



**Town of Amherst  
Committee of the Whole**

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

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		Pages
1.	Call to Order - 4:00 P.M.	
1.1	Approval of Agenda	
1.2	Approval of Minutes	1 - 4
2.	Presentations - 4:05 P.M.	
2.1	Cumberland County Museum	5 - 10
3.	In Camera - 4:20 P.M.	
3.1	Approval of In Camera Agenda	
3.2	Approval of In Camera Minutes	
3.3	MGA 22(c) personnel matters	
3.4	MGA 22(c) personnel matters	
3.5	MGA 22(c) personnel matters	
3.6	MGA 22(f) litigation or potential litigation	
4.	Council Direction Requests - 4:45 P.M.	
4.1	Capital Short List Approval - RECTOR - 4:45 P.M.	11 - 28
4.2	CJSMA Budget - HERRETT - 5:00 P.M.	29 - 37
4.3	Setting the Solid Waste Rate - RECTOR - 5:05 P.M.	38 - 42
4.4	Review of Council Structure and Council Compensation - CHRISTIE - 5:10 P.M.	43 - 43
4.5	Expense Reimbursement Policy - RECTOR - 5:25 P.M.	44 - 59

4.6	Fluoridation - MACDONALD - 5:30 P.M.	60 - 63
5.	Information Items - 5:40 P.M.	
5.1	NSFM Regional Meeting - HERRETT	64 - 65
6.	Monthly Reports - 5:45 P.M.	
6.1	Corporate Services	66 - 67
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6.3	Police Services	70 - 71
6.4	Recreation	72 - 73
6.5	Fire Services	74 - 74
6.6	Planning & Strategic Initiatives	75 - 75
6.7	Economic Development	76 - 76
7.	Adjournment	

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

**Date:** February 19, 2019  
**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 Terry Rhindress

**Members Absent** Councillor Darrell Jones  
Councillor Wayne MacKenzie

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

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**1. Call to Order**

Mayor Kogon called the meeting to order at 4:01 p.m.

**1.1 Approval of Agenda**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Byrne**

**To approve the minutes of the January 21, 2019 Committee of the Whole meeting as circulated.**

**MOTION CARRIED**

**1.2 Approval of Minutes**

**1.2.1 January 21, 2019**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Rhindress**

**To approve the minutes of the January 21, 2019 Committee of the Whole meeting as circulated.**

**MOTION CARRIED**

**1.2.2 January 28, 2019**

**Moved By Councillor Byrne**

**Seconded By Councillor Rhindress**

**To approve the minutes of the January 28, 2019 Committee of the Whole meeting as circulated.**

**MOTION CARRIED**

**2. In Camera**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Rhindress**

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

**MOTION CARRIED**

Let the minutes show that Councillor Blanch arrived at this time.

**3. Council Direction Requests**

**3.1 Cumberland County Museum Request to Present to Council**

**Moved By Councillor Byrne**

**Seconded By Deputy Mayor Christie**

**That staff be directed to invite the Cumberland County Museum to do a presentation at a March meeting.**

**MOTION CARRIED**

**3.2 Council Remuneration**

Information item; no action required at this time.

**3.3 Mandatory Provincial Contribution**

**Moved By Councillor Byrne**

**Seconded By Deputy Mayor Christie**

**That the changes in the attached Budget Management Policy including the addition of the Regional Library Costs to the Mandatory Provincial Contribution Area Rate and the adjustment of the YMCA payment to reflect our contribution of \$100,000 in the Community Support Area Rate be referred to the February 25, 2019 regular meeting of Council for approval.**

**MOTION CARRIED**

**Moved By Councillor Byrne**

**Seconded By Councillor Rhindress**

**That the setting of the Mandatory Provincial Contribution Area Rate at \$0.405 for the 2019-20 fiscal year be referred to the February 25, 2019 regular meeting of Council for approval.**

**MOTION CARRIED**

**3.4 Temporary Borrowing Resolution**

**Moved By Councillor Rhindress**

**Seconded By Councillor Blanch**

**That Council forward approval to the February 25, 2019 regular meeting of Council of a Temporary Borrowing Resolution in the amount not exceeding \$421,485 for the following items, and submit it to the Department of Municipal Affairs for Ministerial approval:**

- East Pleasant Street – water main replacement (water utility)	<b>\$300,000</b>
- Water Reservoir (water utility)	<b>37,735</b>
- Service Truck (water utility)	<b>28,750</b>
- Land Purchase Wellfield (water utility)	<b><u>55,000</u></b>
	<b><u>\$421,485</u></b>

**MOTION CARRIED**

**3.5 Joint Council Committee Terms of Reference**

**Moved By Councillor Blanch**

**Seconded By Deputy Mayor Christie**

**That Council direct the CAO to forward the terms of reference for the Joint Council Committee to the February 25, 2019 Regular meeting of Council for approval.**

**MOTION CARRIED**

**4. Information Items**

**4.1 New Library Funding Formula**

Information item; no direction given or action required.

**4.2 CJSMA Draft 2019-2020 Budget**

Information item; no direction given or action required.

**5. Monthly Reports**

**5.1 Corporate Services**

Information item; no direction given or action required.

**5.2 Operations**

Information item; no direction given or action required.

**5.3 Police Services**

Information item; no direction given or action required.

**5.4 Recreation**

Information item; no direction given or action required.

**5.5 Fire Services**

Information item; no direction given or action required.

**5.6 Planning & Strategic Initiatives**

Information item; no direction given or action required.

**5.7 Economic Development**

Information item; no direction given or action required.

**6. Adjournment**

To adjourn the meeting at 5:45 p.m.

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

GORDON L GOODWIN P. Mgr., C.I.M.  
3 SUMMER STREET,  
AMHERST, N.S. B4H1N8.  
902 667 8134h/o 902 667 6925c  
[goodwingldartmouth@gmail.com](mailto:goodwingldartmouth@gmail.com)

## “ ENEMY ALIENS”

IS

A TRAVELLING EXHIBITION DEVELOPED BY THE CANADIAN WAR MUSEUM IN PARTNERSHIP WITH THE UKRAINIAN CANADIAN CIVIL LIBERTIES FOUNDATION.

### First, A little History.

During the First World War, “Enemy alien” was the term used to describe citizens of Countries legally at war with the British Empire, and who resided in Canada during the war. These included immigrants from the German Empire, the Austro-Hungarian Empire, the Ottoman Empire and Bulgaria. They could be interned for a number of reasons, including unemployment, attempting to leave Canada and failing to abide by government regulations.

Using photographs drawn from Canadian archival collections one hundred years later, this exhibition “ENEMY ALIENS” explore internment operations and the experiences of the internees: who they were, the conditions they endured and the legacy they left behind.

When the First World War began in 1914, there was widespread suspicion in Canada that immigrants from enemy nations might be disloyal. In response, the federal government passed *The War Measures Act*, allowing it to monitor and intern anyone who had not become naturalized British subjects. These people were labeled “enemy aliens.” In total 8,579 men were prisoners of war in 24 camps across the country

One of these internment camps was in Amherst from 1915 to 1919, located on Park Street in an abandonment steel plant that now houses Casey Concrete.

**Amherst Internment Camp** was an internment camp that opened in 1914; 1<sup>st</sup> prisoners arrived in 1915 and the camp closed September 27, 1919. It was one of the largest prisoner (POW)camps in Canada during World War 1; a maximum of 853 prisoners were housed at one time at the old Iron foundry on the corner of Hickman and Park Streets. The camp was a quarter of a mile long and 100 feet wide. 100 x 1320 ft; a staggering 132,000sq ft. One of the prisoners of war at the camp was **Russian Leon Trotsky**, who became a leader of the Bolshevik revolution in Russia in 1917.

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## **A VITAL PIECE OF AMHERST'S HISTORY**

### **Some statistics:**

- Amherst's First World War internment camp operated from April 1, 1915 to Sept. 17, 1919.
- It was located in a malleable iron foundry located between Park Street and the railway line.

The North end housed prisoners' quarters and their washrooms.

- Further north, close to Patterson Street, was a large mess hall, recreation room, kitchen and pantry stores.
- The officers were housed in the south end of the camp and the officers' quarters were close by the camp hospital and medical inspection room.
- The camp was a quarter of a mile long and 100 feet wide.
- It held 853 prisoners and personnel of all ranks. The POWs came from submarines, merchant ships, German citizens living in Canada and suspected spies. A number of Ukrainians were also detained at the camp.
- Many of the prisoners were taken off the German ship Kaiser Wilhelm Der Grosser that was intercepted and captured in early 1916 in the South Atlantic. The POWs were originally held at McNab's Island in Halifax and eventually moved to Amherst.
- Many of the prisoners made and sold items for money that could be used at the camp canteen. Some of those items included furniture and musical instruments. They also traded with guards and people outside the camp walls for tobacco.
- The camp was commanded by Maj.-Gen. Sir William Potter from April 1, 1915 to June 15, 1915 when a riot broke out and four prisoners were injured and one killed.
- Retired Col. Arthur Henry Morris, who served in India and Africa, took over command in June 1915 and remained in the post until the camp's closure.
- Camp prisoners were allowed to volunteer work outside the camp. They worked at the Nappan experimental farm, on the local railway and roads, and improved Dickey Park by building a swimming pool.
- Thirteen prisoners lost their lives at the camp: Four died in escape attempts, four died of the influenza and one died of typhoid fever. Three died of natural causes and one died of alcohol poisoning. There is a headstone at the rear of the Amherst cemetery with the names of each of the inmates who died at the camp.

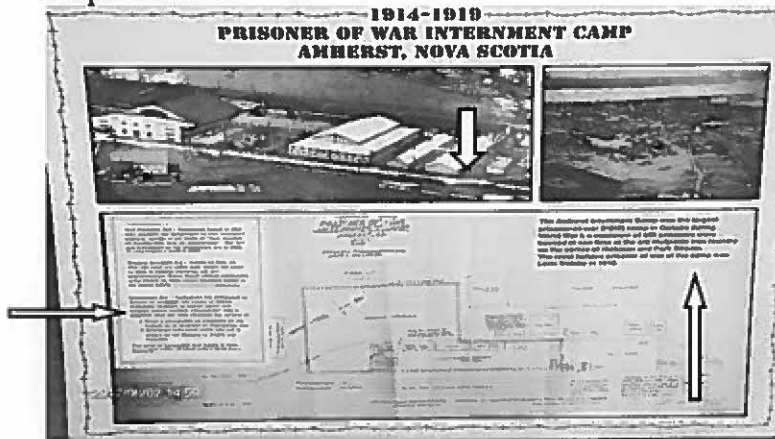
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- In 1970, on orders from the Commonwealth and German war graves commissions, all the German POWs who died at the camp were exhumed from the Amherst Cemetery and reburied in Kitchener- Waterloo, Ont.
- The property was used as barracks for the North Nova Scotia Highlanders during the Second World War before they marched off to war.
- There were numerous escape attempts, some successful, some not.
- One of the largest escapes saw 12 prisoners dig a tunnel through a hole in the sleeping quarters and out under the wall and barbed wire. The prisoners went under the wire one winter night and got on the west-bound Maritime Express at 8 p.m. The escape was not discovered until 10 p.m. and an attempt was made to intercept them at the U.S. border. Six were recaptured and six managed to get across the border.

At the museum, there is a piece of law scrolled on a great white board that will never be reproduced? It is simply called “*the war measures act.*” (lower left arrow) This act of course was invoked during the 1914-18 war, but also during the turbulent Quebec days of the 1970’s, by our sitting Prime Ministers Father.

Not a lengthy document a shown here signed by the framers; it is an absolutely piece of Canadian history that is housed at the museum, 150 Church St.. Untouchable of course, as the hand handling would soon destroy something that will be “Canadiana” forever. The camp shown here was one of the largest POW camp in Canada.



There are a great number of war artifacts at the old 150, viewable for the time being, as movement is afoot to assemble these documents and photos in Ottawa. But for now they are part of the Amherst history and we are working to keep it that way. So your support of our Museum is invaluable.

Prior to the arrival of the exhibit Enemy Aliens, publicity will entail: Radio, TV Canada wide, Newspaper coverage both local and extensive, local posters, school and college announcements. This will ensure wide and interesting attendance.

Display days will target certain free days, known as *senior days* to allow those who have received, passed down recollections of those times, and the seniors will be encouraged to record the history memories learned at the parental knee.

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Tour guides, from Amherst and from the County schools, will study the exhibit units to explain vocally to all visitors the meaning of the pictorial and text on display of all 27 graphic displays

School children will have free access on Saturday mornings.

No other town, city or Province in Atlantic Canada, has been selected to portray this exhibit.

