Chief
Tom McCoag, Corporate Communications Officer
Andrew Fisher, Manager of Planning & Strategic Initiatives
Shelley Rector, Chief Financial Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

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

**Moved By Councillor Rhindress
Seconded By Councillor Byrne
That the agenda be approved as circulated.**

MOTION CARRIED

1.2 Approval of Minutes - November 19, 2018

**Moved By Deputy Mayor Christie
Seconded By Councillor MacKenzie
That the minutes of the November 19, 2018 Committee of the Whole meeting be approved as circulated.**

MOTION CARRIED

2. In Camera

**Moved By Councillor Jones
Seconded By Councillor Rhindress
That the Committee move to an In Camera session.**

MOTION CARRIED

3. Council Direction Requests

3.1 Public Participation and Notification Policy

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

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.

MOTION CARRIED

3.2 Request for Batting Cage at Robb's Complex

Moved By Councillor MacKenzie

Seconded By Councillor Jones

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.

MOTION CARRIED

3.3 Fundy Winds Project Request for Assistance

Moved By Councillor Jones

Seconded By Councillor Rhindress

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).

MOTION CARRIED

4. Information Items

4.1 Erncliff Street Rail Crossing Update Memo

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That Council forward approval of \$52,877 to be allocated in the current (2018/19) Capital Budget for the Town's contribution to the installation of new warning gates at the Erncliff Street railway crossing and that the Mayor and CAO be authorized to sign the attached Crossing Warning System Modification Agreement, to the December 17, 2018 regular meeting of Amherst Town Council.

MOTION CARRIED

4.2 North Tyndal Wellfield Forest Management Plan

Mr. MacDonald reviewed his report included as part of the agenda package. Information item; no direction given or action required.

4.3 Interest in Pilot Program to Remove CAP

Moved by Councillor MacKenzie

Seconded by Councillor Byrne

That Council direct the CAO to advise NSFM that the Town of Amherst is interested in the CAP pilot project, subject to final details.

MOTION CARRIED

5. Monthly Reports

5.1 Corporate Services

Information item; no direction given or action required.

5.2 Operations

Information item; no direction given or action required.

5.3 Police Services

Information item; no direction given or action required.

5.4 Recreation

Information item; no direction given or action required.

5.5 Fire Services

Information item; no direction given or action required.

5.6 Planning & Strategic Initiatives

Information item; no direction given or action required.

5.7 Economic Development

Information item; no direction given or action required.

6. Adjournment

Moved By Councillor Blanch

Seconded By Councillor Rhindress

To adjourn at 5:50 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: January 21, 2019

SUBJECT: Territorial Acknowledgement / Amend Proceedings of Council Policy

ORIGIN: Direction to staff from the April 2018 Council meeting.

LEGISLATIVE AUTHORITY: Policy #10350-24 Proceedings of Council.

RECOMMENDATION: That the amendment to the Proceedings of Council Policy be forwarded to Council for consideration and approval at the January 28, 2019 regular meeting.

BACKGROUND: This is an important protocol that we see being adopted and practiced by many municipalities across the country. In acknowledging treaty and traditional territory, municipalities are responding to TRC recommendation ' 45iii: *Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect and shared responsibility for maintaining those relationships into the future*'

DISCUSSION: I would propose that we add the following statement to our Council meeting agenda, and it would be read aloud by the Chair immediately following the Call to Order.

The Statement will read:

"We [!] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples. This territory is covered by the "Treaties of Peace and Friendship" first signed with the British Crown in 1725.

FINANCIAL IMPLICATIONS: There are no financial implications

COMMUNITY ENGAGEMENT: There has been no community engagement

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

SOCIAL JUSTICE IMPLICATIONS: Supports inclusion and recognition of our history and heritage and the indigenous peoples from our area.



ALTERNATIVES:

- 1- Approve the policy with the territorial acknowledgement as presented
- 2- Approve the policy amendment with alternative language
- 3- Do not amend the policy

ATTACHMENTS: Proceedings of Council Policy

Report prepared by: Kimberlee Jones

Report and Financial approved by:

DEPARTMENT: Council**TITLE: Proceedings of Council**

Minutes reference date: 23 February 2015 22 June 2015

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

Definitions

2. In this Policy, unless the context otherwise requires,
 - (a) "business day(s)" means a day when the Town of Amherst office is open for business;
 - (b) "Chair" means the presiding officer;
 - (c) "committee" means any standing or adhoc committee or commission, the members of which are appointed by Council;
 - (c) "Council" means the Council of the Town of Amherst;
 - (d) "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
 - (e) "majority" means more than one half of those present, unless the context indicates otherwise.

Time, Place, Date and Notice of Meetings of Council and Committee of the Whole

3. Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
 - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
 - (b) On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August;
 - (c) Commencing at 7:00 PM and concluding not later than 9:00 PM; when public hearings are scheduled, the hearing will commence at 6:30 PM and the Council meeting will commence at 7:00 PM.
4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:
 - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;

- (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
 - (c) Commencing at 4:00 PM and concluding not later than 6:00 PM.
 - i. Should there remain unfinished business on the agenda at 6:00 PM, the meeting shall be adjourned until 4:00 PM on the fourth Monday when the balance of the business on the agenda shall be addressed.
5. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:
- (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
6. Additional or special meetings of Council or Committee of the Whole may be convened
- (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support such a step.
 - (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.
7. Specific notice to Council Members and to the public need not be provided of
- (a) Meetings held pursuant to section 3 or 4; or
 - (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6;

but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.

8. Within 30 days following the first meeting of Council after a municipal election or by-election:
 - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
 - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;
9. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.
10. Subject to section 7, notice of meetings shall be provided to the public by posting in the lobby of the Dominion Public Building and in a prominent place on the Town's website, a "Notice of Council Meeting" containing the time, date and place of the meeting.

Conduct of Meetings

11. It shall be the duty of the Chair to:
 - (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
 - (b) Receive and submit to Council motions properly presented by a Council Member;
 - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
 - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
 - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 - (f) Enforce on all occasions, the observance of order and decorum;
 - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (h) Inform the Council when necessary, or when referred to, on a point of order;
 - (i) Permit the Chief Administrative Officer to speak on any point upon request;
 - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
 - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time. And
 - (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

Council Agenda

12. All items appearing on the Council agenda will only consist of items that have been:
 - (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
 - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
 - (c) Submitted by a member of Council prior to the issuing of the final agenda;
 - (d) Approved as an addition to the agenda of a regular meeting at the time the agenda is approved at the meeting.
13. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town of Amherst to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
14. Preliminary Council agendas will be issued by 4:30 PM on the Friday preceding the regularly scheduled meeting.
15. Final Council agendas will be issued by noon on the day of the meeting.
16. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.
17. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with *in camera*.
18. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) National anthem
 - (d) Presentations
 - (e) Approval of agenda, including additions or deletions
 - (f) Approval of minutes from the previous meeting
 - (g) Follow up action list
 - (h) Requests for Decision

- (i) Information / Discussion Items
 - (j) Additions
 - (k) Internal Committee Reports
 - (l) External Committee Reports
 - (m) Adjournment
19. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
- (a) The date the meeting was held;
 - (b) A review of the key issues or discussion points covered that have an impact on the Town;
 - (c) Information and decisions that may impact a current Council position, or future Council course of action;
 - (d) A summary of the organization's key operations and events.

Committee of the Whole Agenda

20. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.
21. Items appearing on the Committee of the Whole agenda will only consist of items as follows:
- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
 - (b) Submitted by a member of Council prior to the issuing of the final agenda;
 - (c) Staff reports;
 - (d) Items from the administration requiring a decision or direction;
 - (e) Items approved as an addition to the agenda at the time the agenda is approved at the meeting.
22. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Friday preceding the regularly scheduled meeting.
23. Final Committee of the Whole agendas will be issued by noon on the day of the meeting.

24. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
25. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in camera.
26. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - (a) Call to Order
 - (b) Approval of Agenda
 - (c) Approval of Minutes
 - (d) Presentations
 - (e) Council Direction Requests
 - (f) Information / Discussion Items
 - (g) Monthly Departmental Reports
 - (h) Adjournment

Minutes

27. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
28. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
29. The Minutes shall:
 - (a) Record the time when any Council Member joins or leaves a meeting which is in progress;
 - (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
 - (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

Motions, Voting and Speaking

30. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
31. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
32. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
33. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
34. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
35. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
36. When any question is before the Council, the only motions in order shall be:
 - (a) A motion in amendment of the original motion;
 - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
 - (d) A motion to close the debate at a specified time;
 - (e) A motion that the question be put to a vote;
 - (f) A motion to adjourn.
37. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
 - (a) To refer to a committee;
 - (b) To defer the consideration of the question;
 - (c) To close the debate at a specified time;
 - (d) That the question be put to a vote;
 - (e) To adjourn

Any of which may be moved either to the original motion or to the amendment of the original motion.

38. A motion:

- (a) That the debate be closed at a specified time; or
- (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

39. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.

40. A motion to adjourn shall always be in order except in the following cases:

- (a) When a Council Member is in possession of the floor;
- (b) When the "yeas" and "nays" are being called;
- (c) While the Council Members are voting; or
- (d) When the adjournment was the last preceding motion.

41. The following questions shall be decided without debate:

- (a) A motion to reconsider;
- (b) All motions as to priority of business or as to the suspension of the order of the day;
- (c) Applications to speak more than the prescribed number of times;
- (d) A motion to allow any person other than the Council Members or CAO to address the Council;
- (e) A motion to postpone to a specified time or day;
- (f) A motion to lay on the table when claiming a privilege over another person; and
- (g) A motion to adjourn.

42. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

43. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
44. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.
45. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
46. When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
47. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
48. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

Reconsideration

49. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
50. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
51. No discussion of the main question shall be allowed on the motion for reconsideration.
52. The following matters are not eligible for reconsideration:
 - (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
 - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - (c) A matter which has been reconsidered once; and
 - (d) A vote to reconsider.

Rescission

53. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the

same is moved.

54. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.
55. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.
56. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
57. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefor.
58. If the motion to rescinded is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
59. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

Points of Order

60. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
61. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
62. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
63. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
64. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
65. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
66. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.

67. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
68. Persons who are not Council Members or officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
69. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
70. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
71. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
72. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

Presentations to Council

73. Persons wishing to make a presentation to Council shall write one week in advance of the next Committee of the Whole meeting to the CAO outlining their issue and the decision they wish Council to consider, and request to make a presentation.
74. The request will be added to the next Committee of the Whole agenda to be issued.
75. Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
76. The CAO shall advise the person or group requesting to make a presentation of the decision of Committee of the Whole including, if approved, the date and time of the presentation.
77. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.
78. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
79. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

Petitions

80. Persons wishing to present a petition to Council shall file a copy of the petition with the CAO before 12:00 noon on the Wednesday prior to the meeting of Council at which it is proposed to be presented.
81. The CAO shall circulate a copy of any such petition to each member of Council before the meeting at which it is proposed to be presented.
82. The body of the petition itself, excluding the list of names, shall, if determined by the Chairperson to be practical, be read by the CAO on behalf of the group supporting the petition.
83. No petition shall be presented which Council determines to contain impertinent or improper matter.
84. No persons shall be permitted to speak, whether supporting or opposing the petition, unless the petition comes up for discussion which shall be at the next regular meeting of Council unless Council decides according to the rules to hold a special meeting of Council for that purpose.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: January 21, 2019

SUBJECT: Batting Cage

ORIGIN: Memo requesting a Batting Cage (attached)

LEGISLATIVE AUTHORITY: MGA 65(ag)

RECOMMENDATION: With information on costs now provided, it is recommended that the request from the users of the Robb Complex as well as Little League Baseball to construct a batting cage at Robb Complex using Baseball Canada standards be referred to the Capital Budget process .

BACKGROUND: Request was received from the users of Robb Complex for the construction of a batting cage. Council directed the Recreation Department to research potential costs, accompanied by a recommendation.

DISCUSSION: Attached Memo.

FINANCIAL IMPLICATIONS: Estimates indicate an investment of approximately \$20,000 would be required to meet Baseball Canada standards. While the budget process is in the draft stage, this cost if approved would need to be included in the 2019-20 budget allocations.

SOCIAL JUSTICE IMPLICATIONS: The batting cage would be available at no cost to any and all who choose to use the facility.

ENVIRONMENTAL IMPLICATIONS: N/A

COMMUNITY ENGAGEMENT: There has been no community engagement by the Town. Based on the request from the user groups, while the Town has not been involved, it suggests there has been discussion among them.

ALTERNATIVES:

1. Council does not fund this request;
2. Council requires user groups to be funding partners;
3. Council allocates space for the user groups to fund the construction; or
4. Council tables the request for future year budget consideration.

ATTACHMENTS: Memo requesting batting cage



Report prepared by:

Report and Financial approved by:

MEMORANDUM

To: Mayor Kogon and Amherst Town Council
From: Bill Schurman, Director of Recreation
Date: January 21, 2019
Subject: Request for Batting Cage at Robb Complex

A request to Mayor & Council from William Jobes of the Amherst Intermediate Baseball Club to add a batting cage to the Robb Complex was received in December. The request was supported by ARHS Baseball, Amherst Bantam Baseball, Amherst Midget Baseball and Amherst Little League.