This is a first for Nova Scotia.

This is a first for Cumberland County;

This is a first for Amherst;

We would like The Town of Amherst to be our Premium Sponsor;

Town of Amherst would be prominently displayed on all Advertizing.

All this coverage as premium sponsor for \$9,956.70 during the months of July, Aug, Sept, October 2019.

Thank you,

Gordon Goodwin  
 Vice President and Director  
 Cumberland County Museum,  
 150 Church Street,  
 Amherst, N.S.  
 B4H 3C4

**This chart sets out the preparatory works, dollars required and timeline to be achieved prior to spring / summer in 2019.**

Enemy Aliens Costing to receive, display, exit.				Schedule time line 2019	
Publicity, Advertizing: Papers, TV, Radio, Posters & Taxes		\$3,500.00	1	January1 to March 31,2019	
Unloading assistance	16 hr @ 35.00 2 men@ 8 hr each	\$560.00	2	Search to obtain worker March July,2019	
Prepare display areas, install hangers, 12 hr @25.00		\$300.00	3	March 1 to March 31, 2019	
Construct and make ready mount exhibits 48 hr @25.00		\$ 1 2 0 0 . 0 0	4	Preparatory work February 1 to February 28,2019	
Security officer as required+ photo electronic		\$1,500.00	5	Training March 1 to 31, 2019	
Prepare exhibits for shipping back wrapping/framing/securing		\$800.00	6	October 2019	
Load all exhibits to exit (see item 4)		\$560.00	7	October 2019	
Insurance coverage for \$75,000(27 display units)		\$550.00	8	June 2019	
Total to be paid out by March 31,2019		\$7,610.00			
Total to be paid at October 31,2019		\$1,360.00			
Subtotal for the project Jan > Oct 2019 .....		\$8,970.00			
Administration @ 11% .....		\$ 986.70			
Grand total requested.....		\$9,956.70			

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# 1914-1919

## PRISONER OF WAR INTERNMENT CAMP AMHERST, NOVA SCOTIA



**WAR MEASURES ACT** - LEGISLATION PASSED IN 1914 THAT ALLOWED THE GOVERNMENT TO GAIN EMERGENCY POLITICAL POWERS IN THE EVENT OF "WAR, INVASION OR DISUBJECTION, REAL OR APPREHENDED". THE ACT WAS SUPERSEDED BY THE EMERGENCIES ACT IN 1938.

**WAR-TIME ELECTIONS ACT** - PASSED ON SEPT. 20, 1917; THE FIRST ACT GIVING WOMEN THE RIGHT TO VOTE IN FEDERAL ELECTIONS; THE ACT DEMONSTRATED "ENEMY ALIEN" CITIZENS NATURALIZED AFTER MARCH 31, 1902, UNLESS RELATIVES SERVED IN THE ARMED FORCES.

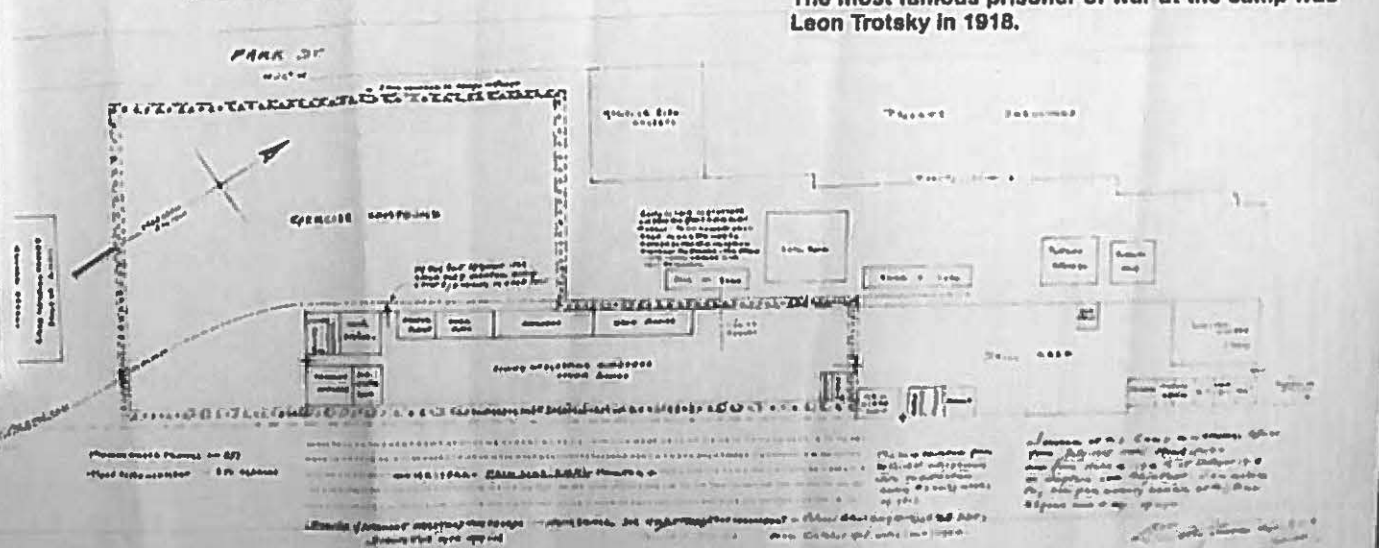
**EMERGENCIES ACT** - "AUTHORIZES THE PARLIAMENT OF CANADA TO AUTHORISE THE TAKING OF SPECIAL TEMPORARY MEASURES TO ENSURE SAFETY AND SECURITY DURING NATIONAL EMERGENCIES." THIS IS DIFFERENT FROM THE WAR MEASURES ACT BECAUSE IT:

1. NEEDS A DECLARATION OF EMERGENCY BY THE CABINET TO BE REVIEWED BY PARLIAMENT, AND
2. TEMPORARY LAWS MADE UNDER THIS ACT IS SUBJECT TO THE CHARTER OF RIGHTS AND FREEDOMS

THIS PIECE OF LEGISLATION WAS PASSED IN 1938.

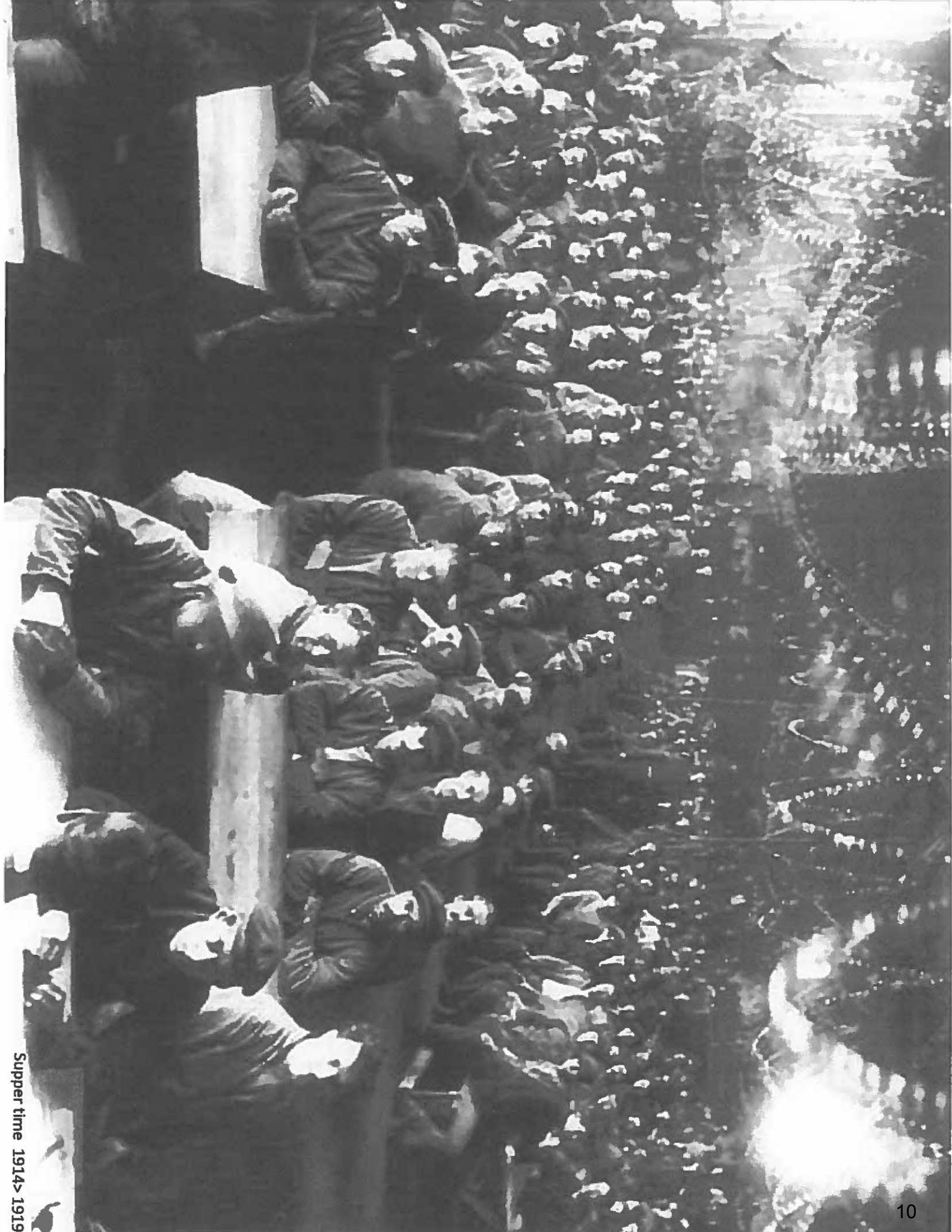
### PRISONER OF WAR INTERNMENT CAMP AMHERST, N.S.

DRAWN BY - [Name] DATE - [Date]



The Amherst Internment Camp was the largest prisoner-of-war (POW) camp in Canada during World War I; a maximum of 853 prisoners were housed at one time at the old Malleable Iron foundry on the corner of Hickman and Park Streets. The most famous prisoner of war at the camp was Leon Trotsky in 1918.

2017/06/02 14:59



Supper time 1914 > 1919

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

**SUBMITTED BY:** Shelley Rector, CPA, CMA – Chief Financial Officer

**DATE:** March 18, 2019

**SUBJECT:** **Capital Budget Short List**

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

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

**BACKGROUND:** Each year Council is asked to approve projects for capital. This will be done during budget deliberations in April. Our goals for the capital budget this year are:

- a. To ensure infrastructure projects are well planned and completed in a timely manner.
- b. To ensure we obtain the best pricing possible in the procurement process.
- c. To decrease or eliminate the need for carry over projects for fiscal 2020/21.
- d. Ensuring there is appropriate time for advanced planning of current year and future year projects.
- e. Ensuring we have “shovel ready projects” should Federal funding become available.

**DISCUSSION:** To facilitate reaching the goals indicated above, we are proposing that Council approve these “short list” projects in advance of the overall budget approval process. Attached is a listing of the projects with the second page providing support as to why they are on the short list.

These projects have been prioritized using three things:

- a. Are they a medium or high priority per the Senior Management Team?
- b. Are there procurement timing implications? (ie long delivery timeline).
- c. Are there safety issues?

As you can see from the list examples of this would be:

- a. The new pumper truck will take 10-12 months for delivery after it is procured. This was rated as a medium priority and is required by the Fire Department.
- b. The TMR2 radio system ensure safety when dealing with emergency situations. This is rated as a high priority.



- c. The water backhoe lease has expired and we are currently leasing it on a month-to-month basis which is likely more costly than buying it outright. This was rated as a high priority.

**FINANCIAL IMPLICATIONS:** While the adoption of the recommended policy will not have any direct, immediate budget implications, we believe it will result in the best pricing for the Town both for these projects and upcoming projects.

**COMMUNITY ENGAGEMENT:** There is no community engagement anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** None identified.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications anticipated at this time.