A batting cage is an enclosed fenced area for Baseball and Softball players to practice the skill of batting. Typical cages are designed like a shoebox. The standard size for a batting cage is 14' wide, 70' long and 12' high. The cage is made of chain link fencing and has a netting over the top of it. Most modern cages today have a cement or asphalt floor covered by artificial surface. For this model it is suggested to use the same surface as on the Robb playing fields.

While not considered in the initial Capital Budget project list for 2019-20, from a Robb Complex development perspective, a batting cage would be a nice-to-have asset. Currently the old tennis courts have been converted to outdoor basketball. The fencing is sub-standard and the asphalt surface has many issues that require extensive repair. With the addition of the new tennis facility at Lions Park, thoughts on removing the fence and the asphalt surface have been considered. A batting cage or cages could easily be situated in the old tennis court area.

The removal of the existing fencing and part of the old tennis surface is expected to be done internally.

Preliminary estimates to install a professional batting cage are as follows:

Fencing	\$15,000.
	14'wide x 70' long x 12' high
	Two entry / exit gates, cross bars to hold netting
Netting	
# 42 Strength Twine	\$2000.
Net Saver	\$500.
Batting Tee(s)	\$250. each x 2
Portable Pitcher's Mound	\$750.
Pitchers protector	\$500.
Estimated cost	\$19,250. (plus removal of surface and fence)

This pricing is to construct a batting cage using today's Baseball Canada standards. There may be an opportunity to recycle fencing and other materials from the existing outdoor basketball facility.

The initial request sent to Council did not indicate that any of the user groups were prepared to contribute to the costs of this project.

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 cage 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.

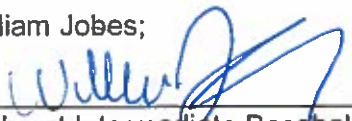
This is what it means to play ball in Amherst.

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  _____

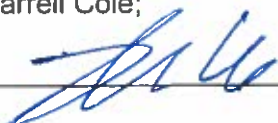
Amherst Bantam Baseball
Head Coach

Jeff Hoeg;

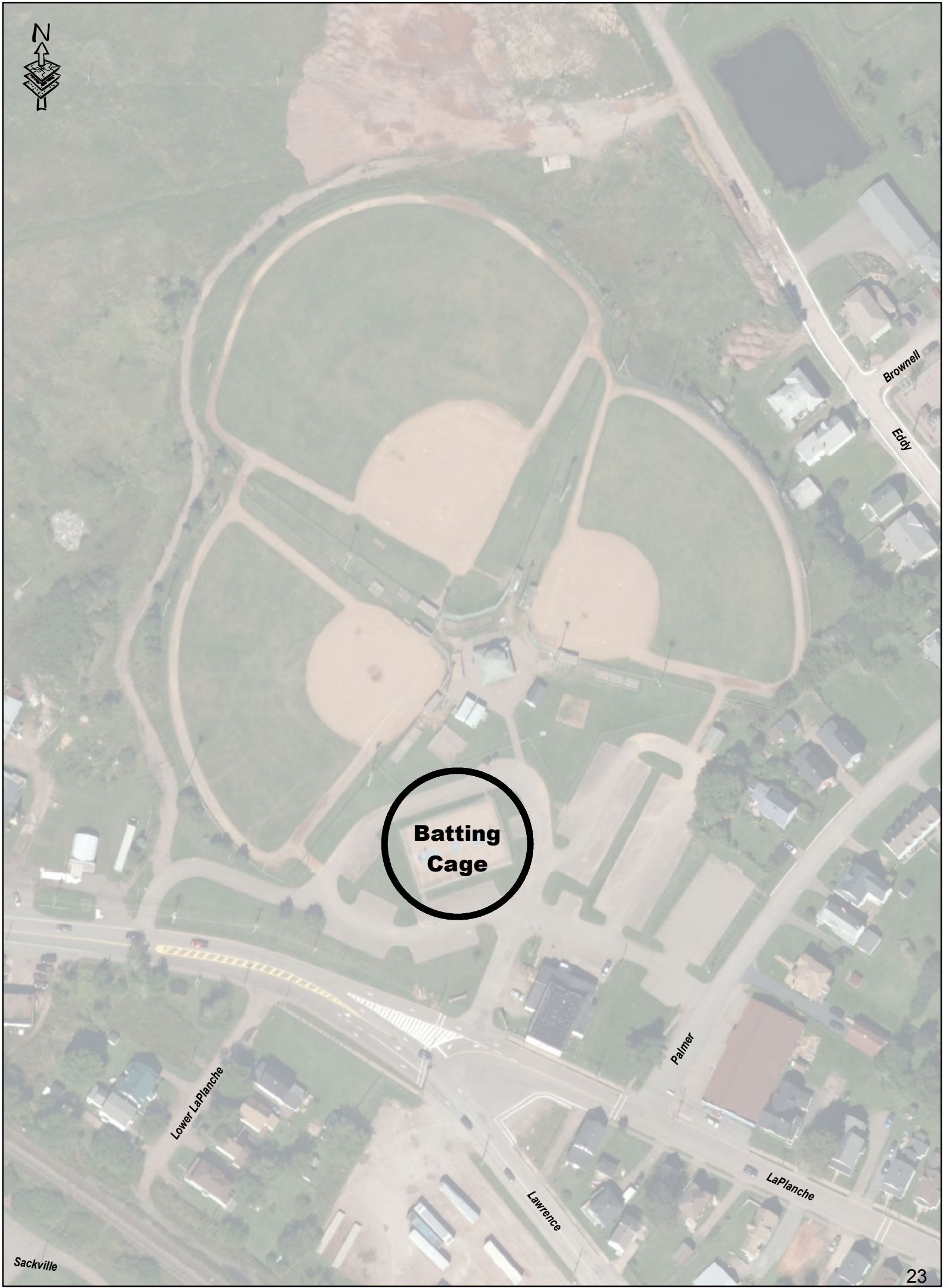
X  _____

Amherst Midget Baseball
Head Coach

Darrell Cole;

X  _____

Amherst Little League Baseball
President



**Batting
Cage**

Brownell

Eddy

Palmer

Lower LaPlanche

Lawrence

LaPlanche



Lower LaPlanche

LaPlanche

Palmer

Lawrence



Lower LaPlanche

LaPlanche

Palmer

Lawrence

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: January 21, 2019

SUBJECT: **Poverty Reduction**

ORIGIN: Council Strategic Priority

LEGISLATIVE AUTHORITY: Council Strategic Priority

RECOMMENDATION: That Council forward a decision to endorse and support the creation of a poverty reduction advisory circle to the January 28, 2019 regular meeting of Council. This circle would be comprised of volunteer community representatives who have demonstrated a commitment towards the reduction of poverty in Amherst. Attached memo lists the rationale, the suggested poverty reduction circle members, initial terms of reference and a target date of March 31 to present to Council detailed terms of reference with timelines.

BACKGROUND: Council has identified poverty reduction as a strategic priority. In 2018 the Town hosted a municipal poverty forum, which included diverse stakeholders. The poverty reduction circle will allow Council to obtain advice and recommendations regarding the next steps in the priority to reduce poverty.

DISCUSSION: See attached memo.

FINANCIAL IMPLICATIONS: Financial implications will be dependent upon the recommendations from the poverty reduction circle recommendations.

SOCIAL JUSTICE IMPLICATIONS: Vulnerable populations should be positively affected by any effort to reduce poverty in our community

ENVIRONMENTAL IMPLICATIONS: N/A

COMMUNITY ENGAGEMENT: The municipal poverty forum was held, and it is anticipated that the poverty reduction circle will offer the opportunity for a number of community engagement initiatives. There will be ample opportunity for citizens to have a voice on this topic. In addition, there are ongoing, multiple conversation in the community regarding poverty reduction, including a pilot project on Community Innovation Lab—Food Insecurity project (Overview attached)



ALTERNATIVES:

1. Council does not accept the recommendation;
2. Council decides its own plan for poverty reduction;
3. Council determines that poverty reduction is no longer a priority.

ATTACHMENTS:

Memo on poverty reduction and the report on the poverty forum
Community Innovation Lab Food Insecurity project update

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

MEMORANDUM

To: Mayor Kogon and Amherst Town Council
From: Bill Schurman, Director of Recreation
Date: January 21, 2019
Subject: **Poverty Reduction**

Amherst Town Council identified Poverty Reduction as a Strategic Priority. One of the first steps in the process was staging its first municipal forum on poverty which was held in March of 2018. The goal of the forum was to provide greater awareness of the significant level of poverty in our community. Post survey results following the forum indicated increased awareness of the existence of poverty in Amherst, a greater understanding about the effect of poverty on the entire community and the responsibility for the reduction of poverty lies with many.

Municipal responses to poverty reduction involve a combined effort of municipal driven programs and initiatives and a collaboration of efforts with community stakeholders. Municipal poverty reduction strategies in particular those within communities with populations comparable to Amherst are just emerging. A number of roundtables have been established however not a great deal of evaluation has been done. These initiatives bring together municipal representatives with local stakeholders to develop responses to reducing poverty.

The recommended next step to Council in the process to reduce poverty is the creation of a Poverty Reduction Advisory Circle.

The Town of Amherst Poverty Reduction Advisory Circle will provide advice and assistance to Mayor & Council towards the development of a collaborative poverty reduction strategy for Amherst.

Development of the strategy will be led by the Department of Recreation but will include active participation from all town departments, all levels of governments, community and service organizations, non-government organizations, the business community and interested Amherst citizens.

The Poverty Reduction Advisory Circle will advise and assist Town Council through the development of a poverty reduction strategy. Poverty Reduction Advisory Circle members, many of whom assisted with organizing the first municipal form on poverty in 2018 will bring diverse views and experiences for consideration of the multiple factors that contribute to poverty in Amherst.

In addition the Circle will focus on and identify opportunities for short term action. The development of the strategy will recognize and build on the considerable knowledge, capacity and compassion of the Amherst community and the many not-for-profit, non-governmental and service organizations that play a considerable role in supporting individuals and families on a regular basis. Through an engagement process, the strategy will be developed collaboratively with these groups and individuals.

The Poverty Reduction Advisory Circle will have a minimum of eight members who bring a broad range of perspectives and experiences related to poverty, representing one or more of the following diverse perspectives:

Lived experience of low income/social exclusion
Disability
Business / employer
Service provider to persons experiencing low income/social isolation
Academic
Newcomer

Definitions

Poverty Reduction Circle Members see poverty as more than having a lack of income; they see reducing poverty as building people and community up so that they can live in a healthy, considerate, and growing environment.

Prosperity

Emphasis is on quality of life for all
It's not monetary; it is more about respect and dignity
It is about enhancing people's lives to lift them up
Prosperity the ultimate goal

Poverty

Lack of fundamental resources which includes lack of self-esteem and self-confidence
Lack of capability however it does not mean that people who live in poverty are not capable
It is about barriers and not about people; barriers to developing strengths and assets
Poverty is systemic

Goals – Identify long lasting solutions to reducing poverty; Tell the truth about poverty using real facts; Help others understand how important it is to reduce poverty; Shift the general public's perception of people living in poverty; Engage people from multiple sectors to address poverty; Improve collaboration and actions in poverty reduction efforts by all stakeholders

The following have agreed to participate on the poverty reduction circle.

Deputy Mayor Sheila Christie	Town of Amherst
Bill Schurman	Town of Amherst
Sarah MacMaster	Executive Director Maggie's Place
HeeYeon Son	Volunteer, Newcomer
Colleen Dowe b	Community Health Board Coordinator, NSHA
Veronica Richards	Volunteer, St. Vincent de Paul, Empowering Beyond Barriers
Connie Fisher	Academic Chair, Health & Human Services, NSCC
Dawn Ripley	Health Equity Consultant, NSHA
Allison Lair	Community Support Coordinator, YMCA
Janine DeWitt	Health Promoter, Public Health, NSHA

Given the complexity of the challenge of the issue of reducing poverty and out of respect for those who have agreed to volunteer to participate the Poverty Reduction Circle will need to confirm their terms of reference. As a starting point the following provided general terms of reference for the circle to consider. It is anticipated that the circle will come back to council by March 31, 2019.

- Provide advice and assistance to council in understanding and addressing poverty in Amherst
- Engage a broad range of stakeholders and government departments at all levels on the issues related to poverty in Amherst.
- Through engagement, develop a better understanding of the capacity and roles of stakeholders to address poverty in the community.
- Identify opportunities for short term actions
- Development of a poverty reduction action plan.

Community Innovation Lab – Food Insecurity

Project Update

We are excited to notify you that the next phase of the Nova Scotia Government funded project to find lasting ways for individuals, families, and communities to access food they like and enjoy on a regular basis is underway.

Last summer, a number of people from Amherst and surrounding area helped co-create and test a food inclusive housing concept. Responses were positive, and residents expressed interest in participating in a trial where food is purchased at a discounted rate in the same way residents pay rent. The food service will deliver pre-purchased food choices ranging from raw ingredients to prepared meals.

Last fall we shared the results of the food security innovation lab with senior officials in government. The recommendation to conduct an in-depth prototype was accepted by government.

During this next important phase of work, we continue to take a community-driven approach. We are working with individuals, families, community and system leaders to design, test, and determine the viability of the concept in Amherst and potentially other communities.

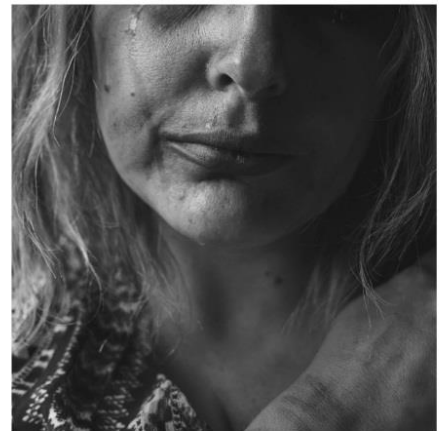
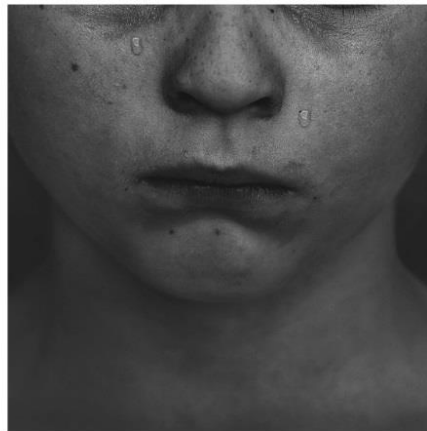
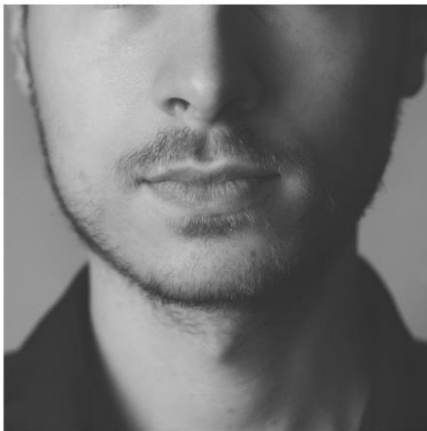
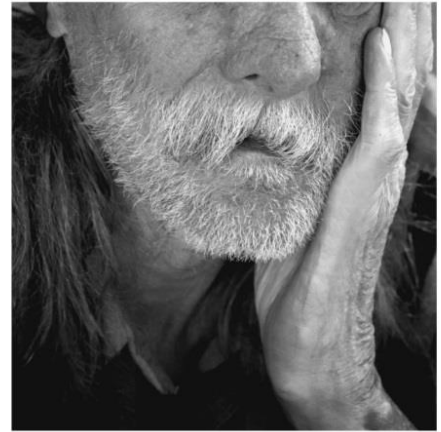
In order to meet these objectives, the prototype will need to:

- improve the **quality and affordability** of food for residents;
- be optimized in a way that is **desirable and meets the needs** of residents;
- increase **community connectedness** between residents and the community at large;
- **build enduring partnerships** with residents, community, and system leaders; and,
- identify **opportunities to expand and scale** the solution beyond the prototype testing phase.

The results of phase 2 will inform our recommendations to government in Summer 2019. We sincerely thank you for your continued interest in this project. As always should you have any comments or questions, please reach out to:

- Mike Davis – Mike.Davis@davispier.ca
- Jennifer McGill – Jennifer.McGill@davispier.ca
- Bryan Daniels – Bryan.Daniels@davispier.ca

Sincerely,
The Davis Pier Team



POVERTY LIVES HERE

A MUNICIPAL FORUM ON POVERTY

Presented by the Town of Amherst, NS on March 22, 2018

SUMMARY REPORT

Presented by:



Purpose and Goal for the Day

Amherst Town Council identified Poverty Reduction as a strategic priority. Organizing the first municipally-led forum on poverty is a first step in the process. The forum theme “Poverty Lives Here” was created to provide participants with a greater awareness of the significant level of poverty in our community. Invitations targeted those with influence on policy, including elected municipal representatives, town senior management, stakeholders and community champions.



We engaged a facilitator to lead participants through a process designed to help raise awareness of poverty. Speakers included Robert S. Wright MSW RSW and Dr. Christine Saulnier, The Nova Scotia Director for the Canadian Centre for Policy Alternatives. Four participants agreed to share their firsthand accounts of the challenges of living in poverty.

50 participants registered which was robust considering we were hit with the biggest snowstorm of the season.

Participants were asked to complete a pre and post forum survey with identical questions about opinion and several additional questions pertaining to the forum to determine if awareness of the issue had changed.

The Survey: What We Learned

There was an 80% response rate to the survey and the comparison between the pre- and post-survey results clearly show there was an increased awareness about the existence of poverty in Amherst, a greater understanding about the effect of poverty on the entire community and the responsibility lies with many.

SURVEY RESULTS		
QUESTIONS	PRE-SURVEY	POST-SURVEY
Strongly agree that poverty exists in Amherst	65%	88%
Strongly agree that poverty affects the health of the community	78%	88%
Poverty is the responsibility of the individual	41%	31%
Poverty is the responsibility of charitable organizations	20%	14%
The goal of the day was to raise awareness about poverty and it's affects in our community. The Goal of the day was met.	-	91%
The Conversation should continue at the municipal level	-	100%

When asked if the municipality was to consider the development of future policy to reduce the effect of poverty, the top four suggested priorities included:

- Housing
- Food security
- Public transportation
- No charge inclusive recreation



Table Conversations

Throughout the afternoon participants were separated into five small table conversations around some difficult first voice scenarios.

The groups were asked to read their scenario and consider a day in the life of the person in the story. Following very rich discussions each group was tasked with considering;

If the municipality was going to look at the development of future policy to reduce the effects of poverty on the community, rank your top three priorities.

The themes that emerged were:

- Housing
- Food Security
- Transportation
- Inclusive recreation programming particularly for youth
- Employment
- Communication
- Advocacy



Housing

“43% of renters spend more than 30% of their income on shelter costs.”

Statistics Canada 2016

Housing was a priority in every conversation identifying the need for several types of supports including transitional, emergency, safe and affordable housing. The need for a homeless shelter that could accommodate people regardless of age or gender was a priority

There is so much stigma and far too many barriers attached to being homeless or being on the verge of homelessness. These are a few examples shared during the forum: not knowing where to go, no phone, no constant address, no IDs, no money, no food, no shelters available, no transportation to even look for a home, lack of family support or social isolation and lack of communication, lack of credibility/reputation, addiction, mental health and suicide risk, anxiety because of no income, fear of physical safety, embarrassment, having only short term, one off options, constantly worrying and wondering who can I stay with.

Housing can be particularly difficult for teens as many landlords aren't prepared to rent to them and they aren't able to find accommodations within their budget as it is often difficult for them to access income assistance. Some rent supplements should be earmarked specifically for young families through Cobequid Housing and individuals in crisis should be pushed up to the front of the housing waitlist.

Food Security

“72% of female lone parent families with children 0 to 5 years live in poverty.”

Statistics Canada 2016

Food insecurity is a reality for many in our community. People face extremely difficult decisions daily around buying food or paying for utilities like heat and lights. That stress alone leads to a cycle of poor health, potential for more illness, and lost time from work.

Lack of access to food was a concern because there is no longer a downtown grocery store. It was also noted that our food bank has limited hours that may not be practical for many and the pantry may not be accessible to all because of the location.



There is a need more barrier-free services so we can eliminate the requirement for youth and families living in poverty having to complete several forms before accessing benefits.

There needs to be a place for youth to go to be out of the cold where they can eat and share their stories without fear of judgement.

A universal school food program makes sense. According to some of the data up to 47% of school kids are hungry and although most, if not all, schools in Cumberland County have some sort of breakfast and or lunch program they are not all equal.

More money needs to be earmarked into programs and services that increase community supports such as Maggie’s Place and the YMCA.

Transportation

“I don’t own a car so my children and I walk everywhere – this is extremely difficult and dangerous for my family when the sidewalks are snow-covered and icy and I have to walk on the road pushing a stroller.”

First Voice Story

Transportation came up as a concern in every table conversation. Lack of affordable transportation impacts the ability to access food, health services, employment, education and social opportunities.

A bus route that operates on a regular basis through town and out to the hospital should be a priority. Taxis are expensive and Cumberland County Transit Society (CCTS) can be inconvenient and/or impractical as you have to call at least one day in advance to book transportation.

Groups suggested an active transportation policy that includes a walkability plan, bike routes and a bike share program. We heard stories about people having to walk on the road because sidewalks were not cleared. Making sidewalks and walkways a priority for snow clearing and repair would allow much safer access to resources.



Inclusive Youth Programming Recreation

“34.7% of all Amherst youth 17 and under live in poverty.”

Statistics Canada 2016

Fear, shame and stigma were a big part of every table conversation. When discussing youth, isolation and not knowing where to turn were added to the list.

It is important to improve supports for youth so they can stay in school. Free childcare programs, fair access to youth income assistance and more resources for the SchoolsPlus program would all go a long way to help.

Lack of community supports and networks for people without family or friends within the area only increases the sense of isolation and loneliness. Funding should be increased for programming that provides individuals and families with barrier free activities allowing them to be more connected to their community. Build a greater sense of belonging.

Employment

*“A job is not an automatic ticket out of poverty.
86% of those making minimum wage are 20 or older.”*

Christine Saulnier



The first voice stories we heard and the broader perspective shared by Christine Saulnier all highlighted the inequity of poverty. There are higher rates of poverty among women, visible minorities and people with disabilities. Many are unemployed or under-employed.

In order to have an impact, it is important that employers consider our hiring policies. There is a need for a process that will help those most impacted acquire jobs.

Employers should prioritize hiring employees within the community not just for a single position but also for contract work such as building contracts, consultants etc.

There should be supports in place and enable individuals to complete their education in order to increase the likelihood of obtaining employment. Encourage employers and community groups to offer inclusive volunteer opportunities that can help individuals gain experience and enhance social skills to improve their employability.

BEHIND THE NUMBERS - WE DID THE MATH:

<http://behindthenumbers.ca/2017/10/04/15-minimum-wage-in-nova-scotia/>

Communication

“If you do not have internet or phone, you cannot access 211, or contact a support service without finding a way to get there and without money...”

Forum Participant

All five groups cited communication as a concern. When living in poverty there was often no access to phones or internet to reach out for services or help. Without these services that many take for granted, people cannot access 911, 811 or 211 let alone contact family doctors or other professionals. It was suggested that more payphones be available and more access to free internet.



Along with lack of access to phone and internet, there is also a need for a better way to share knowledge. Many are not aware of services that are available to them or who to call when they need help. Several groups suggested a navigator for the county to help link services. The library may be a great place to maintain lists of available services. The town could consider taking a leadership role in pulling partners together.

There should be a place a person can go when they find themselves in a crisis to obtain access to phone and internet.

Advocacy and Awareness

“There is a lack of community supports and networks for people without families/friends within the area makes.”

Forum Participant

Throughout the afternoon conversations sparked lots of idea around the need for advocacy at different levels of government. Participants noted they would like to see the municipality advocate for:

- Increased SchoolsPlus programming.
- Addiction services for youth particularly around smoking.
- Fair processing of youth applications for DCS.
- Increase CPP, guaranteed living wage.
- Uniform school food programs.
- Fluoride in water.
- Access to health care including prenatal services, mental health and addictions.
- Sensitivity training for first responders to help reduce personal bias and judgement.
- Education system that can prepare individuals for a career change help people earn a living wage.
- A DCS navigator that would enable people to get the benefits they are entitled to and feel they have someone advocating for them. This navigator could also point them toward other programs that could be useful in their particular circumstance.
- Shift the culture of poverty; suspend judgement.



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Greg Herrett, CPA, CA – CAO

DATE: January 21, 2019

SUBJECT: CAR Council Remuneration Adjustment

ORIGIN: Federal Government decision to discontinue the practice of exempting 1/3 of the honorarium of the members of Council from income tax.

LEGISLATIVE AUTHORITY: Income Tax Act; MGA Section 23

RECOMMENDATION: That Council refer the request to have staff adjust the Salary Administration Policy, Policy number 04530-01, to reflect an increase in Council Remuneration with salaries reflecting the increases outlined below to the January 28, 2019 regular Council meeting.

Salary Increase	Current	Future
Councillor	\$ 21,542	\$ 25,050
Deputy Mayor	\$ 24,375	\$ 27,723
Mayor	\$ 36,447	\$ 41,178

BACKGROUND:

Historically, the compensation for elected officials was not considered a salary and a portion (one third) has been exempt from income taxes. Some rationale provided for the tax-free exemption was to recognize elected officials were contributing to their communities, attending events at their costs, travelling within their communities without reimbursement. The Federal Government announced in their budget the exemption would be removed effective for the 2019 tax year. Information was provided to council in June and October and staff were directed to provide information on what is being done in other municipalities.