**ALTERNATIVES:** Defer to the regular budget discussions.

**ATTACHMENTS:** Project Listing of short list, Short List Summary, RFDs for capital projects.

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Report prepared by: SG Rector, CPA,CMA - CFO  
Report and Financial approved by:

Capital Budget - Prioritize on Safety, Procurement Timelines, Necessity													
2019/20													
Project Document Number	Procurement Priority	Priority	Projects	Estimated Gross Cost with non-recoverable HST included	Sources of Financing								
					Water Operating	General Operating	Sewer Operating	Capital Reserve (Carry Overs)	Operating Reserve	Gas Tax	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water
			<b>WATER</b>										
	1	High	2014 Water Backhoe Replacement	150,000									150,000
			<b>WATER TOTAL</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
			<b>GENERAL CAPITAL</b>										
			<b>OPERATIONS (TRANSPORTATION &amp; PUBLIC WORKS)</b>										
			<b>EQUIPMENT</b>										
	1	High	Crosswalk/Lights - West Victoria	10,000		10,000							
			<b>BUILDINGS / LAND</b>										
	NA	High	Railway Crossing Improvements - Anson/Industrial Park	54,785		54,785							
			<b>SIDEWALKS</b>										
	1	Medium	Robert Angus Drive ~ Dairy Queen to Church - widen asphalt sidewalk ( <i>Active Transportation Plan</i> ) - most of work with Town crews	275,000						275,000			
			<b>SANITARY SEWER</b>										
	1	High	Wastewater Treatment plant and Lift Stations (SLI report) Laplanche River Upgrades to reduce clogging	125,000			15,000			110,000			
			<b>FIRE DEPARTMENT</b>										
	1	Medium	New Pumper - replace engine # 2	535,000									535,000
			<b>POLICE DEPARTMENT</b>										
	1	High	TMR2 Radio System	125,000		75,000		50,000					
			<b>Subtotal - High Priority</b>	<b>1,114,785</b>	<b>-</b>	<b>129,785</b>	<b>15,000</b>	<b>50,000</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>-</b>	<b>535,000</b>

## Capital Short List Support

### Water

1. Water – Backhoe
  - a. Lease expired in February 2019 but was extended
  - b. Required by the water utility
  - c. Costing us operationally as we continue to pay lease amounts (not the best use of the funds)
  - d. Needs to be procured ASAP

### General

1. Railway Crossing Improvements
  - a. This project will be procured and performed by CNR
  - b. There are no other options available
  - c. This will increase the safety of the crossing
2. Robert Angus Drive Widen Sidewalk (Active Transportation Plan)
  - a. Although Medium priority, it ensures follow-through with approved active transportation plan
  - b. Early procurement will ensure reduced costs and timely completion
  - c. There is a desire to have the trail available for July first.
3. LaPlanche River Lift Station Upgrades
  - a. We have a failed grinder that will not require replacement
  - b. Decreases maintenance costs
  - c. Because of the failed grinder, high priority to procure and have in place April 1
4. Upgraded Lighting at Pedestrian Crossing on West Victoria/Hickman Street
  - a. This is a safety issue item
  - b. Traffic Authority indicated the requirement to have it completed before school ends
  - c. Minimal cost
5. New Pumper
  - a. Planned payment is from long term debt
  - b. Required vehicle
  - c. Requires a longer lead time (10-12 months) for procurement
6. TMR2 Radio System
  - a. \$50,000 was carried over from prior fiscal as the console project was cancelled and replaced with TMR2.
  - b. High priority as radios are not always reliable now
  - c. High priority as the console project was supposed to be a fix but it was decided to change the entire system to align with other province.



## COMMITTEE OF THE WHOLE

CDR# 2019026

Date: March 18, 2019

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

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

**DATE:** February 4, 2019

**SUBJECT:** Purchase of a Backhoe

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**ORIGIN:** 2019/20 Water Utility Capital Budget Item.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...water"*.

**RECOMMENDATION:** That \$150,000 be allocated in the 2019/20 water utility capital budget to purchase a new four-wheel drive backhoe loader.

**BACKGROUND:** The 2014 John Deere 410K backhoe loader is currently being leased and the lease term end on February 2, 2019. The leasing terms have been extended temporarily until a replacement Backhoe is tendered. The vehicle replacement plan indicates that this machine should be replaced in 2019. Repair costs to keep this machine operating for the last 3 years were \$17,917 compared to \$2,661 for our 2015 backhoe. Over the last few years we have experienced issues with sudden loss of power to the hydraulic system as well as the machine shutting off for no reason. The seller of the machine has been in to troubleshoot these issues periodically with limited success.

**DISCUSSION:** Replacing the backhoe loader will enable the Town to continue to provide safe and reliable vehicles for our employees to carry out their duties. It will also improve operational efficiencies by replacing an aging unit with a new model reducing the likelihood of mechanical failure. The Town of Amherst Water Department requires a backhoe loader to continue to provide construction site excavation, clear snow from hydrants, and material loading for water maintenance projects. Backhoes are considered the workhorse of our operations and their reliability is vital to provide quality services to our residents.

**FINANCIAL IMPLICATIONS:** \$150,000 to be included in the 2019/20 water utility capital budget. The RFP for the purchase of the Backhoe will request pricing for both the lease and purchase option, although based on prior purchases it is likely the purchase option will be most beneficial to the Town. See attached information on prior lease versus purchase options.

**COMMUNITY ENGAGEMENT:** No community engagement has been contemplated as this time.



**ENVIRONMENTAL IMPLICATIONS:** All new backhoes come standard with tier 4 final emission certified diesel engines. Tier 4 final diesel engines reduce emissions by over 90% as compared to previous emissions standards on older machines.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the purchase of a new loader.

**ALTERNATIVES:** Purchase the existing backhoe at a price of \$51,300 as stipulated in the lease documents. This is not recommended as the current machine is requiring significant repair and having a reliable vehicle is critical to the operation.

**ATTACHMENTS:**

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2019027

Date: March 18, 2019

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

**SUBMITTED BY:** Dwayne Pike, Acting Chief of Police

**DATE:** February 4, 2019

**SUBJECT:** Capital Budget - 2019/2020 – Upgraded Lighting at Pedestrian Crossing on West Victoria Street/Hickman Street

---

**ORIGIN:** 2019/20120 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy, the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”* and Traffic Safety Act.

**RECOMMENDATION:** That Council approve \$10,000 in the 2019./2020 Capital Budget to upgrade the Crosswalk at West Victoria and Hickman Streets with an eyelevel warning light to alert eastbound traffic on West Victoria Street.

**BACKGROUND:** As part of the 2018 Crosswalk review, the traffic authority determined that this crosswalk required extra lighting to alert eastbound traffic of the crosswalk. Visibility is limited due to the curve in the road on West Victoria Street. In 2017, a child was struck at this crosswalk by an eastbound vehicle.

**FINANCIAL IMPLICATIONS:** \$10,000 in the 2019/2020 Capital Budget

**COMMUNITY ENGAGEMENT:** There was already an opportunity for Community Engagement during the 2018 Crosswalk Review.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Do not upgrade the Crosswalk lighting as required.

**ATTACHMENTS:**

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Report prepared by Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:





## COMMITTEE OF THE WHOLE

CDR# 20149028

Date: March 18, 2019

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

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

**DATE:** February 4, 2019

**SUBJECT:** **CNR crossing improvements - Industrial Park Dr.**

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**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That \$54,785 be allocated in the 2019/20 capital budget to improve CNR crossings.

**BACKGROUND:** In 2017 the Canadian Transportation Safety Board did a comprehensive survey of the four CNR level crossings in Amherst. It was found that there were issues with all of the crossings and CNR met with Town staff in early fall to discuss how these crossings could be made safer.

**DISCUSSION:** CNR shared a number of safety issues that are TOA responsibilities to improve safety at the four level. These include line of site issues for the crossing and driveway access too close to the crossings. CNR plan to address their own issues which include upgrades to lights and crossing signals. It will be the Town's responsibility to address the issues outside of the CNR right of way. There is really no alternative to the addition of the gates on Industrial Park Drive as this is a main entrance to our industrial park and there is no alternative street access to the South Albion Street / Robert Angus Drive area.

**FINANCIAL IMPLICATIONS:** \$54,785 to be included in the 2019/20 capital budget.

**COMMUNITY ENGAGEMENT:** Community engagement will be in the form of press releases and hand delivered notices for those residences affected.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** None



**ATTACHMENTS:** N/A

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2019029

Date: March 18, 2019

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

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

**DATE:** November 20, 2018

**SUBJECT:** **Robert Angus Drive Widen Sidewalk (Active Transportation Plan)**

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**ORIGIN:** 2019/20 Capital Budget Item

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$275,000 be allocated in the 2019/20 capital budget to widen the asphalt sidewalk per the Active Transportation Plan

**BACKGROUND:** The sidewalk on Robert Angus Drive was constructed 10 years ago and maintains a high rating. This section of sidewalk is well used by both pedestrian and cyclist. It is proposed to widen this sidewalk per the Active Transportation Plan to a width of 3 meters (10') to convert the sidewalk into a two-way active transportation trail.

**DISCUSSION:** While most of the new trail will be 3 meters in width, there will be some areas that are not as wide in order to accommodate the existing public and private infrastructure in the area.

**FINANCIAL IMPLICATIONS:** \$275,000 to be included in the 2019/20 capital budget and funded by gas tax funding.

**COMMUNITY ENGAGEMENT:** Notices and press releases would be issued to all businesses affected by this project.

**ENVIRONMENTAL IMPLICATIONS:** It is anticipated that through increased use of active transportation in the community that the overall greenhouse gas emissions related to transportation within the Town will be reduced.

**ALTERNATIVES:**

1. Defer replacement to a future budget, and perform routine maintenance on the sidewalk annually.



**ATTACHMENTS:** None

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2019030

Date: March 18, 2019

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

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

**DATE:** February 4, 2019

**SUBJECT:** **LaPlanche River Lift Station Upgrades**

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**ORIGIN:** 2019/20 Capital Budget Item.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That \$125,000 be allocated in the 2019/20 capital budget for upgrades to the LaPlanche River sewage lift station.

**BACKGROUND:** The station has an issue with rags, tissue and other sediment passing the screen and getting caught in the pumps. This requires annual cleaning and pump maintenance of approximately \$12,000. It also requires that the wastewater be bypassed into the river for the 8 hour period during cleaning.

**DISCUSSION:** Installing a system to grind the solids before the effluent is pumped to the WWTP will reduce pump maintenance and annual cleaning costs of the wet well to remove debris. Having the grinder located at the station also eliminates the need to replace the failed Channel Monster at the WWTP (\$45,000). A grinder or similar equipment will extend the life of the pumps and seals. There should also be reduced power consumption at the plant as the pumps will operate at peak efficiency and not be overloaded by debris accumulating on the impellers.

**FINANCIAL IMPLICATIONS:** \$125,000 to be included in the 2019/20 capital budget

**COMMUNITY ENGAGEMENT:** No community engagement has been contemplated as this time.

**ENVIRONMENTAL IMPLICATIONS:** Having a grinder system installed at the Laplanche Station will significantly reduce the need for the plant to operate in bypass mode and discharge effluent into the LaPlanche River while pumps are being removed for repairs.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the upgrades of the lift station.



**ALTERNATIVES:** Do not approve the upgrades to the lift station at this time. Replace the failed Channel Monster at the WWTP at a cost of \$45,000.

**ATTACHMENTS:** N/A

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Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2019031

Date: March 18, 2019

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

**SUBMITTED BY:** Greg Jones, Fire Chief

**DATE:** February 4, 2019

**SUBJECT:** Replacement of fire engine (Engine #2 - Pumper)

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**ORIGIN:** 2019 - 2020 Capital Budget request

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z)

Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

**RECOMMENDATION:** That Council approve a 2019 / 2020 capital expenditure of \$535,000 to replace engine # 2.

**BACKGROUND:** Engine # 2 is used to ensure that equipment and fire suppression is readily available during various types of emergency operations. Engine # 2 is the main work horse for the district 1 (Contract area – Municipality of Cumberland) used for operational training and to meet operational requirements during emergency response requests.

**DISCUSSION:** Engine # 2 has been in operation with our fire department for 28 years+ and has met its life expectancy of 25 years. This capital request focuses on ensuring that the Town of Amherst has a reliable pumper fleet which meets the current industry standard of a life span of 25 years and supports effective fire flow.

Following an accident in early 2016, engine # 2 under went a major structural repair to the rear of the unit. Following the completion of the required repairs, this unit was put back into service with no further issues.

Unfortunately, over the last few years engine # 2 operational condition has started to deteriorate. We are now being faced with doors that are hard to open and require additional effort to open and close. Sagging suspension on the driver's side of the apparatus and a consistent oil leak from the engine.

Manufacturing and delivery of a new fire apparatus could take approximately 10 – 12 months to complete, after a contract is awarded. Therefore, delivery would not likely occur until late 2019 or the third quarter of the 2019 / 2020 fiscal year.

**FINANCIAL IMPLICATIONS:** \$535,000 will procure a new engine, to meet the needs of the residents of Amherst and the district 2 contract area.

**COMMUNITY ENGAGEMENT:** The tendering process will be used to procure this product, as



per our Procurement Policy.

**SOCIAL JUSTICE IMPLICATIONS:** The replacement of this fire apparatus will not have social justice implications within the community.