DISCUSSION:

The NSFM has indicated its support for changes to the remuneration of elected officials:

“The NSFM Board passed a motion at its meeting in June 2018 recognizing the need to support elected officials in avoiding abrupt changes to remuneration. The NSFM is recommending that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the 2019 laws take effect. For further information visit www.nsfm.ca.”



Without a change in the remuneration, Council will take home significantly less pay than they received in 2018.

Many municipalities in Nova Scotia are increasing the compensation effective January 1, 2019 (16) with some not increasing it at all (3), some deferring until budget discussions (7) and one (in addition to Amherst) expected to decide in January 2019.

Some of the jurisdictions deferring until budget deliberations with the intention of making any adjustment to remuneration retroactive to January 1, 2019.

FINANCIAL IMPLICATIONS:

There will be an impact to the budget of \$25,619 annually. For the 2018-19 budget it would require Council to approve an additional \$6,317.01 for Council salaries. It is expected this will be funded from any surplus this fiscal year.

COMMUNITY ENGAGEMENT:

No community engagement is anticipated at this stage.

ENVIRONMENTAL IMPLICATIONS:

None

SOCIAL JUSTICE IMPLICATIONS:

None

ALTERNATIVES:

1. Make no change to council compensation – take home dollars will decrease;
2. Defer the decision until budget 2019/2020 deliberations;
3. Increase council compensation by a lesser amount.

ATTACHMENTS:

Presentation

Report prepared by: Shelley Rector
Report and Financial approved by: Shelley Rector

CRA Council Remuneration Adjustment

Town of Amherst

January 21, 2019

BACKGROUND

- Compensation for elected officials is not considered salary
- Traditionally a portion of the compensation has been exempt from income taxes (one third currently)
- Some rationale provided for the tax-free exemption was to recognize elected officials were contributing to their communities, attending events at their costs, travelling within their communities without reimbursement
- The increase in taxation means increased revenue for the province and federal which is being paid for by the municipality

DISCUSSION/DISCLAIMER

- The Federal Government announced in their budget the exemption would be removed effective for the 2019 tax year – January 1, 2019
- The next few slides are for demonstration purposes only
- Council should inquire about the actual impacts of the change in taxation based on their own personal situation
- The tax amounts are based on 2017 tax rates (this is the only on-line calculator available)
- This analysis shows the increase in compensation required for Council to take home the same pay as they received prior to the tax change

IMPACTS – TOWN COUNCILLOR

Town Councillor	
Current Taxable Amount	14,361
Tax (Due) Rebate	216
Tax Exempt Amount	7,181
Total Take Home Pay	\$ 21,758
Future Taxable Amount	21,542
Tax (Due) Rebate	- 2,457
Total Take Home Pay	\$ 19,085
Difference	\$ 2,673
Amount of Income required	25,050
Tax Payable	3,292
Total Take Home Pay	\$ 21,758
Net Increase to Councillor's Pay	
To Have the Same Take Home Pay	\$ 3,508

*Note the tax rates are estimates (NS provincial rates and federal rates do not have the same threshold. 2019 uses 2018 thresholds and tax rates)



IMPACTS – DEPUTY MAYOR

Deputy Mayor	
Current Taxable Amount	16,250
Tax (Due) Rebate	- 580
Tax Exempt Amount	8,125
Total Take Home Pay	\$ 23,795
Future Taxable Amount	24,375
Tax (Due) Rebate	- 3,131
Total Take Home Pay	\$ 21,244
Difference	\$ 2,551
Amount of Income required	27,723
Tax Payable	3,928
Total Take Home Pay	\$ 23,795
Net Increase to Deputy Mayor's Pay To Have the Same Take Home Pay	\$ 3,348

*Note the tax rates are estimates (NS provincial rates and federal rates do not have the same threshold. 2019 uses 2018 thresholds and tax rates)



IMPACTS – MAYOR

Mayor	
Current Taxable Amount	24,298
Tax (Due) Rebate	- 3,113
Tax Exempt Amount	12,150
Total Take Home Pay	\$ 33,335
Future Taxable Amount	36,447
Tax (Due) Rebate	- 6,426
Total Take Home Pay	\$ 30,021
Difference	\$ 3,314
Amount of Income required	41,178
Tax Payable	7,843
Total Take Home Pay	\$ 33,335
Net Increase to Mayor's Pay	
To Have the Same Take Home Pay	\$ 4,731

*Note the tax rates are estimates (NS provincial rates and federal rates do not have the same threshold. 2019 uses 2018 thresholds and tax rates)



OVERALL BUDGET IMPACT

- If approved the total impact to budget would be:

Budget Increase	
5 Councillors	\$ 17,540
Deputy Mayor	\$ 3,348
Mayor	\$ 4,731
Total	\$ 25,619

OTHER ITEMS FOR CONSIDERATION

- The NSFM is recommending that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the 2019 laws are enacted.
- A scan of the other jurisdictions shows that most fall into one of these three options:
 - 1) Defer the increase until 2019/2020 budget discussions
 - 2) Implement an increase effective Jan 1, 2019
 - 3) No increase at all
- Of the municipalities that responded to the request for information, there are four that have not yet made a decision.

ENVIRONMENTAL SCAN

COUNCIL HONORARIUM REPLIES TO LIST SERVE QUESTION

NO CHANGES	INCREASE TO MAINTAIN NET INCOME AS OF JANUARY 1, 2019	POSTPONED TO BUDGET 2019-2020	WILL BE DISCUSSED AT COUNCIL JANUARY (UNDECIDED)
Annapolis Royal	Bible Hill	Town of Pictou	Annapolis County
Guysborough	Mun. East Hants	Town of New Glasgow	Town of Amherst
Middleton	CBRM	Municipality Yarmouth - 11.1%	
	Town of Berwick	Municipality Saint Mary's	
	Wolfville - 12%	Town of Shelburne	
	Halifax - 1.1%	Municipality of Shelburne	
	Queens	Town of Port Hawkesbury	
	County of Kings		
	Municipality of Digby		
	Town of Antigonish		
	Town of Digby (pending approval)		
	Town of Windsor		
	Town of Mulgrave		
	Town of Truro		
	Municipality Clare		
	County of Richmond (passed at COW Dec - expect approval at Council Jan)		

CHOICES

- 1) Make no change to council compensation – take home dollars will decrease
- 2) Increase council compensation to keep net pay the same effective January 1, 2019
- 3) Increase council compensation to keep net pay the same effective April 1, 2019 (means three months less pay in 2019: Jan-Mar)
- 4) Increase council compensation a lesser amount

RECOMMENDATION

- In keeping with what the majority of municipalities in the Province have done and the recommendation of the NSFM, it is recommended that Council increase Council compensation to keep net pay the same effective January 1, 2019.
- It is recommended that salaries for Council be adjusted as follows and the Salary Administration Policy be updated to reflect the changes in salaries:

Salary Increase	Current	Future
Councillor	\$ 21,542	\$ 25,050
Deputy Mayor	\$ 24,375	\$ 27,723
Mayor	\$ 36,447	\$ 41,178

QUESTIONS AND DISCUSSION

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, Chief Financial Officer

DATE: January 21, 2018

SUBJECT: Snow and Ice Management Policy

ORIGIN: Adjustments due to changes to services to YMCA.

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

RECOMMENDATION: That Council refer approval of the attached Snow and Ice Management Policy to the regular meeting of Council on January 28, 2018.

BACKGROUND: A review of the policy was initiated due to the changes made to how the Town contributes to the YMCA as this Policy referenced the YMCA parking lot. In addition, the Policy referenced the names of various parking lots that were leased by the Town. During the review there were a few other items that needed adjustment for clarity purposes which are highlighted in the attached documents.

DISCUSSION: This is essentially a housekeeping adjustment to the Policy which was initiated because the Town is now providing a direct financial contribution to the YMCA rather than providing in-kind services of an equal amount. When reviewing the Policy to remove the YMCA, it was noted that some of the parking lots referenced in the Policy are incorrect. As the private parking lots are leased, it was determined it would be best to reference the leased lots rather than specific parking lots in the policy. In addition, the Community Credit Union Business Innovation Center was added to the list of Public Buildings.

FINANCIAL IMPLICATIONS: There are no financial implications

COMMUNITY ENGAGEMENT: None at this time.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

SOCIAL JUSTICE IMPLICATIONS: N/A

ALTERNATIVES: 1. Do not accept the policy revisions. 2. Direct staff to adjust the revisions.



ATTACHMENTS: A tracked changes version of the Policy and the final revised version of the Snow and Ice Management Policy

Report prepared by: Shelley Rector, Chief Financial Officer
Report and Financial approved by: Shelley Rector, Chief Financial Officer

DEPARTMENT: OPERATIONS

TITLE: **SNOW AND ICE MANAGEMENT POLICY**

Date: 24 November 2014 23 November 2015

PURPOSE:

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants and parking lots are cleared in a safe and timely manner.

POLICY STATEMENT:

1. Snow and ice management operations will commence after 5 – 10 cm of snow has fallen and snowfall is continuing.
2. Salting of streets on the ‘salt route’ will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

SERVICE LEVEL EXPECTATIONS

Level of Service for Roadway Types

The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimetres.

Street Priority 1

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

Street Priority 2

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

Level of Service for Sidewalk Types

The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.

Sidewalk Priority 1 (Cleared within 12 hours)

- Sidewalks in school zones
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

The sidewalks in the Downtown will be maintained with salt. Other sidewalks will receive sand to improve traction, as needed.

Level of Service for Fire Hydrants

The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.

The Streets Foreman will decide if the accumulation of snow around the fire hydrants, and/or the snow bank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

MAJOR STORMS

A major storm will be declared by the Transportation Foreman, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Abbey Road
- Albion & South Albion Street
- Anson Avenue
- Chamberlain Street
- Chandler Road
- Church Street
- Havelock Street
- Hickman Street
- Industrial Park Drive
- LaPlanche Street
- King Street
- Electric Street
- Lawrence Street
- McCully Street
- Pleasant (East & West)
- Spring Street
- Robert Angus Drive
- Rupert Street
- Townshend Avenue
- Tupper Blvd
- Victoria Street
- Willow Street
- Prince Arthur (Church to Havelock)

During a major snowstorm, the Town Hall Parking Lot, Fire Station and Stadium parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (664-6000). This line will be monitored 24 hours a day until all of the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

PRIORITY STREETS – BARE PAVEMENT

Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

- Victoria Street
- Church Street
- Willow Street
- Albion / West Pleasant intersection
- Albion Street
- South Albion Street
- Lawrence Street
- LaPlanche Street
- Robert Angus Drive
- East Pleasant
- West Pleasant
- Hickman Street

SNOW HAULING

Within 48 hours of the accumulation of 10 or more centimeters of snow, the snow will be hauled away from the boulevards of the Town streets listed below:

- Victoria Street from Herbert Street to C.N.R. Tracks
- Church Street from Victoria Street to YMCA Driveway
- Havelock Street from Victoria Street to Prince Arthur Street
- Ratchford Street
- King Street
- Princess Street
- Electric Street
- Prince Arthur Street from Acadia to Station Street
- Acadia Street from Victoria Street to Prince Arthur Street
- Albion Street from Church Street to the Lord Amherst Drive
- LaPlanche Street from Victoria Street to Civic # 12
- Lawrence Street from Victoria Street to Civic # 17
- Academy Street from Spring Street to Queen Street on (West side only)
- Charles Street from Spring to Dunlap (West side only)
- Spring (Albion to Church)
- Maltby Court
- Cornwall Avenue (West Side)
- Hickman Street (Mission to Park)
- Mission Street (Hickman to Cornwall)

TOWN OWNED PROPERTY

Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.

Parking Lots

When a snow event of 5cm or more has occurred over night, snow will be removed before 8:00 a.m. for the following Town owned parking lots:

- Town Hall
- Police Station
- Fire Station
- Library
- Works Garage
- Stadium
- Ratchford Street
- Corner of Maple and Electric

AND

For private parking lots that are leased by the Town of Amherst.

The lots will then be checked for slippery conditions by Town staff and appropriate measures taken, using salt and sand as required. .