**ENVIRONMENTAL IMPLICATIONS:** Our current engine # 2 emits unfiltered carbon emissions into the atmosphere. The procurement of a new engine will reduce our carbon emissions. A new unit will be manufactured with a Diesel Exhaust Fluid (DEF) system. A DEF system uses a non-hazardous solution, which is 32.5% urea and 67.5% de-ionized water. DEF is sprayed into the exhaust stream of diesel vehicles to break down dangerous NOx emissions, to harmless nitrogen and water.

**ALTERNATIVES:** Reject capital request

**ATTACHMENTS:** N/A

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Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



**COMMITTEE OF THE WHOLE**

**CDR# 2019032**

**Date: March 18, 2019**

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

**SUBMITTED BY:** Acting Chief Dwayne Pike

**DATE:** February 4, 2019

**SUBJECT:** Capital Budget 2019/2020 – TMR2 Radio System

**ORIGIN:** 2019/2020 Capital Budget

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z)  
Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That council approve \$125,000 in the 2019/2020 capital budget to enable the Amherst Police Department to migrate to the TMR2 system

**BACKGROUND:** APD currently utilizes a VHF radio system that has experienced recent technical issues. Radio equipment has reached end of life and cannot be replaced, there has been disruptions experienced in communications and there is no interoperability with other public safety agencies.

**DISCUSSION:** The VHF radio communications system utilized by the Amherst Police Department is approaching end of life. In the past few years, over \$24,000 has been spent on repairs and upgrades to try to ensure that communication systems are effective for police responders. The ability to communicate outside the geographical area is limited and attempts to expand by adding additional radio towers has been unsuccessful. The current system does not have interoperability with other systems with the Cumberland RCMP or our other public safety partners in Nova Scotia or New Brunswick. Our communication with most other agencies is limited to passing messages through Amherst Dispatch to RCMP telecoms, or by sharing radio equipment with other members/responders. There is an option to establish a radio link with Truro Telecoms, but this would come at an expense to the town, and would still only enable members to communicate with telecoms, not with other officers directly. As a result, joint responses to large scale incidents or emergencies are severely compromised. To resolve these issues using our current system would be expensive and also does not resolve end of life equipment issues, nor would it provide a complete solution to the issues identified. In August of 2017, as a result of a several accidents/mistakes, network lines were severed and resulted in a widespread outage that affected 911 and emergency services as well as internet, cellular and landline service. As a result of the outage, 911 was only able to make contact with emergency response agencies via the TMR2 network which remained intact.



APD is currently one of the very few Public Safety agencies that is not using the Trunked Mobile Radio System. In Nova Scotia, only Amherst PD and Stellerton/Westville Police have not yet migrated to TMR2, although Stellerton/Westville is in negotiations. In New Brunswick, all agencies with the exception of Grand Falls Police are either already utilizing TMR2 or are in negotiations. In PEI, it is expected that by spring 2019, all police agencies, including UPEI Police, will be on the TMR network. The shift towards this system has occurred because the TMR2 system provides a means of effective communication between agencies and also provides the required infrastructure. Interoperability has been identified several times in recent police reviews including those in PEI (Perivale & Taylor Consulting, 2017) and also in the Independent Review in the June 4<sup>th</sup> Moncton Shootings (Alphonse MacNeil, 2016). In the independent review of the Moncton shootings in 2014, several recommendations were made in relation to radio communications that were experienced during the incident. These included:

- *That the RCMP examine the implementation of encrypted radio systems for operational effectiveness, officer safety and protection of privacy;*
- *That a system be developed, both radio and data, that would allow for communication between RCMP members from the maritime divisions, when required to work outside of their home jurisdiction.*

In March 2017, the PEI *Policing Service Model Review* recommended establishing an Island-wide Police Operations Communication Centre including an integrated Island-wide PIC S2 (TMR2) digital police encrypted radio system used by all police services.

Interoperability and the advantages of Migrating to the TMR2 system also includes access to provincial communication training/support/expertise and access to emergency equipment maintained by Nova Scotia Public Safety. They would also assist with the following;

- *Developing fleetmaps and radio profiles (channels and button configurations) including working with APD and Bell to test all new radio profiles and programming to ensure it is 100 percent correct before any radios are programmed;*
- *Developing a custom training slideshow for APD and delivering it free of charge at time that is convenient to your staff, providing as many sessions as needed to catch all shifts/schedules of APD staff.*
- *Mobile Communication Support Services for large incidents or planned events, with portable repeaters, extra radios, spare batteries, satellite phones, linking capabilities to marine or aircraft radios if ever required. This support is available on a 24/7 365 basis as an on call person always available.*
- *Troubleshooting of any issues encountered;*
- *Assistance decisions relating to correct model of radios and how they should be programmed.*
- *Assistance with encryption decisions and setting up emergency alarms;*
- *Assistance with SOP's with partners such as RCMP and other agencies.*

**FINANCIAL IMPLICATIONS:** \$125,000.00 from the 2019/2010 Capital Budget (\$50,000 is a carry over from last year as the console project was not required with the TMR2 project).

**COMMUNITY ENGAGEMENT:** No community engagement is anticipated.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:** Do not migrate to the TMR2 system and attempt to find alternate solutions to communications issues, interoperability issues and equipment replacement problems.

**ATTACHMENTS:**

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Report prepared by Dwayne Pike, Acting Chief of Police  
Report and Financial approved by:

# MEMORANDUM

**TO:** Mayor Kogon and Members of Council  
**FROM:** Greg Herrett, CA CPA Chief Administrative Officer  
**DATE:** March 18, 2019  
**SUBJECT:** **CJSMA Budget**

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Mr. Rayworth made a presentation to the special meeting of the Joint Councils on March 5, 2019 in Oxford regarding the budget. Subsequent to that meeting, as a result of the discussion at that meeting, funding for the construction of a transfer station for recyclables has been removed from the budget. The issue of handling and processing of recyclable material will be dealt with separately.

In terms of governance, the formal approval of the budget will be voted on by the members of the CJSMA Board at the Authority's March 28th meeting. The CJSMA Board is comprised of elected representatives from Amherst (2), Cumberland County (3) and Oxford (1).

It is recommended that Council provide a motion of direction to its two members to vote in favour of adoption at the CJSMA Board meeting.

**MOTION:**

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



Cumberland Joint Services Management Authority  
*Solid Waste Services*

Draft 2019/2020 BUDGET

March 6, 2019

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CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY  
 2020 Draft Budget  
 March 6, 2019

	<u>18/19</u> <u>Projection</u>	<u>18/19</u> <u>Budget</u>	<u>19/20</u> <u>Budget</u>
<b>Capital Funding</b>			
<b>Reserve Transfers</b>			
Cell Development	1,051,261	1,600,000	0
Equipment Reserve	194,058	320,000	
Closure Reserve	48,739	100,000	3,218,446
<b>Operations</b>	<b>0</b>	<b>0</b>	<b>135,300</b>
<b>External Funding</b>			
Municipal Financing	0	0	
Proceeds on Disposal of Capital	35,000	0	0
<b>Total Funding</b>	<b>1,329,058</b>	<b>2,020,000</b>	<b>3,353,746</b>
<b>Capital Expenditures</b>			
<b>Landfill</b>			
Cell Development	1,051,261	1,600,000	0
Cell Closure (Design)	48,739	100,000	3,353,746
<b>Total Landfill Capital</b>	<b>1,100,000</b>	<b>1,700,000</b>	<b>3,353,746</b>
<b>Compost</b>			
Loader	200,254	220,000	0
<b>Total Compost Capital</b>	<b>200,254</b>	<b>220,000</b>	<b>0</b>
<b>Recycling</b>			
Recycling Design	1,200	100,000	0
Building	27,604	0	0
Recycling Transfer Building	0	0	0
<b>Total Recycling Capital</b>	<b>28,804</b>	<b>100,000</b>	<b>0</b>
<b>Total Expenditures</b>	<b>1,329,058</b>	<b>2,020,000</b>	<b>3,353,746</b>
<b>Difference</b>	<b>0</b>	<b>0</b>	<b>0</b>

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY  
 2020 Draft Budget  
 March 6, 2019

	<u>17/18</u> <u>Actual</u>	<u>18/19</u> <u>Projection</u>	<u>18/19</u> <u>Budget</u>	<u>19/20</u> <u>Budget</u>
<b>Solid Waste Operations</b>				
Revenues	3,826,031	3,183,813	3,886,550	2,188,950
Administrative Expenses	507,144	526,540	538,596	541,901
Operation Expenses	2,882,037	1,964,484	2,566,933	956,722
Surplus (Deficit)	436,850	692,789	781,021	690,327
<b>Compost Operation</b>				
Revenues	350,910	560,016	654,800	400,500
Operation Expenditures	175,704	303,633	389,501	170,839
Surplus (Deficit)	175,206	256,383	265,299	229,661
<b>Recycling Operations</b>				
Revenues	458,174	118,554	134,750	42,000
Operation Expenditures	1,098,959	1,061,616	1,182,819	971,829
Surplus (Deficit)	(640,785)	(943,062)	(1,048,069)	(929,829)
<b>Total Revenues</b>	4,635,115	3,862,383	4,676,100	2,631,450
<b>Total Expenses</b>	4,663,844	3,856,273	4,677,850	2,641,292
<b>Surplus (Deficit)</b>	<b>(28,729)</b>	<b>6,110</b>	<b>(1,750)</b>	<b>(9,842)</b>
<b>Transfer From Surplus</b>		<b>0</b>	<b>1,750</b>	<b>9,842</b>
<b>Total</b>		<b>6,110</b>	<b>0</b>	<b>0</b>

## CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

## 2020 Draft Budget

March 6, 2019

	17/18 <u>Actual</u>	18/19 <u>Projection</u>	18/19 <u>Budget</u>	19/20 <u>Budget</u>
<b>REVENUE - LANDFILL OPERATIONS</b>				
Tipping Fees	1,710,806	1,987,063	2,072,750	2,071,000
Other Income	132,472	13,000	32,850	35,950
Funding/Grants	88,463	83,750	80,950	82,000
Reserve Transfer	1,894,290	1,100,000	1,700,000	0
<b>Total Revenue</b>	<b>3,826,031</b>	<b>3,183,813</b>	<b>3,886,550</b>	<b>2,188,950</b>
<b>EXPENSES - ADMINISTRATION</b>				
Bad Debt Allowance	0	0	0	0
Bank Charges	706	500	500	500
Advertising	857	2,500	2,500	2,500
Administration Salaries& Benefits	407,804	410,907	412,496	422,801
Electricity	5,662	6,852	6,400	6,400
Travel & Training	15,151	15,211	22,000	22,000
Payroll Admin	2,641	2,363	2,750	2,750
Total Telephone	11,304	9,801	11,500	10,500
Professional Fees	17,800	29,200	29,000	30,000
Meeting Expense	3,007	1,000	2,000	1,000
Office Expense	16,117	10,706	9,950	10,950
Waste Diversion	26,095	37,500	39,500	32,500
<b>Total Administration Expense</b>	<b>507,144</b>	<b>526,540</b>	<b>538,596</b>	<b>541,901</b>
<b>EXPENSES - LANDFILL OPERATIONS</b>				
Transfer to Equipment Reserve	30,000	30,000	30,000	30,000
<b>Total SW Expenditures</b>	<b>2,882,037</b>	<b>1,964,484</b>	<b>2,566,933</b>	<b>956,722</b>
<b>Total Administrative Expense</b>	<b>507,144</b>	<b>526,540</b>	<b>538,596</b>	<b>541,901</b>
<b>Solid Waste Contribution</b>	<b>436,850</b>	<b>692,789</b>	<b>781,021</b>	<b>690,327</b>
Waste Tonnages				
Residual	7,354	7,475	7,400	7,400
C & D	5,112	4,994	5,150	5,100
Oily Soils	1,167	547	900	900
Recycling Waste	1,395	227	100	800
Total Landfill Tonnage	15,029	13,242	13,550	14,200
Cost/Tonne	65.55	148.35	189.44	67.37
Net Revenue/Tonne	155.28	52.32	57.64	48.61

## CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

## 2020 Draft Budget

March 6, 2019

	17/18	18/19	18/19	19/20
	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Budget</u>
<b>REVENUE - COMPOST FACILITY</b>				
Tipping Fees	319,137	372,253	414,000	382,500
Compost Sales	4,632	3,749	7,000	5,000
Transfer From Reserves (Loader)	0	165,264	220,000	0
Diversion Credits	27,140	18,750	13,800	13,000
<b>Total Revenues</b>	<b>350,910</b>	<b>560,016</b>	<b>654,800</b>	<b>400,500</b>
<b>EXPENSES - COMPOST FACILITY</b>				
Wages & Benefits	48,973	48,800	48,551	49,889
Safety Eq. & Clothing	656	1,500	1,500	1,500
Equipment Costs	84,756	40,392	63,450	63,450
Compost Building & Site	3,841	5,000	6,000	6,000
Analysis Expense	0	0	6,000	6,000
Capital	0	165,254	220,000	0
Insurance	16,329	16,186	17,500	17,500
Biofilter Mgmt	0	1,000	1,000	1,000
Equipment Reserve	20,000	20,001	20,000	20,000
Leachate Mgmt	1,150	5,500	5,500	5,500
<b>Total Organic Expenses</b>	<b>175,704</b>	<b>303,633</b>	<b>389,501</b>	<b>170,839</b>
<b>Contribution from Compost</b>	<b>175,206</b>	<b>256,383</b>	<b>265,299</b>	<b>229,661</b>
Compostable Materials	4,792.92	5,082	4,600	4,250
Cost/Ton	36.66	59.75	84.67	40.20
Net Revenue/Ton	36.56	50.45	57.67	54.04
<b>REVENUE - RECYCLING OPERATIONS</b>				
Recycling Sales	321,173	44,750	25,000	25,000
Diversion Credits	19,063	13,500	9,750	17,000
Labour Costs Recovered	30,058	31,500		
Reserve Transfer	87,880	28,804	100,000	
<b>Total Recycling Revenue</b>	<b>458,174</b>	<b>118,554</b>	<b>134,750</b>	<b>42,000</b>
<b>RECYCLING EXPENSES</b>				
Total Supplies & Materials	17,159	3,164	1,250	3,000
Total Staff Expense	416,382	266,383	287,829	249,589
Capital (Transfer Station)	212,915	28,900	100,000	0
Insurance	12,352	12,426	10,000	15,000
Clothing Allowance	4,628	2,358	2,500	2,500
Safety Expense	23,483	3,010	5,000	5,000
Plant Costs	98,746	98,197	127,000	82,000
Equipment Costs	52,155	17,178	19,740	19,740
Recycle Transport	99,561	240,000	240,000	240,000
Tipping Fees	141,578	370,000	369,500	335,000
Equip. Reserve	20,000	20,000	20,000	20,000
<b>Total Recycling Expenses</b>	<b>1,098,959</b>	<b>1,061,616</b>	<b>1,182,819</b>	<b>971,829</b>
<b>Recycling Contribution</b>	<b>(640,785)</b>	<b>(943,062)</b>	<b>(1,048,069)</b>	<b>(929,829)</b>
Recyclable Tonnages	3,465	3,145	3,350	3,150
Cost/Ton	317.16	337.57	353.08	308.52
Net Cost/Ton	184.93	299.87	312.86	295.18

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY  
2020 Draft Budget  
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**SCHEDULE 1**

**Tipfees Estimated Tonnages By Source**

	2018 Tonnages	Projected 2019 Tonnages	Budgeted 2020 Tonnages	Tip Fee \$/TON	Budgeted 2019 Revenue
<b>Solid Waste</b>					
Regular Garbage	7,350	7,441	7,400	\$215.00	\$1,591,000
Recycling/Compost Waste	1,376	300	800		
	<u>8,726</u>	<u>7,741</u>	<u>8,200</u>		
<b>Other Materials</b>					
Regular C & D	4,494	4,500	4,500	\$90.00	\$405,000
Sorted C&D	617	350	600	\$35.00	21,000
Oily Soils	1,167	550	900	\$60.00	54,000
					<u>\$2,071,000</u>
					To L/F Revenues
<b>Compost</b>					
Source Separated	4,797	4,540	4,250	\$90.00	\$382,500
					To Compost Revenues
<b>Recycling</b>					
Recyclables:	<u>3,448</u>	<u>3,133</u>	<u>3,150</u>	\$0.00	0
Residual, Organics and Recyclables	15,595	15,114	14,800		
Total Of All	23,249	20,814	21,600		

**SCHEDULE 2**

**Allocation of Diversion Credits**

	2018	Projected 2019	Budget 2020	
<b>Facility</b>				
Landfill	\$7,754	\$6,722	\$6,000	16.67%
Compost	\$19,063	13,241	13,000	36.11%
Recycling	<u>\$27,140</u>	<u>17,778</u>	<u>17,000</u>	47.22%
<b>Total</b>	\$53,957	\$37,741	\$36,000	
<b>Materials Diverted</b>				
Landfill	1,884	1,000	1,600	
Compost	4,797	4,540	4,250	
Recycling	<u>2,072</u>	<u>2,833</u>	<u>2,350</u>	
<b>Total</b>	8,753	8,373	8,200	
Diversion Per Ton	6	5	3	

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY  
2020 Draft Budget  
March 6, 2019

**SCHEDULE 3 -  
Change in Reserve Balances**

	Operating Reserve	Equipment Reserve	Cell Development	Closure/ Post-Closure	Total Reserves
Beginning Balances (3/31/18)	219,288	763,242	1,265,819	3,092,195	5,340,544
2019 Projected Transfers From Operations	0	697,139	(1,100,000)	127,156	(275,705)
2020 Transfers From (To) Operations					
Loader		-			-
Recycling Transfer Station		-			-
Closure				(3,353,746)	(3,353,746)
Transfer to Operations	(9,842)				(9,842)
Cell Construction			-		-
Scheduled Allocation and Transfers		70,000	-	135,300	205,300
Net 2020 Budgeted Transfers From Operation	(9,842)	70,000	-	(3,218,446)	(3,158,288)
Ending Balances (03/31/18)	209,446	1,530,381	165,819	905	1,906,551

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**TO:** Mayor Kogon and Members of Council  
**SUBMITTED BY:** Shelley Rector, CPA, CMA – CFO  
**DATE:** March 18, 2019  
**SUBJECT:** **Setting the Solid Waste Management Uniform Charge**

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** Budget Management Policy 03450-04 and MGA 75(4) (b).

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

**BACKGROUND:** The amount collected for the solid waste management uniform charge is the amount of the total net expenses for the upcoming year divided by the number of dwelling units in the Town. Historically this has been done as a part of the regular budget process.

**DISCUSSION:** As the formula is simply total net expenses divided by dwelling units, and the full amount of expense are to be covered by the charge, staff recommend the setting of this rate in the regular March council meeting to expedite budget discussions.

The anticipated net costs for 2019/20 are \$591,495 and the approximate number of total dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units is 3,205. Therefore  $\$591,495/3,205$  equals \$185 (\$184.55 rounded up).

**FINANCIAL IMPLICATIONS:** The solid waste management uniform charge will see an increase of \$10 which will be offset by an equal increase in expenses.

**COMMUNITY ENGAGEMENT:** Communication coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:**

1. Do not approve the changes to the solid waste management uniform charge and fund the increased cost through an increase in general tax rates.
2. Defer the increase to budget discussions.



**ATTACHMENTS:** Solid Waste Management Uniform Charge Resolution and waste collection and disposal budget for 2019/20.

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Report prepared by: Shelley Rector, CPA, CMA, CFO  
Report and Financial approved by:

Cost element group      MUN2            MUN2  
 Cost Center Group      GARBAGE      GARBAGE & WASTE COLLECTION & DISPOSAL  
 Periods Reported:      1 to 12  
 Comparison Years:      2018/2019 and 2019/2020  
 Plan Version:            0      Plan/Act - Version  
 Plan Version Compare:   3      Play  
 Date of Report:        03/11/2019

Cost elements/Cost centers	2015/2016	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	Change 2018 to 2019 Budget	
	Actual	Actual	Actual	Actual	Budget	Budget	Amount	% Change
*** 4000 RESIDENTIAL TAXE	16,000.00-	16,000.00-	16,000.00-					
*** 4090 UNIFORM CHG.SOL.	544,427.00-	512,486.60-	513,428.00-	560,886.50-	564,855-	591,495-	26,640-	4.7
*** 4680 MISC.REVENUE	352.17-	815.10-	320.00-	905.00-		300-	300-	
*** 4730 TRAN-FR OPER RES			26,400.00-					
**** Gross revenues	560,779.17-	529,301.70-	556,148.00-	561,791.50-	564,855-	591,795-	26,940-	4.8
*** Wages & Benefits	20,978.31	22,473.79	20,676.36	19,648.33	22,300	22,430	130	0.6
*** Administrative Costs	1,219.43	847.48	145.34	183.11	1,440	1,000	440-	30.6-
*** Building & Facility Co	12,893.24	12,074.51	11,867.28	2,400.00	12,900	2,400	10,500-	81.4-
*** Vehicle & Equipment Co	1,308.79		2,771.08		1,500	1,500		
*** Materials & Supplies	1,890.93	11,253.34	499.70	4,335.96	1,000	1,600	600	60.0
*** Other municipal costs	490,602.00	489,266.64	513,626.97	465,004.25	525,715	562,865	37,150	7.1
*** Fiscal Services	31,886.47	3,301.48	6,561.27					
*** Cost recovery		9,915.54-						
**** Expenditures	560,779.17	529,301.70	556,148.00	491,571.65	564,855	591,795	26,940	4.8
**** Total				70,219.85-				

**Cost element group** EXP Expenditures  
**Cost Center Group** GARBAGE GARBAGE & WASTE COLLECTION & DISPOSAL  
**Periods Reported:** 1 to 12  
**Comparison Years:** 2018/2019 and 2019/2020  
**Plan Version:** 0 Plan/Act - Version  
**Plan Version Compare:** 3 Play  
**Date of Report:** 03/11/2019

Cost elements/Cost centers	2015/2016	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	Change 2018 to 2019 Budget	
	Actual	Actual	Actual	Actual	Budget	Budget	Amount	% Change
** 6000 WAGES/SALARIES	18,433.43	18,487.51	16,892.49	16,580.89	18,000	18,300	300	1.7
** 6010 CPP	684.91	689.80	616.36	597.53	660	690	30	4.5
** 6012 Employment Insura	351.01	339.90	271.97	276.38	300	300		
** 6014 Blue Cross	1,095.36	813.05	968.85	580.50	1,020	730	290-	28.4-
** 6015 Pension - Reg Pym		1,580.00	1,706.23	1,455.74	1,740	1,780	40	2.3
** 6016 Group Insurance	413.60	283.53	220.46	157.29	310	320	10	3.2
** 6017 WCB		280.00			270	310	40	14.8
*** Wages & Benefits	20,978.31	22,473.79	20,676.36	19,648.33	22,300	22,430	130	0.6
** 6030 TRAVEL			21.00					
** 6080 ADVERTISING	1,219.43	847.48	124.34	182.01	1,440	1,000	440-	30.6-
** 6090 POSTAGE				1.10				
*** Administrative Costs	1,219.43	847.48	145.34	183.11	1,440	1,000	440-	30.6-
** 7025 Solid Waste Dispo	10,493.24	9,674.51	9,467.28		10,500		10,500-	100.0-
** 7070 BLDG/FACILITY REN	2,400.00	2,400.00	2,400.00	2,400.00	2,400	2,400		
*** Building & Facility Cos	12,893.24	12,074.51	11,867.28	2,400.00	12,900	2,400	10,500-	81.4-
** 8000 OPERATIONAL EQUIP	1,308.79		2,771.08		1,500	1,500		
*** Vehicle & Equipment Cos	1,308.79		2,771.08		1,500	1,500		
** 8010 MATERIALS / SUPPL	1,890.93	11,253.34	499.70	4,335.96	1,000	1,600	600	60.0
*** Materials & Supplies	1,890.93	11,253.34	499.70	4,335.96	1,000	1,600	600	60.0
** 8060 PROGRAM INSTRUCTI		107.64						
** 8110 CONTRACTS/AGREEME	490,602.00	489,159.00	513,626.97	465,004.25	525,715	562,865	37,150	7.1
*** Other municipal costs	490,602.00	489,266.64	513,626.97	465,004.25	525,715	562,865	37,150	7.1
* 9410 APPROP OPER RESER	31,886.47	3,301.48	6,561.27					
** Transfers to Own Funds	31,886.47	3,301.48	6,561.27					
*** Fiscal Services	31,886.47	3,301.48	6,561.27					
** 6180 COST RECOVERY		9,915.54-						
*** Cost recovery		9,915.54-						
**** Total	560,779.17	529,301.70	556,148.00	491,571.65	564,855	591,795	26,940	4.8

## **Solid Waste Management Uniform Charge**

**WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2020, the amount of \$591,795 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and**

**WHEREAS \$591,495 is funded from the Solid Waste Management Uniform Charge; and**

**WHEREAS there are approximately 3,205 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units; and**

**WHEREAS the Council may, under paragraph 75(4)(b) of the *Municipal Government Act*, in lieu of levying an area rate, levy a uniform charge on each property assessment in the area;**

**THEREFORE BE IT RESOLVED that a uniform charge of \$185.00 be levied for the fiscal year ending March 31, 2020 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 30, 2019 with interest to be charged on all final tax accounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.**

# MEMORANDUM

**TO:** Mayor Kogon and Members of Council  
**FROM:** Deputy Mayor Sheila Christie  
**DATE:** March 18, 2019  
**SUBJECT:** **Review of Council Structure and Council Compensation**

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I would like staff to look at other municipalities of our size, and comparable services, and see what the relation to population and seats on council are.