Public Buildings

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day, before the building is open to the public. Excess snow will be removed and slippery conditions will be addressed using salt, sand and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Police Station
- Fire Station
- Library
- Works Garage
- Stadium
- Community Credit Union Business Innovation Center

SALT MANAGEMENT

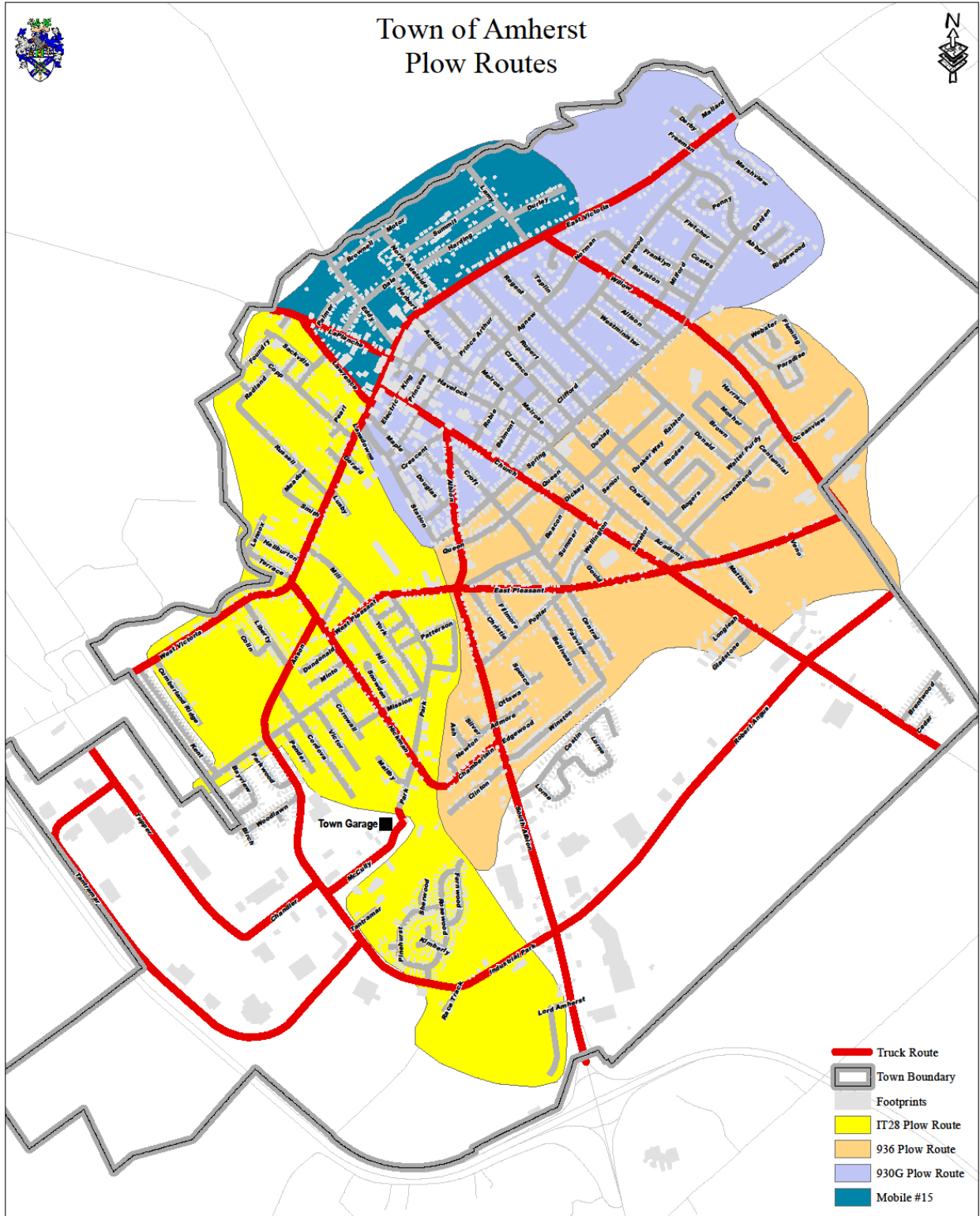
The Town of Amherst is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees







DEPARTMENT: OPERATIONS

TITLE: SNOW AND ICE MANAGEMENT POLICY

Date: 24 November 2014 23 November 2015

PURPOSE:

The purpose of this policy is to provide direction to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants and parking lots are cleared in a safe and timely manner.

POLICY STATEMENT:

1. Snow and ice management operations will commence after 5 – 10 cm of snow has fallen and snowfall is continuing.
2. Salting of streets on the 'salt route' will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

SERVICE LEVEL EXPECTATIONS

Level of Service for Roadway Types

The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimetres.

Street Priority 1

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

Street Priority 2

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

Level of Service for Sidewalk Types

The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.

Sidewalk Priority 1 (Cleared within 12 hours)

- Sidewalks in school zones
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

The sidewalks in the Downtown will be maintained with salt. Other sidewalks will receive sand to improve traction, as needed.

Level of Service for Fire Hydrants

The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snow storms up to 30 centimetres.

The Streets Foreman will decide if the accumulation of snow around the fire hydrants, and/or the snow bank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

MAJOR STORMS

A major storm will be declared by the Transportation Foreman, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Abbey Road
- Albion & South Albion Street
- Anson Avenue
- Chamberlain Street
- Chandler Road
- Church Street
- Havelock Street
- Hickman Street
- Industrial Park Drive
- LaPlanche Street
- King Street
- Electric Street
- Lawrence Street
- McCully Street
- Pleasant (East & West)
- Spring Street
- Robert Angus Drive
- Rupert Street
- Townshend Avenue
- Tupper Blvd
- Victoria Street
- Willow Street
- Prince Arthur (Church to Havelock)

During a major snowstorm, the Town Hall Parking Lot, Fire Station and Stadium parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (664-6000). This line will be monitored 24 hours a day until all of the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

PRIORITY STREETS – BARE PAVEMENT

Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

- Victoria Street
- Church Street
- Willow Street
- Albion / West Pleasant intersection
- Albion Street
- South Albion Street
- Lawrence Street
- LaPlanche Street
- Robert Angus Drive
- East Pleasant
- West Pleasant
- Hickman Street

SNOW HAULING

Within 48 hours of the accumulation of 10 or more centimeters of snow, the snow will be hauled away from the boulevards of the Town streets listed below:

- Victoria Street from Herbert Street to C.N.R. Tracks
- Church Street from Victoria Street to YMCA Driveway
- Havelock Street from Victoria Street to Prince Arthur Street
- Ratchford Street
- King Street
- Princess Street
- Electric Street
- Prince Arthur Street from Acadia to Station Street
- Acadia Street from Victoria Street to Prince Arthur Street
- Albion Street from Church Street to the Lord Amherst Drive
- LaPlanche Street from Victoria Street to Civic # 12
- Lawrence Street from Victoria Street to Civic # 17
- Academy Street from Spring Street to Queen Street on (West side only)
- Charles Street from Spring to Dunlap (West side only)
- Spring (Albion to Church)
- Maltby Court
- Cornwall Avenue (West Side)
- Hickman Street (Mission to Park)
- Mission Street (Hickman to Cornwall)

TOWN OWNED PROPERTY

Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.

Public Parking Lots

~~When a snow event of 5cm or more has occurred over night, snow will be removed by private contractors before 8:00 a.m. each day for the following Town owned parking lots:~~

- Town Hall
- Police Station
- Fire Station
- Library
- Works Garage
- Stadium
- Ratchford Street
- Corner of Maple and Electric

AND

~~For private parking lots that are leased by the Town of Amherst.~~

~~The lots will then be checked for slippery conditions by Town staff and appropriate measures taken, using salt and sand as required to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.~~

- ~~Town Hall~~
- ~~Library~~
- ~~Ratchford Street~~
- ~~George Blanche~~
- ~~Corner of Maple and Electric~~
- ~~Corner of Church and Electric~~
- ~~Bounded by Church, Prince Arthur, Maple and Electric~~
- ~~Trinity~~
- ~~Baptist Church and Church of England~~
- ~~YMCA~~
- ~~Stadium~~
- ~~Fire Station~~

Public Buildings

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: -0.63 cm

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day, before the building is open to the public. Excess snow will be removed and slippery conditions will be addressed using salt, sand and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Police Station
- Fire Station
- Library
- Works Garage
- Stadium
- [Community Credit Union Business Innovation Center](#)

SALT MANAGEMENT

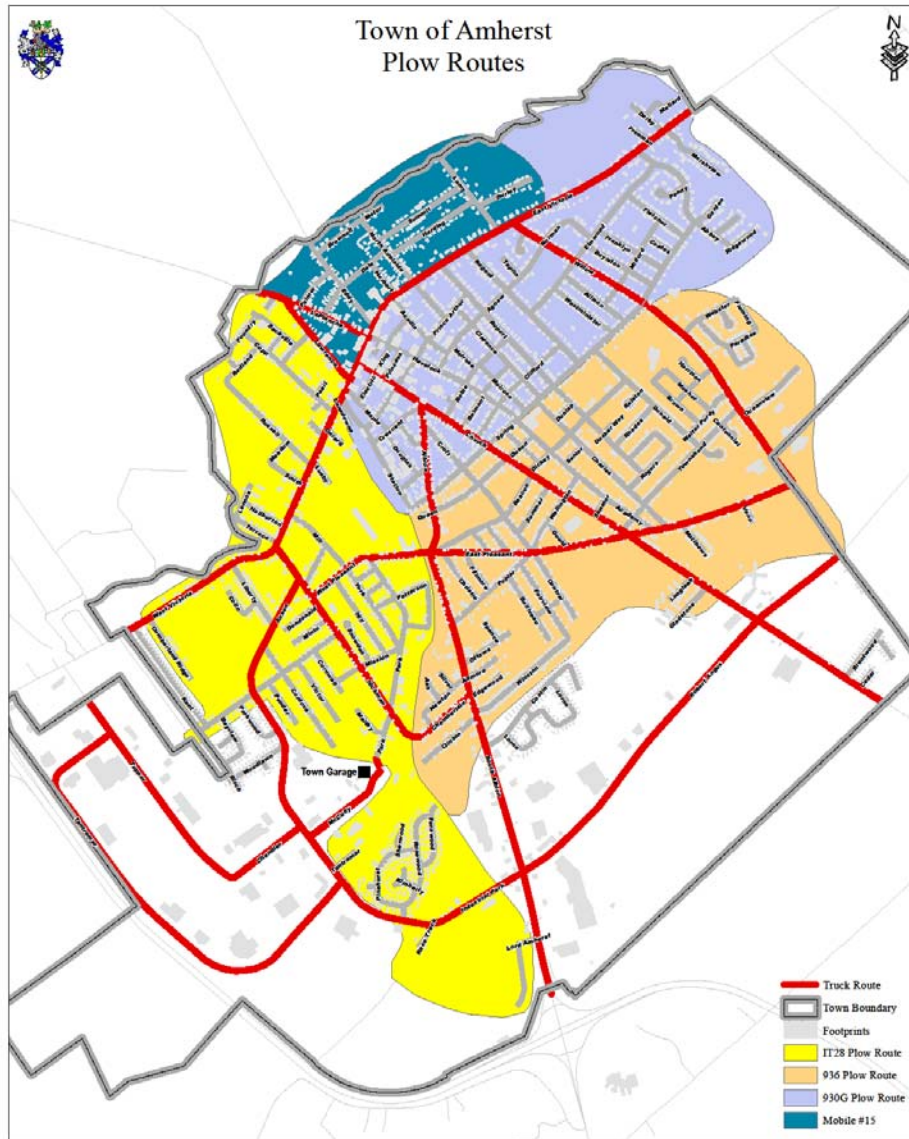
The Town of Amherst is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees







MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Councillor Blanch

DATE: January 18, 2019

SUBJECT: Bicycle Lanes

I have been approached by several members of the Amherst community and one member of the Sackville community expressing their concerns with the use of sharrows (bike stencils) in the on street portion of our Active Transportation Plan. The sentiment expressed is that the stencils don't provide, or clearly identify, an actual space for bikes to operate. This lack of clarity leaves bike users and their parents feeling unsafe and therefore unwilling to engage in Active Bicycle Transportation.

It is not the removal of the sharrow that is requested but the addition of a painted line to clarify bike space vs car space. In the planning discussions leading up to the implementation of the plan we discussed solid lines vs dotted lines and I understood we decided in a desire to not hamper on street parking that we would only include dotted lines in the AT Plan. Somehow the plan was approved without any lines (I didn't realize at the time) and it is this I hope to change.

I propose that council direct staff prepare a report addressing the feasibility of adding dotted lines, in addition to the sharrows, to demarcate bike space, on the streets that are wide enough to accommodate. I believe from earlier discussions at the planning stage that potential streets would be East Victoria and Willow from High School to Spring. I would be open to having staff propose how the addition of dotted lines could be introduced incrementally, as a sort of pilot project, to guard against unforeseen consequences.

MOTION

I move that staff prepare a brief report outlining the feasibility of introducing dotted bike lanes on some Amherst streets in the summer of 2019, with the possibility of adding more in future, to add security to the biking public.

MEMORANDUM

TO: Mayor Kogon and Members of Council
 FROM: Shelley Rector CPA, CMA – CFO
 DATE: January 21, 2019
 SUBJECT: Physician Recruitment Costs Update

During the June 25, 2018 Council meeting, Council approved the request for funding to support the Cumberland County Physician Recruitment Committee in an amount up to \$10,915 to be funded from reserves. The Town of Oxford approved up to \$408 for be spent for Physician Recruitment efforts for Cumberland County.