I would like to do this so that we can see if we are operating at appropriate levels of council members to population base, and if there is a business case to decrease the number of seats that can run for council by 2, ( so 4 councillors in total, plus the mayor) in time for the 2020 election.

I would like staff to present us with this report by the May meeting.

**MOTION #1:**

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

I would also propose a review of Council compensation by an independent committee. I do understand that the final vote will come to Council, but that it will be based on recommendation of an independent review committee. I am proposing this be done in year 2 of each new Council term, therefore the next time compensation would be reviewed would be in 2022.

**MOTION #2:**

**That staff be directed to develop draft amendments, for Council's consideration, to existing policy such that Council compensation be reviewed by an independent committee in year 2 of each new Council term. This will be an external committee which will not have members of Council involved, but community members. This group will make recommendations to Council at that time.**



## COMMITTEE OF THE WHOLE

CDR# 2019020

Date: March 18, 2019

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

**SUBMITTED BY:** Shelley Rector, CPA, CMA – Chief Financial Officer

**DATE:** March 18, 2019

**SUBJECT:** **Modifications to Expense Policy**

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**ORIGIN:** The policy was changed in November due to changes to the Municipal Government Act and Regulations. Implementation of those changes has been happening since November resulting in some updating being required.

**LEGISLATIVE AUTHORITY:** Bill 10 Amending the MGA and Paragraph 3 of the Regulations to the Municipal Government Act – FRAM (Financial Reporting and Accounting Manual)

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

**BACKGROUND:** The new policy was passed in November in order to ensure compliance with the revised legislation. Since then we have put a procedure in place to manage the claims process which has identified a few areas that require additional modification.

**DISCUSSION:** The following changes are recommended:

1. It has been an administrative challenge to manage claims for the incidental amount of \$30. It is recommended that this simply be removed from the policy for ease of managing the claims process;
2. The policy has also been adjusted to ensure inclusion of Committee members and Commissioners to whom the policy applies;
3. The section on credit cards created some confusion, so the language has been made clearer; and
4. It has been adjusted to reflect language changes due to the changes to the way Council remuneration is taxed by the Federal government.

There are a few other changes which are mostly “housekeeping items” which are highlighted in the attached “red-line” version of the policy.

The recommended changes to the policy comply with all requirements of the legislation and regulations.

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



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

**ENVIRONMENTAL IMPLICATIONS:** None identified.

**ALTERNATIVES:** Leave the policy as it currently is.

**ATTACHMENTS:** Proposed Expense Reimbursement Policy and red-lined version.

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Report prepared by: SG Rector, CPA, CMA - CFO  
Report and Financial approved by:

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**DEPARTMENT:** CORPORATE SERVICES

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

Minutes reference date: November 26, 2018

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**PURPOSE:**

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

**SIGNING AUTHORITY:**

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

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

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

**INDIVIDUAL RESPONSIBILITIES**

5. Everyone who incurs an expense in relation to Town business is responsible for:
  - (1) familiarizing themselves and complying with the provisions of this policy;
  - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
  - (3) completing and submitting expense claims with necessary supporting documentation;
  - (4) Exercising reasonable diligence and are incurring expenses prudently and responsibly; and
  - (5) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

**PERMITTED EXPENSES**

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
  - (1) authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
  - (2) pre-approved out-of-province travel, including transportation, accommodation and meal costs;
  - (3) approved training or continuing education costs.

**AUTHORIZED TRAVEL**

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

- (b) for meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
- (c) for attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
- (d) at a training or continuing education event in accordance with the provisions of this policy concerning training or education.

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

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

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

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
  - (1) subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
  - (2) the expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;

- (3) airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
- (4) accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
- (5) reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of out-of-province travel, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
- (6) the cost of any alcoholic beverages shall not be reimbursed;
- (7) fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (8) when personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (9) reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (10) there shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
- (11) there shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.

#### **TRAVEL ADVANCES**

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

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

**USE OF TOWN OF AMHERST CREDIT CARDS**

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

**PER DIEM MEAL ALLOWANCES**

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

**KILOMETRAGE**

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

**VEHICLE RENTALS**

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
- (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.

24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

### **EXPENSE CLAIMS**

25. Expense claims must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.

26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:

- (1) claims for per diem meal allowances;
- (2) tolls and parking; and
- (3) claims for personal vehicle kilometrage for authorized travel.

27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.

28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

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

30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.

31. The use of petty cash to pay an expense claim is prohibited.

### **TIMEFRAME**

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

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

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.

35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

**REPORTING REQUIREMENTS**

36. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:

- (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
  - a. travel and travel related expenses, including transportation, accommodation and incidentals;
  - b. meals; and
  - c. training and education.
- (2) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:
  - a. travel and travel related expenses, including transportation, accommodation and incidentals;
  - b. meals; and
  - c. training and education.

**REVIEW REQUIREMENTS**

37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31<sup>st</sup> of each year.

38. By the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

**DEPARTMENT:** CORPORATE SERVICES

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

Minutes reference date: November 26, 2018

**PURPOSE:**

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

**SIGNING AUTHORITY:**

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

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

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

**INDIVIDUAL RESPONSIBILITIES**

5. Everyone who incurs an expense in relation to Town business is responsible for:
  - (1) familiarizing themselves and complying with the provisions of this policy;
  - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
  - (3) completing and submitting expense claims with necessary supporting documentation;
  - (4) Exercising reasonable diligence and are incurring expenses prudently and responsibly; and
  - (5) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

**PERMITTED EXPENSES**

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
  - (1) authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
  - (2) pre-approved out-of-province travel, including transportation, accommodation and meal costs;
  - (3) approved training or continuing education costs.

**AUTHORIZED TRAVEL**

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

- (b) for meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
- (c) for attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
- (d) at a training or continuing education event in accordance with the provisions of this policy concerning training or education.

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

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

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

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
  - (1) subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
  - (2) the expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;

- (3) airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
- (4) accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
- (5) reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of out-of-province travel, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
- (6) the cost of any alcoholic beverages shall not be reimbursed;
- (7) fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (8) when personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (9) reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (10) there shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
- (11) there shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.

#### **TRAVEL ADVANCES**

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

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

**USE OF TOWN OF AMHERST CREDIT CARDS**

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

**PER DIEM MEAL ALLOWANCES**

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

**KILOMETRAGE**

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

**VEHICLE RENTALS**

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
- (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.

24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

### **EXPENSE CLAIMS**

25. Expense claims must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.

26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:

- (1) claims for per diem meal allowances;
- (2) tolls and parking; and
- (3) claims for personal vehicle kilometrage for authorized travel.

27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.

28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

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

30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.

31. The use of petty cash to pay an expense claim is prohibited.

### **TIMEFRAME**

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

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

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.

35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

**REPORTING REQUIREMENTS**

36. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:

- (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
  - a. travel and travel related expenses, including transportation, accommodation and incidentals;
  - b. meals; and
  - c. training and education.
- (2) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:
  - a. travel and travel related expenses, including transportation, accommodation and incidentals;
  - b. meals; and
  - c. training and education.

**REVIEW REQUIREMENTS**

37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31<sup>st</sup> of each year.

38. By the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

# MEMORANDUM

**To:** Mayor Kogon and Members of Amherst Town Council  
**From:** Jason MacDonald, Deputy CAO  
**Date:** March 18, 2019  
**Subject:** Fluoridation of Water Supply

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## Issue

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

At the November Committee of the Whole staff presented a memo regarding a request from SOAR to fluoridate our municipal water supply. The memo detailed the logistics and estimated costs of adding fluoride to our water. In summary, municipal water supply fluoridation is not required, nor is it regulated by the NSUARB. Should fluoride be added to the water the Department of Environment will require the Utility to monitor concentration levels to ensure public safety. The costs associated with fluoridation will not significantly impact our current water rates.

## Other Municipal Units and Organizational Support

### By Province

Province	Percent of population on Fluoridated Systems
British Columbia	1.17%
Alberta	42.43%
Saskatchewan	39.6%
Manitoba	69.01%
Ontario	71.1%
Quebec	2.49%
New Brunswick	1.18%
Prince Edward Island	24.2%
<b>Nova Scotia</b>	<b>46.91%</b>
Newfoundland	1.46%
Nunavat	28.83%
Northwest Territories	64.91%
Yukon	0%
<b>TOTAL</b>	<b>38.7%</b>

<b>Municipal Unit or Jurisdiction (NS)</b>	<b>Fluoride Y/N</b>
Halifax Water	Y
CBRM Water (Excluding Louisburg)	Y
Richmond County	N
Antigonish	N
Stellatron	N
Trenton	N
Pictou	N
New Glasgow	Y
Truro	N
Colchester (Two Utilities)	N N
Inverness	N
Bridgewater	N
Enfield	Y
Elmsdale	Y
Lantz	Y
Shubenacadie	N
Stewiacke	N
Grennwood	N
Windsor	N
Wolfville	Y

Moncton/Riverview/Dieppe added fluoride to the municipal water supply until 2012 at which time it was phased out. At that time Moncton asked the New Brunswick Provincial government to study fluoridation. The New Brunswick government declined to invest in the requested study.

Complete information on Moncton’s decision can be found at the CBC website: <https://www.cbc.ca/news/canada/new-brunswick/moncton-phasing-fluoride-out-of-water-1.1238210>

There are many links embedded in the website that provide further background and information.

### **What the Province of Nova Scotia Says Fluoride and Human Health**

“Most Nova Scotians are exposed to fluorides on a daily basis, through the trace amounts that are found in almost all foods and through those that are added to some drinking water supplies to prevent tooth decay.

The fluoridation of drinking water supplies is a well-accepted measure to protect public health and is strongly supported by scientific evidence. It continues to be endorsed by over 90 national and international professional health organizations including Health Canada, the Canadian and American Dental Associations, the Canadian Medical Association, the World Health Organization and the Food and Drug Administration of the United States.

Fluoride is found naturally throughout the world -- in soil, fresh and salt water, and in foods. Fluoride may be used by individuals in the form of toothpastes, rinses or applied professionally in the form of gels, foams or varnishes.

In optimal concentrations, fluoride protects the teeth from cavities without any known harmful effects. Fluoridation of drinking water supplies ensures its benefits are equally available to all, regardless of socioeconomic circumstance.

Provincial governments regulate the quality of drinking water in their jurisdiction. The fluoridation of drinking water supplies is a decision that is made by each municipality, in collaboration with the Province. The decision may also be taken in consultation with residents. For communities wishing to fluoridate their water supply, the optimal concentration of fluoride in drinking water to promote dental health has been determined to be 0.7 mg/L. Health Canada has established the guideline for fluoride in drinking water as a maximum acceptable concentration (MAC) of 1.5 mg/L. Water containing fluoride at, or below, this MAC does not pose a risk to human health.

Health Canada works in collaboration with provinces and territories to maintain and improve drinking water quality. Together, both levels of government develop the Guidelines for Canadian Drinking Water Quality.

These guidelines are reviewed and revised periodically to take into account new scientific knowledge.”

Source: <https://novascotia.ca/dhw/environmental/fluoride.asp>

### **The Nova Scotia Department of Health Promotion Supports Fluoridation of Municipal Drinking Water Systems.**

<https://novascotia.ca/dhw/healthy-development/documents/Nova-Scotia-Department-of-Health-Promotion-and-Protection-Position-Statement-on-Water-Fluoridation.pdf>

### **The Public Health Agency of Canada Position statement on Community Water Fluoridation**

“Good oral health is essential to our overall health and well-being. In fact, tooth decay is one of the most common and widespread chronic diseases in Canada and worldwide.

Community water fluoridation is an important and often overlooked public health measure that has contributed over the last 70 years to the health of Canadians by preventing tooth decay and thereby improving oral health.

Fluoride is a mineral found naturally in almost all water sources, and in small amounts in food and soil. Fluoride helps to prevent tooth decay by strengthening the enamel layer and making teeth more resistant to acid attacks from plaque bacteria and sugars in the mouth. Water fluoridation is the process of adjusting the level of fluoride in the water to provide optimal dental health benefits.

The big advantage of community water fluoridation is that it benefits all residents in a community, regardless of age, socioeconomic status, education, oral hygiene practices, employment or access to routine dental care, making it a truly equitable public health practice.

Canadian and international studies agree that properly fluoridated water is safe. The likeliest adverse effect is an increased risk of mild dental fluorosis, which causes white specks to appear on the teeth and is usually unnoticeable. There is also no scientific evidence to suggest that children should avoid drinking fluoridated water at the accepted levels in Canadian drinking water.

Many governments and health organizations, including the Public Health Agency of Canada, Health Canada, the Canadian Public Health Association, the Canadian Dental Association, the Canadian Medical Association and the World Health Organization support the fluoridation of drinking water as an important public health measure to prevent tooth decay.

Community water fluoridation remains a safe, cost effective and equitable public health practice and an important tool in protecting and maintaining the health and well-being of Canadians.”

### **The American Water Works Association Statement on Fluoride in Municipal Drinking Water Systems**

“The American Water Works Association (AWWA) supports the recommendation of the World Health Organization (WHO), The American Medical Association (AMA), Canadian Medical Association (CMA), Center for Disease Control, (CDC), and other professional Organizations in the medical community, for the fluoridation of public water supplies as a public health benefit. AWWA supports the application of fluoride in a responsible, effective, and reliable manner that includes monitoring and control of Fluoride levels mandated by provincial, state and / or federal laws and which is subject to community acceptance through applicable local decision-making processes. AWWA supports regular reviews of the most current research on fluoride and the positions of the medical and dental communities.”

### **Typical Arguments Against**

Typically, only organized groups of people could be found that are opposed to the addition of fluoride to drinking water, as opposed to government departments or recognized non-governmental agencies. It is difficult to ascertain who exactly these groups are. Two such groups are Fluoride Alert and Canadians Opposed to Fluoridation. Their websites are listed and provide the opposition side of the argument.

<http://cof-cof.ca/top-ten-arguments-against-fluoridation/>  
<http://fluoridealert.org/>

Their arguments seem to be mainly along the lines that fluoridation is a violation of the individual’s right to informed consent to medication and that fluoride is not an essential nutrient. They also indicate that fluoride is either not safe or not proven to be safe. To fully understand their arguments, it is worth investigating their websites.

### **Next Steps**

Should Council be interested in the fluoridation of our drinking water it is recommended that an open house to gather public input be organized. This event should clearly articulate that the Council has been asked to consider this issue by SOAR, that Council and staff do not currently have a position, and that we are looking for public input on the matter.

It should be noted that most municipal colleagues who were contacted on this issue feel that it is hugely controversial and that there does not seem to be a solution that satisfies all stakeholders. One colleague suggested taking the additional cost of adding fluoride to the water supply and using it to purchase toothpaste that can be distributed at local schools.

**Natalie LeBlanc**

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**Subject:** FW: COLCHESTER/CUMBERLAND/PICTOU/EAST HANTS REGIONAL MEETING

**From:** NSFM Info <[Info@nsfm.ca](mailto:Info@nsfm.ca)>  
**Sent:** Wednesday, March 06, 2019 12:54 PM  
**To:** Tracy Verbeke <[TVerbeke@nsfm.ca](mailto:TVerbeke@nsfm.ca)>  
**Subject:** COLCHESTER/CUMBERLAND/PICTOU/EAST HANTS REGIONAL MEETING

**TO:** Mayors, Wardens, Councillors and CAOs from the Colchester/Cumberland/Pictou/East Hants Region

**RE:** COLCHESTER/CUMBERLAND/PICTOU/EAST HANTS REGIONAL MEETING

The NSFM Regional Meeting for the Colchester/Cumberland/Pictou/East Hants Area will take place as follows:

**Date:** Monday, April 15<sup>th</sup>, 2019  
**Location:** The Glasgow Square Theatre, 155 Riverside Parkway, New Glasgow  
**Time:** 1:00 p.m. – 4:00 p.m.

Please forward Agenda items to Will Brooke [wbrooke@nsfm.ca](mailto:wbrooke@nsfm.ca) (the agenda package will be sent out in advance of the Meeting date.)

Please let us know if you will be attending the meeting by **responding to this email by April 8<sup>th</sup>** . You can also email Tracy Verbeke directly at [tverbeke@nsfm.ca](mailto:tverbeke@nsfm.ca).

We will need to know our numbers for seating and catering.

A special thank you to the Town of New Glasgow for agreeing to host.

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**NOVA SCOTIA FEDERATION OF MUNICIPALITIES**

t +1.902.423.8331

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**PLEASE NOTE:** If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at [tverbeke@nsfm.ca](mailto:tverbeke@nsfm.ca), and you will be removed from the mailing list.

# MEMORANDUM

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

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

**DATE:** March 18, 2019

**SUBJECT: NSFM Regional Meeting**

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Attached is an invitation to the NSFM Regional Meeting taking place Monday, April 15, 2019 at the Glasgow Square Theatre in New Glasgow.

If any members of Council wish to have items on the agenda for this meeting please direct them through my office and we'll arrange to summarize them and pass them along.

# Monthly Report

## Corporate Services

### March 2019

**CORPORATE SERVICES** – The Chief Financial Officer and the contractor are working on the internal control report and anticipate it will be completed by the end of March or early April.

Cross training of staff has occurred regarding changes in roles within the Corporate Services Department. Changes will be made to the website over the next few weeks.

Software updates have been done to the water reading system to ensure readings in early April are done as efficiently as possible.

Six Sigma Training is scheduled to occur in Amherst on March 27<sup>th</sup> and 28<sup>th</sup> at the Community Credit Union Business Innovation Centre.

**FINANCIAL** – Capital budget discussions are beginning. The Operating budget discussions will begin in March. Our telepayments are now being done electronically. Third quarter and capital year to date were presented to the Audit Committee. The auditor for 2019-20 was appointed.

**2019 SPRING TAX SALE** – A Spring tax sale is not anticipated at this time.

**2018/19 TAX REDUCTION POLICY** – We have received 71 applications as of January 14, 2019. 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** – As of February 1, 2019 for the 2018 assessments there were 73 appeals, 56 complete, 1 outstanding, 16 withdrawn. There is still one outstanding appeal for the 2018 assessment roll.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Feb 1/19	Pending as of Feb 1/19	Withdrawn as of Feb 1/19	Outstanding Appeals as of Feb 1/19	Appeals Successful as of Feb 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Res	55	12,893,100	41	0	13		27	\$ 1,337,800	\$ 21,872	0
Commercial	18	29,687,400	15	0	3	1	8	\$ 981,700	\$ 43,539	1
<b>TOTAL</b>	<b>73</b>	<b>\$42,580,500</b>	<b>56</b>	<b>0</b>	<b>16</b>	<b>1</b>	<b>35</b>	<b>\$ 2,319,500</b>	<b>\$ 65,411</b>	<b>1</b>

**2019 ASSESSMENT NOTICES AND APPEALS** – We received the Appeal Inventory & Summary report on the FTP Site on March 8<sup>th</sup>. The results are as follows:

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Mar 1/19	Pending as of Mar 1/19	Withdrawn as of Mar 1/19	Outstanding Appeals as of Mar 1/19	Appeals Successful as of Mar 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	57	8,965,600	0	1	0	56	0	\$ -	\$ -	0
Commercial	21	17,727,200	0	1	1	19	0	\$ -	\$ -	0
<b>TOTAL</b>	<b>78</b>	<b>\$26,692,800</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>75</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>

As of Mar 1, 2019 there were 78 appeals, 1 withdrawn, 2 pending. (note the 2 pending are included in the 78)

**2019/20 TAX EXEMPTIONS** – Letters were sent to all Clubs on January 17<sup>th</sup> with application requesting a copy of their most recent financial statements and a questionnaire to be completed and returned by Friday, January 31<sup>st</sup>. Applications have been received and will be included as part of the budget process.

**WATER / SEWER COLLECTIONS** – The software for the water/sewer billing has been updated and Town and water staff completed training on the new software. Low consumption letters and meter checks are underway.

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

	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb
<b>Capital</b>										
Anticipated Procurement from Capital Budget: 40-44										
Scopes for capital received in the month	6	12	4	8	2	3	3	3	0	1
<b>All procurement:</b>										
Total new scopes of work received in month	11	20	6	14	8	7	5	3	2	5
Released to the public in the month	10	12	7	12	8	12	5	9	3	7
Closed during the month	8	9	10	11	7	9	9	12	1	5
Awarded by par/council during the month	6	7	11	9	4	10	6	2	8	10
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2	5	2	2	2

Service agreements (elevator maintenance, HVAC) have been reviewed and procurements are on-going for those that require new procurements.

WCB and insurance inspection/maintenance is on-going.

**INFORMATION SERVICES (IS)** – On-going reviews and updates this month regarding budget. A review of the phone bills and identification of assets is ongoing. Work is also ongoing reviewing what we have and identifying gaps or excesses in IT delivery. In addition, analysis of various options for service delivery to ensure efficiency and effective utilization of resource for IT is underway.

Plans are underway for a new service request tracker (E-11). This is expected to be available to the public by the fall of 2019.

Work is ongoing for the Records Management system and 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** – There are currently two job postings out for positions with the Town. One for an Operator with Refrigeration Class II for the Recreation Department and the other for Summer Students.

# Monthly Report

## Operations

### March 2019

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We placed approximately 14 tonnes of recycled asphalt in potholes in February, bringing our total tonnage to 36 tonnes placed in January and February.

The utility crew performed daily checks of walkways and entrances to Town owned buildings, removing snow and ice as needed. The utility crew also removed the remaining Christmas lights from South Albion Street, put up banners for African Heritage month, set up traffic control for the Valentines Run, and repaired or replaced compost bins.

There were 3 snow events in February which required plowing of streets, sidewalks, and parking lots.

- February 13, 2019 – 20 cm
- February 21, 2019 – 10 cm
- February 25, 2019 – 10 cm

Snow was hauled from downtown streets and parking lots on two occasions. Hauling snow from the downtown core during the day has presented some challenges and we are continuously adjusting and improving the process to ensure the safety of our staff and public.

The salt truck was out almost daily as the trend of fluctuating temperatures continued throughout the month.

Sidewalk sanders were out four days in February applying a mix of sand and salt to improve traction on all sidewalks.

There were 5 broken water mains in February:

- Willow Street – 10” cast iron main cracked
- Rupert Street – 6” valve failed
- Upper Nappan – 10” PVC main broken under highway (main runs in a steel casing)
- Agnew Street – 6” hydrant lead cracked
- Foundry Street – 6” cast iron main, hole in main.

The water crew continued with meter repairs that measured zero consumption during the latest reads and also assisted residents in identifying the possible source of high-water consumption during the last quarter.

Water department staff also kept busy during the month constructing a partition wall to create a new office space on the second floor of Town Hall.

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

The sewer crew have also been keeping catch basins and culverts clear of snow and ice to prevent flooding.

Operations staff also did maintenance work at the Police Station, Library, and the Community Credit Union Business Innovations Center. Typical repairs include plumbing, leaks, plugged toilets, broken door closers, and ceiling tile replacement.

There were no major mechanical issues with the equipment during the month which gave the mechanic an opportunity to catch up on oil changes and other preventative maintenance of fleet vehicles.

Upcoming / ongoing projects for March:

- Patching of potholes with recycled hot mix asphalt
- Emptying of dog waste receptacles
- Solid waste collection from on street receptacles
- Week day maintenance at the outdoor rink
- Snow and de-icing operations as needed
- Water department staff to attend training session on the physical and chemical properties of chlorine gas, transportation methods, health effects of acute exposure, proper selection of personal protective equipment, first aid, and medical treatment measures.

Unightly Premises:

A judicial review has been requested related to the order to demolish the buildings located at 196 East Victoria Street. The first court date is set for March 28.

The property owner of 59 Church Street has filed a Planning Appeal of the Order to demolish that property with the Nova Scotia Utility and Review Board. While we have not received official notification from the Board, it is our understanding that there is no basis for an appeal to the Board on Dangerous or Unightly Premises matters.

The demolitions of both 2 Industrial Park Drive and 16 Prince Arthur Street by the Town are currently in the planning / procurement stages. We tentatively anticipate that these demolitions will take place the week of April 8<sup>th</sup> or 15<sup>th</sup>.

The Planning Advisory Committee has ordered the property located at 1 Spring Street to be demolished.