An update has already been provided on the results of the Committee’s efforts to recruit Physicians. Staff felt it would be beneficial for Council to be aware of the amounts spent to date to support these efforts:

Name - Paid to	Purchase order text	Cost
Acadian Printing	Physican Recruitment Cards Inv.63990	71.96
Dr. Janneke Gradstein	Dr Recruitment Expo Booth	216.17
Dr. Janneke Gradstein	Dr Recruitment Expo Power Supply	220.30
Dr. Janneke Gradstein	Dr Recruitment Expo Insurance	184.37
Dr Recruitement Expo	Dr Recruitment Expo- Booth Rental	5,766.17
Carters Sports Cresting Limited	Jumbo Totes Printing	659.09
Carters Sports Cresting Limited	Jumbo Totes Set Up	52.14
Carters Sports Cresting Limited	Jumbo Totes Freight	52.14
Town of Amherst	Town of Oxford Contribution - Dr. Recruitment	-408.00
David Kogon	Meal - Physicican Recruitment	23.58
Trish Stewart	Gift basket for recruitment initiatives	300.00
Dr. Janneke Gradstein	Accomodation - Physician Recruitment Digby	147.04
Dr. Janneke Gradstein	Halifax Job Fair Booth (to be processed)	1,500.00
		8,784.96
		8,784.96

The total budget including Oxford’s contribution was up to \$11,323 which leaves up to \$2,538 remaining to support the efforts of the Committee.



TOWN OF AMHERST
PROCUREMENT AWARDS LESS THAN \$250,000
Approved by CAO or Designate
QUARTERLY REPORT FOR October, November & December 2018



CONTRACT	# OF BIDS	SUCCESSFUL BIDDER	BUDGET AMOUNT	AMOUNT OF AWARD	APPROVAL DATE	BUDGET TYPE	APPROVING AUTHORITY	TYPE
RFP-18-06 Demolition of 72 Station Street	4	Baxter Trucking	N/A	\$41,610.11	30-OCT-18	Operational	CAO	Regular
RFP-18-07 Parking Lot Snow Removal 2018/19 – Package A	2	Hawkes Blueberries	\$51,000	\$7,717	19-DEC-18	Operational	CAO	Regular
RFP-18-07 Parking Lot Snow Removal 2018/19 – Package B	1	Baxter Trucking		\$3,045				
RFP-18-07 Parking Lot Snow Removal 2018/19 – Package C	2	K.L. Carter		\$5,248				
RFP-18-07 Parking Lot Snow Removal 2018/19 – Package D	1	Baxter Trucking		\$8,105				
RFP-18-07 Parking Lot Snow Removal 2018/19 – Package E	2	K.L. Carter		\$5,035				
RFP-18-07 Parking Lot Snow F	1	Baxter Trucking		\$7,824				
RFP-18-14 Supply & Delivery of Overseeder/Aerator		Boydco Turf	\$7,000	\$6,341	06-NOV-18	Capital	CFO	Regular
RFP-18-31 Supply & Delivery of Decorative Holiday Lighting	6	Classic Displays	\$30,000	\$27,205	25-OCT-18	Capital	CAO	Regular
RFP-18-32 Structural Review of 196 Victoria Street East (Insightly)	0	None	\$0 Revenue	\$0	12-OCT-18	Operational	CAO	Regular
RFP-18-34 Installation of Mural on Exterior of Amherst Town Hall		Hansen Signs	\$25,000	\$5,699	19-OCT-18	Capital	CFO	Regular
RFQ-18-36 Wind Turbine Maintenance	1	Molen Services	\$50,000	3,812	14-SEP-18	Operational	CAO	ALTP
RFQ-18-37 Concrete Products for Manhole/Catch Basins	1	Shaw Precast	\$6,000	\$5,809	07-SEP-18	Operational	CFO	ALTP
RFQ-18-38 Supply of Materials for Willow Street Infrastructure Renewal & Operations	2	McLennan Sales	\$63,500	\$10,081	07-SEP-18	Operational	CFO	Regular
RFQ-18-39 Mobile Burn Unit Live Fire Training	1	Nova Scotia Fire Fighters School	\$16,937	\$10,168	14-SEP-18	Operational	CAO	ALTP
RFQ-18-40 Supply & Delivery of Crusher Dust Sand	2	Acadia Stone	\$10,000	\$2,566	12-OCT-18	Operational	CFO	Regular
RFQ-18-42 Infrastructure Monitoring Software	3	Nagios XI	\$4,000	\$2,723	26-OCT-18	Operational	CFO	Regular
RFQ-18-47 Salt Hauling 2018/19	3	Baxter Trucking	\$70,000	\$9,647	23-NOV-18	Operational	CFO	Regular
RFQ-18-49 DPB Server Upgrade	1	Cisco/OnX	\$15,000	\$15,057	23-NOV-18	Operational	CAO	Regular
RFQ-18-50 Holiday Decorating of Town Hall	2	Buds to Blossoms	\$500	\$203	12-NOV-18	Operational	CFO	Regular

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



Maggie's Place
A Resource Centre for Families

PO Box 1149, 11 Elmwood Drive
Amherst NS B4H 4L2
P: 902-667-7250 F: 902-667-0585
cumberland@maggiesplace.ca
www.maggiesplace.ca

December 12, 2018

Mayor David Kogon & Town Council
Town of Amherst
98 East Victoria St.
Amherst, NS, B4H 1X6

The Honorable Randy Delorey
155 Main Street, Suite 202
Antigonish, Nova Scotia
B2G 2B6

Warden Allison Gillis & County Council
Municipality of Cumberland County
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4

The Honorable Lloyd Hines
9996 Highway 16, Unit P-1
PO Box 259
Guysborough, NS
B0H 1N0

Dear Mayor Kogon, Warden Gillis, Minister Delorey & Minister Hines

Maggie's Place – A Resource Centre for Families fully supports accessible, inclusive communities and believe that a sidewalk from town to the Cumberland Regional Health Care Centre (CRHCC) is necessary to help break down barriers and encourage healthier lifestyles.

With over 300 employees, dozens of volunteers, lab services, diagnostics, prenatal, specialists and patient visitors, it is used by more than most buildings in the county. The proximity of the CRHCC to the Town of Amherst, the County of Cumberland Municipal Building and seniors housing makes it an attractive distance for many to access by foot however with no pedestrian infrastructure it is a hazardous.

Along with the health benefits, a sidewalk from town to the hospital would also reduce barriers and provide a safe inclusive passage for all users. At the recent Poverty Lives Here forum, we were reminded that we have a high rate of poverty and that the majority of those living in poverty are single mothers and unattached seniors. According to Statistics Canada 2016 "72% of female lone parent families with children 0 to 5 years live in poverty." Offering walkable transportation would provide safe passage for everyone, including, moms with strollers, wheelchairs and mobility scooters.

Social isolation for those living in hospital could be another positive impact of a sidewalk if family and friends could walk to the hospital to visit or volunteer; thus improving the quality of life for patients.

We are proud to live in a county where all municipalities have made health a priority and hope you will consider working together to bridge this gap.

Sincerely,

Sarah MacMaster
Executive Director

cc: MLA Cumberland North Elizabeth Smith McCrossin

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Andrew Fisher, Manager, Planning & Strategic Initiatives
Date: January 18, 2019
Subject: 2018 Strategic Priorities Check-in

Attached is the 2018 Strategic Priorities Chart approved by Council for the period of October to December. Similar to previous 'check-in' charts, tasks that have been completed are highlighted in yellow and crossed out. Those tasks that were not completed in the anticipated timeframe are shown in red text, with a new target date shown in parenthesis. For the most part, tasks have been completed or are scheduled to be completed in the coming months.

Marketing, Poverty Reduction, and Aging Population / Seniors Needs are three of the more challenging and complex priorities. Included in this package is supporting information that outlines the ways in which staff are addressing these priorities.

With regard to Marketing, the work program outlined a process to develop a Marketing Plan. While extensive work was done to complete an inventory of the Town's marketing materials that would lay the groundwork for a new strategy, the attached memo outlines the numerous ways in which the Town markets itself both within and outside the community. It could be argued that the resources required to develop a new marketing plan might be better put towards focusing on the existing marketing initiatives that have shown success.

Regarding Poverty Reduction, Council will be asked to consider the membership composition of a Poverty Advisory Circle that will assist Council in determining ways to address this priority.

The attached memo for Aging Population / Seniors Needs indicates the challenges of working with volunteers, and the need to find alternative solutions. However, the memo also outlines the many initiatives that are intended to improve outcomes for the senior population while seeking ways to identify where more support is needed.

STRATEGIC PRIORITIES CHART 2018 Priorities

CORPORATE PRIORITIES (Council/CAO)

Check-in: October - December

NOW

1. **ECONOMIC GROWTH / SUSTAINABILITY:** *Community Profile/Dashboard to Council – Nov* (Jan)
2. **POVERTY REDUCTION:** *Council disc. re committee – Oct* (Council confirm committee members – Jan)
3. **AGING POPULATION / SENIORS NEEDS:** *Stakeholder committee – Oct* (Consultations complete – Mar)
4. **POLICING COSTS:** *Internal Service Review (Phase I) – Oct (Dec.)*
5. **MARKETING:** *Develop ToR – Oct (Materials inventory – Dec)*
6. **NET ZERO / COMMUNITY ENERGY STRATEGY:** *Council Direction on ToR – Oct* (SG project pending funding award)

NEXT

- **COMMUNITY ENERGY STRATEGY:** RFP or Draft
- **POVERTY REDUCTION:** Implement Council direction
- **SENIORS STRATEGY:** ID service gaps
- **MARKETING PROGRAM:** Council Direction on ToR
- **POLICING COSTS:** External Service Review (Phase II)
- **ECO GROWTH:** Ind Park Market Study

ADVOCACY/PARTNERSHIPS

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

OPERATIONAL STRATEGIES (CAO/Staff)

Chief Administrative Officer (Greg)

1. **SERVICE CAPACITY REVIEW:** *Council discussion – Oct*
 2. **POLICING COSTS:** Project Oversight
- Municipal Cooperation
 - Succession Planning
 - Cannabis legalization: Council discussion - Oct

Manager, Planning & Strategic Initiatives (Andrew)

1. Active Transportation Plan: Wayfinding signage - *Dec*
 2. **NET ZERO/ COMM ENERGY STRAT:** *Council Direction on ToR – Oct* (SG project pending funding announcement)
 3. MPS/LUB amendments for Cannabis: *PAC – Oct*
- NSP Smart Grid Project: Implementation
 - Oxford MPS: review

Fire Chief (Greg)

1. Organizational Security Strategy: *Complete – Nov*
2. Develop General Orders: *Implement – Oct*
3. Live/Simulated fire training: *Virtual Trainer Procured – Dec*

Director of Recreation (Bill)

1. **MARKETING PROGRAM:** *Develop ToR – Oct* (Feb)
 2. **POVERTY REDUCTION:** *Council discussion – Oct* (Jan)
 3. **AGING POP./SENIORS NEEDS:** *Council Disc – Oct* (Jan)
- Healthy Communities: Committee goals/objectives
 - Communities in Bloom: Committee goals/objectives
 - ~~Dog Park: Construction~~

Chief of Police (Dwayne)

1. Succession/Staff Changes: *Promoted up to speed – Dec*
 2. Sexual assault investigations: *audit – Oct* (Feb)
 3. Legalization of Cannabis: Revisit Nuisance Bylaw - Aug
- Departmental Wellness Program: CISM draft
 - Digitize personnel files: Action Plan
 - Quality Assurance Review:

CFO (Shelley)

1. **Policing Costs:** *internal Service Review (Phase 1) – Oct*
 2. Performance measurement/management: *Investigate Six Sigma training – Nov*
 3. Customer Service Standards: *Action Plan – Oct (July)*
- Pension Plan Sustain Report: Research completed
 - Internal Control Documentation: Written Processes
 - E-Vendor Payment System: Running

Business Development Officer (Rebecca)

1. **ECONOMIC GROWTH/SUSTAIN:** *Community Economic Dashboard Present to Council – Dec* (Feb)
 2. Economic Development Strategy: *Implementation Plan – Oct*
 3. Industrial Park Biz Attraction: *Market Study complete – Dec* (ID targets – Feb)
- Tourism Strategy Committee: Strategy draft complete
 - Tourism Product development: app-based tour
 - Commercial Building Façade Improvement program

DCAO Director of Operations (Jason)

1. Asset Mngmt Plan: *draft plan – Dec* (Jan)
 2. Service Delivery Standards: *Sr. Mgmnt review – Oct*
 3. AT facility construction: *Nov. – (Jun)*
- Document long-term maintenance for capital assets

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

MEMORANDUM

To: Mayor Kogon and Amherst Town Council

From: Bill Schurman, Director of Recreation

Date: January 21, 2019

Subject: **Marketing Program – Strategic Priority**

One of Council's Strategic Priorities is a Marketing Program, which focused on the question; *how do we market and position Amherst as a great place to live, work, play, to attract and retain residents, visitors and business?*

From the outset it was determined that a marketing plan would be a way to address this priority. As such, the Recreation Department completed the task of gathering an inventory of marketing and promotional materials from all Town departments to lay the groundwork for a new marketing plan. The information below provides an outline of the existing initiatives and programming that correspond to the list of Desired Outcomes listed in the Strategic Priority Work Program as determined by Council. The next step will be to review the existing materials and initiatives to identify gaps or additional information required.

The goal is to continue these initiatives and strive to identify opportunities for improvement and growth in all areas.