# MONTHLY REPORT

## Amherst Police Department

### March 2019

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This report covers the month of February 2019

#### PROFESSIONAL DEVELOPMENT/TRAINING

**SFST (Standardized Field Sobriety Testing) Refresher:** On February 5<sup>th</sup>, all of the SFST trained members attended a refresher course prepared by the Provincial Impaired Driving Team. The team, which is comprised of both RCMP and Municipal Police officers, went through the training modules and the roadside testing and scripts for dealing with drivers suspected of impairment by drugs. The training is a part of the Province's initiative to deal with impaired driving as a result of the legalization of cannabis. In total, 9 of our members attended refresher training.

**Domestic Violence Training:** On February 7<sup>th</sup>, 4 members attended a training session hosted by the Department of Justice in New Glasgow, NS. Members selected included those who have the capacity to act as a supervisor. The session included presentations on arrest, charges and legal decisions, a presentation on fatal and non-fatal strangulation from the Provincial Medical Examiner and other domestic violence topics. Previous to this, 11 members, also supervisors and 2 IC's attended a training session in Amherst on January 17<sup>th</sup>.

**Strangulation and non-lethal strangulation assaults:** Members were provided with a link to on-line training in relation to investigations involving strangulation. The course itself is 25 minutes to complete, but provides valuable information about the severity and complexities surrounding strangulation injuries and the importance of using an informed integrated team approach beginning with the initial contact of first responders, all the way through the legal processes. The link to the training was also provided to our local crown and other police agencies. A majority of APD members have completed this training.

#### OPERATIONAL

**Possession Of Stolen Property, February 18<sup>th</sup>:** A 42 year old male is facing several charges after a traffic stop on South Albion Street. The male had been driving a Grey Chevrolet truck when an officer had discovered that the license plate on the vehicle did not belong to the vehicle. The vehicle was stopped and police discovered that the male was prohibited from driving a motor vehicle and was arrested. Subsequent investigation resulted in several charges including possession of stolen property x 2 (license plate and the truck), breach of undertaking and charges under the Motor Vehicle Act. The male was remanded into custody to appear in court on February 19<sup>th</sup>.

**Methamphetamine Seizure, February 19<sup>th</sup> :** A 42 year old male was stopped by police after an officer observed him driving a vehicle when he was prohibited from doing so. The vehicle was stopped near Lawrence Street. The male was arrested and searched after his arrest. A quantity of methamphetamine was found in his possession. The male is currently facing charges of operating a motor vehicle while prohibited, possession for the purpose of trafficking and failing to comply with a probation order.

**Thefts from Vehicles, February 25<sup>th</sup>:** A 19 year old male is facing multiple charges after he was arrested on February 25<sup>th</sup> for breaking into vehicles. Residents on Croft Street had heard noises near their property and discovered an unknown male inside one of their vehicles. The male fled the area but was arrested by police after a short foot chase. Subsequent investigation into the matter resulted in police also linking the male to thefts from vehicles on February 15<sup>th</sup>-17<sup>th</sup>. In total, the male faces over 30 criminal charges for the incidents.

**Sexual Assault Audit:** Sgt Lepper, Cst Harrison and Domestic Violence Coordinator Lydia Quinn have completed an audit on the 2016/2018 APD Sexual Assault investigations. Their report has been submitted to the Chief and is currently being reviewed. There were no issues noted with the investigations.

**CRIME PREVENTION/SCHOOL RESOURCE**

February included some planning for the International Women’s Day Luncheon scheduled for March 8<sup>th</sup>, 2019

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

Constable Harrison, as part of the ASIST Team (Adolescent Support Interagency Service Team), attended the high school for a meeting concerning the progress of an ASIST client

Constable Harrison attended Domestic Violence Training in New Glasgow

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

Constable Harrison also attended ‘Grief and Bereavement’ training in Debert. This training is designed to provide educators and resource persons with the tools to support families and youth who are grieving, an issue that Cst. Harrison and our members deal with on a regular basis.

Constable Wood attended an ATV Rally On February 23<sup>rd</sup> with MADD at the Sackville Winter Carnival. He manned the MADD booth, providing information to attendees on impaired driving and the initiative that MADD is involved in.

On February 25<sup>th</sup>, Cst Wood and Acting D/Chief Hunter attended a CrimeStoppers monthly meeting in Oxford.

On February 27<sup>th</sup>, Cst Wood did a 2 hour presentation on Internet Safety at Maggie’s Place.

**FOCUSED ENFORCEMENT:**

February’s Focused Enforcement was distracted driving. Members dedicated over 45 hours to this initiative which resulted in 5 tickets for distracted driving, 8 tickets for other offenses and 7 warnings.

**OPERATIONAL STATS – February 2019**

**APD**

Occurrences:	380	Criminal Code Charges:	90
Impaired by Alcohol:	2	CDSA:	2
Impaired by Drug:	0	Traffic Written Warnings:	75
Traffic Tickets:	58	LCA:	1
Vehicle Checks:	219	Bike Patrol Hours:	0
Foot Patrol Hours:	44h 52m		

# MONTHLY REPORT

## Recreation / Culture / Programming / Communications

March 2019

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### **Horticulturalist**

Parks and trails were routinely monitored throughout the month of February for safety issues and tidiness. Town trees were monitored for any hazards that may be present resulting in the removal of a hazardous tree by Ratchford St parking lot, which will be replaced with a new tree in the spring. The finalization of the draft Tree Protection Policy has been submitted and aims to set guidelines for the safe removal and replacement of trees that are damaged or diseased. The intent of such a policy is to identify the need for healthy trees and aims to help rebuild Amherst's urban forest. Preparations are well underway for the 2019 growing season. Careful consideration and planning went into compiling Request for Proposals for the purchase of this year's hanging baskets, as well as this year's bedding plants.

### **Culture, Events and Marketing**

February was a busy month with our 5<sup>th</sup> Annual Winter Carnival. Events that were organized included: Winter Carnival Kick off Celebration Ceremony, Athletic Achievers Awards, Alpine Curling, Community Big Block Walk, Flag Day Ceremony, Wellness Expo, A Valentines Comedy Night, Senior Tea & Talk, Annual Chili Challenge, Outdoor Play Day, Family Bowling, and Maritime Story Telling Circle. Planning, organizing, set up, logistics, gathering volunteers, community engagement, meetings, marketing and promoting, and follow ups on all events hosted. Also attending many community partner events throughout the month. Volunteer Applications for Town and Provincial nominees were completed and submitted. Town of Amherst Volunteer Event was booked and preliminary stages of organizing the event were completed. Staff met with John Warner on the upcoming Home and Garden Show where the Recreation Department will attend and promote Town Activities. Staff also met with Ray Bristol on the Seniors Strategy to discuss feedback from senior sessions and to look at opportunities for future sessions as well as collaboration for contact information on important partners in the senior community. Community Support Grants have been collected and organized. Work has also been done on the organization of the upcoming First Responders Week including designing coin options as well as the coordination of a flag design in process.

### **Active Living**

The Adult Learn to Skate Program's last day was scheduled for February 26. The volunteers and skating group have decided to extend the program and keep going until the end of March. The After-School Skating program which is offered 4 days a week from 2:45pm- 3:45pm has had an average attendance of 20-25 participants. Healthy snacks are provided weekly. The Steady Stride Rehab Walking Program continues at the stadium on Thursdays, led by the Community Rehab Department staff. The Adult/Senior Walking program has wrapped up this month. A new Indoor walking challenge will be starting in March. Walkers participated and enjoyed the Winter Carnival Walking Challenge, walking to Amherst, Ohio. In just over a week we reached our goal with over 10,000 laps walked which is equal to 2,024 km. Goal to Amherst, Ohio was 1,935 km.

The Athletic Achievers ceremony was part of Winter Carnival this year honouring over 90 local athletes that won a provincial award or higher. Also during Winter Carnival the Recreation Department hosted

an Adult/Senior Tea & Talk inviting citizens to learn about different active living opportunities in Town and hear their feedback on facilities, infrastructure and programs. 12 participants attended the Senior Tea & Talk. The 2019 Amherst Winter Carnival 7 day schedule featured over 100 activities and events offered for all ages. Daily skating, pickleball, walking challenge, curling, bowling, yoga, Taoist Tai Chi, running, swimming and more were all offered promoting active, healthy Amherst! Most events were well attended with lots of positive feedback. Some activities including snow sculptures and Outdoor Play were affected due to the lack of snow. 36 entries were received from the online outdoor activity photo challenge showing how the community stays busy and active during the winter months. Snow shoe equipment is available for lending at the Amherst Stadium, Four Fathers Library and YMCA free of charge. Friday night fun attendance for February was 110 for ages 5-8 year old's with an average of 36 each night and 71 for ages 9-14 year old's with an average of 23 each night. Out of the total of 181 participants, 18 of them were from the County.

### **'A' Place To Play**

The outdoor skating surface remains a popular location for people to be active. 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 February 142 people used the facility during our checks only.

### **Amherst Stadium**

In February 2019 CCMHA used 107.25 hours compared to 62.25 hours in 2018. Amherst Skating Club used 36 hours in February 2019 compared to 31.75 hours in 2018. Total public skating hours for February 2019 was 85.75 compared to 85.5 hours in 2018. The breakdown for these public skating hours are as follows (Adults and Seniors skating – 14), (Parents and Tots Skating – 14), (Open Public Skating – 34.75), (After School Skating/Shinny– 18 and After School Skating/Ringette - 5) The total number of hours used at the Amherst Stadium is 271 hours in February 2019 compared to 259.50 in February 2018. A highlight for February at the Amherst Stadium was hosting a Novice Jamboree under the no fee ice program. 9 teams from NS participated in the 3 day tournament and each team saved \$150.00 off their registration. CCMHA used 21.75 hours for this tournament.

### **Parks and Dog Park**

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

# Monthly Report

## Fire Department

### March 2019

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#### Responses (February)

##### Town of Amherst – 11 events

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

##### Contract area (District 2) – 9 events

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

#### Fire Inspections

7 fire inspections were completed during this period with numerous files opened.

#### Professional Development

Our recruit firefighters have completed their third month of the basic fire fighter training program. The next phase of their program will focus on fire prevention and public education.

#### Events

On February 22<sup>nd</sup> and 23<sup>rd</sup> the Amherst Fire Fighters Association held its 18<sup>th</sup> Annual Burn Treatment Curling event at the Amherst Curling Club. This event consisted of twenty-four teams, scheduled over a 3 draw, 8 teams per draw format. Funds raised from this event will be presented to the Nova Scotia Burn Treatment Society in Halifax at an event in April.

#### Upcoming Events

Members of the Amherst Fire Fighter's Association will be taking part in the Annual Maritime Fire Fighters Curling tournament in Sackville, NB from March 21<sup>th</sup> - 24<sup>th</sup>. Additionally, they will be holding a Comedy Night at the Amherst Fire Station on March 30<sup>th</sup> starting at 8 PM.

#### Personnel

During the month of February two fire fighters retired from active volunteer service.

# Monthly Report

## Planning and Strategic Initiatives

March 2019

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

With regard to the Commercial Assessment Phase In program, two projects have been completed and the program agreement is being finalized. These agreements being the first under the program, careful review is required to ensure contractual certainty. Additional participants are signing on as investment projects move forward.

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

Extensive project planning for the NSPI Smart Grid Implementation Project is ongoing that includes consideration for the Solar for Community Buildings program that was awarded for the Stadium. Staff are looking at ways to incorporate both programs simultaneously.

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.

With regards to planning matters, the Planning Advisory Committee, in a Heritage Advisory capacity have reviewed proposed renovations to the Provincial Courthouse building that will include a ramp within the edge of Victoria Square. The Committee will forward a recommendation to Council on this matter. Staff are also working with a developer on two significant land developments.

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

# Monthly Report

## Economic Development

### March 2019

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#### **Demographic and Business Support**

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

- Created targeted and boosted Facebook ads to attract remote workers, industrial labourers, and bed & breakfast operators from Alberta, Ontario, British Columbia, Germany, and the United Kingdom.
- Met with business owners to develop new business ideas and learn about challenges.
- Collected and updated directory information for more than 400 businesses and organizations.
- Shared information with business owners about workshops and funding programs offered by partner organizations.

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

The BDO met with an entrepreneur from Nigeria who has decided on Amherst as the location for his family to immigrate to Canada, to show him potential locations and building sites for a retail and service operation in the automotive sector. The Chamber of Commerce and Cumberland Business Connector also met with him to introduce him to professionals and immigrant business owners in the region.

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

More than 325 hours of bookings were seen during February, an increase of 67% over last February. The conference room, boardroom and hub meeting room were used by businesses, community groups, and government organizations.

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

The BDO worked with tourism stakeholders to develop a new map of local and regional attractions. This will be distributed to visitor information centres, hotels, and gas bars throughout the region and in neighbouring regions.