SUPPORT AND PROMOTION OF COMMUNITY PRIDE

Festivals and Events – Amherst has a growing reputation for supporting and successfully hosting events. Some examples of festivals and events supported by the town include:

- Expansion of established annual events such as the Amherst Winter Carnival, Canada Day celebrations, New Year's Eve activities, Bordertown Biker Bash, the Valentine Run, Fibre Arts Festival, Indigenous Day, African Heritage, Atlantic Car Show, Blue Nose Tournament, Ducks Unlimited Dinner and many more.
- Coordination of Little Ray's Reptile Zoo show at the Amherst Centre Mall.
- Production of a series of summer night markets which included a classic car show, fire performers, and circus performers along with live music, food trucks, and local artisans.
- Development of a new festival called 'A' Fest which focused on Family First, Active Healthy Amherst.
- Creation of new events to connect community members to local businesses, such as, Spirits Walk, Cookie Crawl, and Victorian Christmas.
- Community Support Grants and 'A' Fresh Start Initiative -Investing in community pride by supporting events and activities.
- Mayor, Council and Senior Management also promotes our Town by speaking and presenting at several conferences and seminars throughout the year.
- Family First Summer Student Program developed to promote community pride, and activities are coordinated throughout the summer to spread a message of Active Living and Family First.
- Stakeholders such as Senior Safety, 50+ Club, AYTC and the Community Health Board partnering to support, sell and promote community pride.

Visual identity - Our image can be seen on staff clothing, vehicles, swag and collectibles, business cards, email signatures, and the new water reservoir, with the goal to improve brand awareness.

Social media is a high priority. Our Facebook pages are a great resource for community engagement, encouraging conversations and promoting community pride. Our social media presence has increased the way our citizens connect with our Town.

Our Facebook pages have grown to a total of 9,907 likes and we have 1171 followers on Twitter, we also are using Snapchat, YouTube and Instagram with the expectation to increase in these areas.

Paid Facebook advertisements are used to reach people who are not already connected to the Town's Facebook page and people who live outside of Amherst but within a one-hour drive.

TARGETED MARKETING MATERIAL

Targeted materials have been reviewed and updated. Town advertising program is evaluated for reach and impact and is ongoing.

Printed marketing materials include an Amherst map, visitor guide, brochures and flyers, placemats used in local restaurants, facilities brochures, summer program brochures, stand up banners, promotional tables at community events also implemented.

Signage produced such as trail signs, walkability signage, Sharrows, Stadium Signage, Park and Facility Signage.

A Weekly Skinny activity schedule is produced and distributed to community members and businesses, as well as electronic newsletters.

The back of the water bill is also used to promote initiatives and events organized by the Town.

Town facilities, initiatives and events are also promoted through websites such as Fundy Connect, novascotia.com, Eventbrite, TripAdvisor, and Google Maps.

Paid print advertisements were placed in regional magazines and newspapers as well as in provincial tourism guides.

Frequently used slogans include #seewhyweloveit, Active Healthy Community, Live Work Play, and Family First. These slogans have gained recognition and have become a staple in the community.

WEBSITE UPGRADE

A refresh of the website was completed with changes to the navigation menus, reorganization of information, and an update of the visual template. Information is updated frequently and images on the home page are changed seasonally.

ENCOURAGE IMMIGRATION

YMCA Outreach Program

A Town of Amherst backdrop and recruitment booklet were created to attract physicians and other professionals to live and work in Amherst. Information packages are given to visiting physicians who are filling in short-term vacancies.

PROMOTE BORDERTOWN LOCATION

Promotional videos were created and shared on social media and the Town's website to attract visitors planning Nova Scotia vacations.

A series of itineraries has been developed to encourage travelers to make Amherst their home base for two or three days of excursions.

REFRESH/REJUVENATE ENTRANCE WAYS

New community identity signage on Highway 104 was developed with an emphasis on Amherst's built heritage.

Enhancement of entrances and main routes through town with beautiful floral displays and well-maintained green spaces.

Directional signage helps people navigate to Town facilities and the downtown core, while information kiosks provide a place to pick up brochures and find out about events. Pole banners throughout town add colour and pageantry.

TELL THE AMHERST STORY – HISTORY AND CULTURE

Through the Street Banner program, we honor our history and culture. African Heritage Month, Remembrance Day, Live Work Play, Indigenous Day, Fibre Arts, Holiday Banners, Canada Day.

The Nova Scotia Highlanders Mural was re-created and mounted on the side of Town Hall.

A Heritage Day Fair (2018) was developed as part of Winter Carnival, which featured heritage craft (weaving, spinning, stained glass art), and displays from the Cumberland County Museum, CANSA, Highlanders military museum, and Amherst Area Heritage Trust, with plans to continue each year so we can continue to promote the history and stories of our Town.

Historic walking tours and horse-drawn carriage tours were developed to bring Amherst's history to life while developing new tourism product for visitors.

The Town of Amherst has partnered with many organizations such as Amherst Area Heritage Trust, The Department of Indigenous and Northern Affairs, The Cumberland County Museum, Fibre Arts Festival, the Cumberland YMCA, Maggie's Place, CANSA, Cumberland Health Authority and many more to help strengthen the ties to the history and culture in our community.

Culture, Marketing and Event Coordinator position implemented.

CONCLUSION

The existing programming and initiatives listed above illustrates the significant efforts being directed at marketing the town to both residents and visitors. As such, it could be argued that the significant resources required to develop a new marketing plan might be better directed towards continuing to look for ways to more effectively market the town as part of the regular course of operations.

MEMORANDUM

To: Mayor Kogon and Amherst Town Council
From: Bill Schurman, Director of Recreation
Date: January 21, 2019
Subject: **2018 Strategic Priority - Aging Population / Senior's Needs**

The purpose of this memo is to provide an update on one of Council's 2018 Strategic Priorities "Aging Population / Senior's Needs". The defining question related to this priority is; *how do we identify and program for services aimed at our senior population? The World Health Organization (WHO) identifies eight key areas of a rural age friendly community.*

1. *Outdoor spaces and public buildings are pleasant, clean secure and physically accessible.*
2. *Public Transportation is accessible and affordable*
3. *Housing is affordable, appropriately located, well built, well designed and secure*
4. *Opportunities exist for social participation in leisure social cultural and spiritual activities with people of all ages and cultures*
5. *Older people are treated with respect and included in city life*
6. *Opportunities for employment and volunteerism cater to older persons interests and abilities*
7. *Age-friendly communication and information is available*
8. *Community support and health services are tailored to older persons needs*

To address this priority, it was agreed that the 2013 draft Senior's Strategy would be reviewed and updated or rewritten. The following actions and target dates were established to achieve this:

1. Establish stakeholder steering committee - Sept
2. Stakeholder meeting – Oct
3. Current strategy review & create ToR to review - Nov
4. Implement ToR – Dec
5. Determine strategies to address needs – Jan 2019
6. Complete draft strategy – Feb 2019
7. Council direction – Feb 2019

Earlier in 2018 a committee was formed but subsequently disbanded due to health and scheduling issues of individual members. A new committee chair was identified and started committee recruitment, but unfortunately has since left the community. Alternatively, staff have sought to engage the senior community and related stakeholders through the Seniors Safety Coordinator, within Community Health planning, and the 55+ Club. Also, a community input initiative related to activity and health was conducted in late 2018, which included an online survey and a senior focus group sessions. The results of this initiative are expected by the first of March with a plan to brief Council in April. In the meantime a number of initiatives, activities and events have been offered including: upgrades to Town Trails, addition of a walking track at Lions Park, addition of benches and seating, increased indoor skating and walking hours, senior softball, increased use of social media regarding activity schedules, pickleball, walkability signage, active transportation plan, 55+ games, municipal poverty forum, and a seniors walking club.

Given the challenges with the volunteer seniors committee, staff have looked for alternative ways to identify and program services aimed at seniors. As such, the revised action plan this priority is as follows:

1. Stakeholder Consultations – 2/3 completed – 3/3 – Mar.
2. Walking Program –~~Started~~
3. Community Health Plan – Complete – April
4. Stakeholder Consultation report & Gap analysis – May
5. Update or renew existing Strategy– June
6. Report to Council - June

Monthly Report

Corporate Services

January 2019

CORPORATE SERVICES –The internal control report is still being worked on by the contractor. Corporate Services will be taking over all aspects of pension and benefits administration throughout the month of January and will also be responsible for Human Resource Management, excluding labour relations management and contract negotiation.

Changes in the Corporate Services Department are being reviewed and approval is anticipated in late January. Work continues on identifying areas for change regarding Corporate Service Policies.

There was an upgrade to SAP during December.

Water bills will be sent out the end of January.

FINANCIAL - Capital budget submissions are being updated and it is anticipated that meetings with Council will happen in late January or early February. Operating budgets are being reviewed by the Corporate Services team and it is anticipated meetings will start with Council in March. We are working with RBC to have our telepayments done electronically. This is expected to be fully functional by early February.

2019 SPRING TAX SALE – Work is currently being done to determine if a Spring tax sale will be required.

TAXATION – We received the 2019 Assessment Roll. PVSC will be mailing out all 2019 Property Assessment Notices the 2nd week of January. There is a short window for appeals. We are reviewing the roll.

2018/19 TAX REDUCTION POLICY – We have received 71 applications as of Jan 14/19. 66 received the \$450 reduction. 1 has a prior year balance, 1 is waiting on supporting documents, 2 did not qualify 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 January 1, 2019 there were 73 appeals, 55 complete, 2 outstanding, 16 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Jan 1/19	Pending as of Jan 1/19	Withdrawn as of Jan 1/19	Outstanding Appeals as of Jan 1/19	Appeals Successful as of Jan 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	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 – Collection letters have been sent out and staff are working on low consumption letters which would lead to follow up appointments for meter repairs. There was a minor issue with uploading the reads for water due to the SAP upgrade. It has been fixed and reads are being uploaded so bills can be sent out by month end. These bills will be due February 28th.

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

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

Discussions on operational service agreements (multi-year, repetitive contracts) took place with user departments and procurements are being conducted where required.

WCB and insurance inspection/maintenance on-going.

INFORMATION SERVICES (IS) – Review of current systems and requirements for the upcoming budget year were completed and amounts were added to the budgets where upgrades are required. On-going reviews during this month around potential options to save monies with the Provincial Standing Offer list. A review of the phone bills and identification of assets is ongoing. Currently reviewing existing IT resources and software and future potential software for meeting the needs of the Town.

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 (evergreening asset plan), including APD.

HUMAN RESOURCES - Our term A/P staff has been extended as we have one staff member on leave for the next month.

Monthly Report

Operations

January 2019

The streets department continued with some construction work on the active transportation trail on Robert Angus Drive and Willow Street. The asphalt recycler/hot patcher was used for 2 days in December patching potholes, approximately 5 tonnes of asphalt was placed.

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 services for the annual New Year's Eve Celebration.

There were significant snow events on December 17th and 28th, each dumping 15cms which required plowing of streets, sidewalks, and parking lots.

Town crews also hauled snow from downtown streets and parking lots. The salt truck was out on numerous occasions as December saw many days with daytime highs above freezing followed by very cold overnight temperatures. 500 tonnes of salt was purchased in December to stockpile in the storage building and approximately 200 tonnes of road salt was used during the month.

The water crews have started rebuilding spare upper hydrant bodies to have in stock. These are rebuilt and repainted and are eventually swapped out for the rusty or poorly operating hydrants. Water crews have also been maintaining the downtown outdoor rink. Depending on weather conditions and other work priorities crews have been trying to perform flooding and maintenance on a daily basis. There was 1 broken water main in December, a 6" cast iron main on Croft Street.

The sewer crew have been doing their typical bi-weekly sampling at the Treatment Plant and the regular cleaning of the Terrace Lift Station. The sewer crew also have been cleaning the bar screen at the WWTP on a daily basis since the solids grinder failed in the fall.

The mechanic has been busy with maintenance work on snow plows as needed and the fabricating of spare steel wear parts typically worn down by snow plowing.

Upcoming / ongoing projects for January include:

- Continue construction of active transportation trail on Robert Angus Drive and Willow Street.
- Patching of potholes with recycled hot mix asphalt
- Meter reading
- Solid waste collection from on-street receptacles
- Week day maintenance at the outdoor rink
- Snow and de-icing operations as needed

Monthly Report

Police Department

January 2019

This report covers the month of December 2018

PROFESSIONAL DEVELOPMENT / TRAINING

DRE – Continuing Education: On December 13th, the 3 APD Drug Recognition Experts, Sgt Galloway, Cst Hirtle and Cst Walsh attended training in Dartmouth in relation to impaired driving investigations and their roles as DRE's. This training is a required portion of DRE recertification and is required every 2 years. This years training was especially relevant due to the changes in impaired driving legislation and the legalization of cannabis.

Sexual Assault Investigators Course: Cst Tom Wood and Cst Michelle Harrison attended the Sexual Assault investigators Course from December 3rd to 7th in Dartmouth. This training, which was hosted by the Department of Justice, was designed to assist experienced investigators in developing skills and knowledge as they relate to the investigation of sexual assault incidents and to provide investigators with the necessary knowledge, skills and ability to adequately handle the complexities and demands of sexual assault investigations. Cst Wood and Cst Harrison will be using their training when completing the APD Sexual Assault Audit this month.

ICS 100: Several members (17 in total) completed the Incident Command System 100 online course. This course, which is the prerequisite to other ICS courses, provides the foundation for understanding how ICS works and is structured as to how it can be applied to managing a major incident. Of these members, 4 were selected to attend the ICS 200 course in January 2019.

OPERATIONAL

Home Invasion – East Victoria Street: Police are continuing the investigation into a home invasion on December 17th in which an 84 year old man was assaulted and taken to hospital for treatment of injuries that were not life threatening. A truck belonging to the victim was located the following day in the parking lot of the Cumberland YMCA. The investigation is being conducted by the Major Crime Unit with assistance from the Cumberland Street Crime Enforcement Unit.

FOCUSED ENFORCEMENT

In December, APD members focused on "Operation Impact" which consisted of checkpoints looking for impaired drivers and ensuring that roads were safe during the Christmas season. As a result of this initiative, 23 checkpoints were conducted with over 18 hours of enforcement with 7 tickets being issues, 2 warnings and over 1,300 vehicles being checked.

OPERATIONAL STATS – December 2018

APD

Occurrences: 450
Impaired by Alcohol: 1
Impaired by Drug: 0
Traffic Tickets: 38
Vehicle Checks: 199
Foot Patrol Hours: 36h 35m

Criminal Code Charges: 52
CDSA: 2
Traffic Written Warnings: 39
LCA: 2
Bike Patrol Hours: 0

SCEU

CC Search Warrants Executed: 6
 CC charges laid: 4
 Street Value of Seized Drugs: \$2,600.00
 Value of other property: \$502.00
 Firearms seized: 1

CDSA Warrants Executed: 2
 CDSA charges laid: 6
 Total Cash seized: \$973.00
 Street Value, Other Contraband: \$47.00
 Other weapons Seized: 4

SCEU Quarterly Reports - 4th Quarter:

CC Search Warrants Executed: 23
 CC charges laid: 8
 Street Value of Seized Drugs: \$8,910.00
 Value of other property: \$1,722.00
 Firearms seized: 2

CDSA Warrants Executed: 2
 CDSA charges laid: 6
 Total Cash seized: \$1,263.00
 Street Value, Other Contraband: \$51,550.00
 Other weapons Seized: 4

SCEU – 2018 Annual

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
CC Search Warrants Executed	23	5	22	23	73
CDSA Warrants Executed	16	3	8	2	29
CC charges laid:	63	11	28	8	110
CDSA charges laid	74	5	27	6	112
Street Value of Seized Drugs	\$167,595	\$70,375.00	\$33,959.00	\$8,910.00	\$280,839.00
Total Cash seized	\$4,710.60	\$0.00	\$17,617.10	\$1,2363.00	\$29,980.10
Value of other property	\$25,270.00	\$1,350.00	\$6,603.00	\$1,722.00	\$34,945.00
Street Value, Other Contraband	\$35.00	\$0.00	\$7.00	\$51,550.00	\$51,592.00
Firearms seized (long	2	3	3	2	10
Firearms seized (handgun):	1	0	0	0	1
Other weapons Seized:	11	0	2	4	17

Amherst Police Department Quarterly Stats

Quarterly Stats 2018											
1st Qtr = January 1st - March 31st						3rd Qtr = July 1st - September 30th					
2nd Qtr = April 1st - June 30th						4th Qtr = October 1st - December 31st					
Offence Category	2018 1st Qtr	2017 1st Qtr	2018 2nd Qtr	2017 2nd Qtr	2018 3rd Qtr	2017 3rd Qtr	2018 4th Qtr	2017 4th Qtr	2018 Comparison 4th period ending	2017 Comparison 4th period ending	%
Assault	37	42	57	51	59	56	50	33	203	182	11.54%
Break & Enter - Business	6	2	1	1	7	1	7	7	21	11	90.91%
Break & Enter - Residence	7	7	8	9	15	18	17	14	47	48	-2.08%
Domestic Incident	50	56	48	35	42	61	37	43	177	195	-9.23%
Impaired Driving	17	13	20	10	22	8	20	9	79	40	97.50%
Liquor Act Offences	11	9	12	14	7	12	17	12	47	47	-
Other Criminal Code	66	63	89	64	120	101	89	78	364	306	18.95%
Possession of Stolen Prop.	3	2	2	4	1	5	6	6	12	17	-29.41%
Robbery	0	0	0	0	0	0	0	1	0	1	-100.00%
Sexual Assault	3	2	3	2	2	4	4	3	12	11	9.09%
Spousal Partner Abuse	12	15	17	11	10	12	12	13	51	51	-
Theft	48	28	46	49	68	76	64	58	226	211	7.11%
Theft of Motor Vehicle	5	1	1	3	1	1	3	2	10	7	42.86%
Theft from Motor Vehicle	7	4	17	13	25	18	11	9	60	44	36.36%
MVA SOT's	90	48	109	141	118	106	157	93	474	388	22.16%
LCA SOT's	8	4	12	8	6	18	14	9	40	39	2.56%
Traffic Warning Issued	55	78	84	123	126	118	141	64	406	383	6.00%
Vandalism (Mischief)	12	10	7	8	18	6	13	5	50	29	72.41%
Occurrences	1106	1023	1378	1273	1561	1395	1398	1213	5443	4904	10.99%
Vehicle Checks	396	399	475	591	590	569	675	426	2136	1985	7.61%
Foot Patrol Hours	148h 24m	231h 21m	191h 55m	277h 44m	161h 28m	202h 39m	157h 15m	222h 36m	659h 2m	711h 44m	/
Bike Patrol Hours	0	0	0	11h 53m	7h 3m	6h 6m	0	0	7h 3m	17h 59m	/
Red indicates a decrease Blue indicates an increase	Updated: January 8, 2019										

Monthly Report Recreation / Culture / Programming / Communications

January 2019

Active Living/Healthy Community

The Holiday activity and skating schedule was delivered to schools and local businesses. Included in the schedule were 5 holiday public skates, and 2 free Town sponsored swims at the YMCA. Activities were well attended. The Active Living Coordinator has met and assisted in the planning of the Steady Stride Rehab Walking Program at the Amherst Stadium lead by the Community Rehab Department. This program is for citizens with mobility issues. The program will start in January, one day a week at the stadium. A grant will cover the transportation costs of the program. Funding has also been confirmed from the Community Health Board supporting healthy eating at 'A Fest and also a Smoke Free Spaces grant for new signage along the Amherst Trail System and parks. The Active Living Coordinator has organized an Adult Learn to Skate program offered free of charge starting in January with 2 volunteer instructors. The Active Living Coordinator has also met with and assisted a community volunteer that is starting an Adult Multisport program in the new year. The annual Family First New Year's Eve celebration at the Amherst Stadium was a huge success once again with many getting out and being active enjoying skating, photo booth, wagon rides, the walking track, trivia, and of course the roof top fireworks show!

Culture/Events & Marketing Coordinator

Meetings and collaborations with the Mayor and First Responders on Upcoming First Responders Week in April. Research and contacts made on designing and ordering mementos for the group.

December was a busy month with planning the Family First New Year's Eve Event. This included the coordination of volunteers, working with APD and AFD and Public Works on road closures, fireworks and logistics for the event, booking all entertainment, food, beverages and decorations for the evening, set up and tear down as well as letters drafted and distributed to Stadium neighbors on road closure and firework safety.

Initial planning has begun for Amherst Volunteer Appreciation. 2019 applications have been completed and promoted via mail, website, and social media.

Much time was also spent updating and maintaining social media postings and the community calendar.

Horticulture/Green Spaces

Daily monitoring of parks and reporting of deficiencies. Hazard tree observation/ documentation/ call to service as needed to local tree removal companies. Weekly meetings with the Operations department to work together and get projects done. Replacement tractor RFP closed with the successful bidder being Fort Equipment.

Work was carried out within the Stadium to help enhance the atmosphere for events such as our Family First New Year's celebration, as well as for the winter season. Budget preparations, research, and documentation for finance was prepared and submitted. Preparations for the upcoming growing season involving plant and tree species selection, and research into a tree protection policy also occurred.

Facilities

'A' Place to Play

The outdoor skating surface is open at our downtown location. It is equipped with bleachers, benches for people to tie their skates, garbage cans, portable toilet, decorative lighting and signage. The facility is open daily until 10:00pm weather permitting. Our staff do daily checks and we are able to give an estimate based on the people who are using the facility when they check. In December 102 people used the facility during our checks only.

Amherst Stadium

The holiday spirit was in full gear and families enjoyed our holiday public skates. In December we hosted a Skate Canada Skills Camp that included the Nova Scotia Canada Games team, Ringette Jamboree and our Annual Family First New Year's Eve Event. For the Skate Canada Event Skaters from across Atlantic Canada gathered at the Amherst Stadium on Dec. 28 and 29 and participated in a spin and jump clinic. This event was supported by the no fee ice program and each participant saved \$95.00 off their registration fee. The Ringette Jamboree took place on Dec. 30 and ten teams from across the Maritimes participated in a series of games. This was a great event to promote activity in Amherst, and they are looking at coming back again in the spring. The New Year's Eve event was another successful event at the Amherst Stadium. Citizens took advantage of many family events such as horse & wagon rides, face painting, photo booth, skating, colouring, movies and delicious chili. The finale to our event was fireworks which wowed people once again.

In December 2018 CCMHA used 78.5 compared to 60.5 hours in 2017. Amherst Skating Club used 37.25 hours in December 2018 compared to 39.75 in 2017. Total program skating for December 2018 is 67.25 hours compared to 81 hours in 2017. The total number of hours used at the Amherst Stadium is 262.25 in December 2018 compared to 271.25 in December 2017.

Ongoing maintenance and cleanliness is a high priority at the Amherst Stadium.

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 Park remains open from sunrise to sunset. This facility is equipped with waste receptacles, garbage cans, benches and a holding area.

Monthly Report

Fire Department

January 2019

Responses (December)

Town of Amherst – 9 events

- 2 Monitored alarm activations
- 1 Garbage can fire
- 1 Motor vehicle accidents
- 1 Wildland / Open burn
- 2 Flue fire
- 2 Hazardous materials

Contract area (District 2) – 10 events

- 4 Motor vehicle accidents
- 3 Structure fire
- 1 Flue fire
- 2 Monitored alarm activations

Fire inspections

5 fire inspections were completed during this period and numerous file remain ongoing. Also during this period informal fire safety checks were conducted in the community to educate the public.

Professional Development

The recruits have completed the first month of the basic fire fighter training program. The experiences they are gaining during this training will provide them with basic firefighting knowledge to assist them during future training and fire service operations.

Upcoming Events

Members of the Amherst Fire Fighters Association are currently planning their Annual Burn Treatment Curling Bonspiel, which will take place on February 22nd and 23rd at the Amherst Curling Club.

Monthly Report

Planning and Strategic Initiatives

January 2019

Staff are working on refining the results of the December 4th Council 2019 Strategic Priority Planning Day. With general priority themes identified, staff are developing potential long-term outcomes that describe what success looks like in those areas, as well as identifying existing and potential initiatives that address them.

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.

With regard to the VIA Station transfer, negotiations continue to move forward. A more detailed memo is in Council's package.

Regarding planning matters, the PAC have made a recommendation to Council with respect to a development agreement at 150 East Victoria Street to allow the conversion of 5 motel units to dwelling units. Land Use Bylaw amendments will also be considered for second reading. Both of these matters will be on the Council's regular meeting agenda on January 28th.

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.

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

Monthly Report

Economic Development

January 2019

Demographic and business support

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

- **Victorian Christmas in Downtown Amherst:** Shoppers enjoyed the wonderful sights, sounds, and scents of a traditional Christmas in downtown Amherst with costumed carolers, horse-drawn wagon tours, and a Victorian photo booth at Focal Point Photography and Framing. Promotion of the event reached 14,400 people on Facebook.
- **Amherst Cookie Crawl:** Over the course of four hours, there were 1,800 interactions with Amherst businesses, many of which were first contacts. Feedback from participants and businesses was extremely positive. This event promoted local businesses and supported community pride. Promotion of the event reached 10,800 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

Business development staff provided demographic and market information to a company interested in opening a restaurant in Amherst.

Support initiatives at the Community Credit Union Business Innovation Centre.

The conference room hosted a Ray Legere & Acoustic Horizon concert and a corporate holiday party. Meeting rooms were actively used by community economic development partners and small business owners who used the networking hub to meet with clients.

A noticeable increase in bookings at the facility suggests that revenue will reach \$15,000 before the end of the fiscal year, which is 25% more than was budgeted.

Business development staff compiled a list of prospective organizations and associations that might be interested in renting meeting spaces in preparation for a marketing mailout in early January.

Increase the impact of tourism on the local economy

Professional photos were taken of people skating on the outdoor ice surface and shopping on Church St. A library of photo assets is being established for use in future tourism promotions. Business development staff are finishing work on a tourism marketing campaign that will be ready to launch in February.