



**Town of Amherst
Committee of the Whole**

Date: **Monday, September 16, 2019**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order - 4:00 p.m.	
1.1 Approval of Agenda	
1.2 Approval of Minutes	
1.2.1 June 12, 2019	1 - 2
1.2.2 June 17, 2019	3 - 7
1.2.3 June 24, 2019	8 - 9
1.2.4 July 9, 2019	10 - 11
2. Presentations - 4:10 p.m.	
2.1 Border Entrance Committee Update	12 - 24
3. In Camera - 4:20 p.m.	
3.1 Approval of In Camera Agenda	
3.2 Approval of In Camera Minutes	
3.2.1 May 21, 2019	
3.2.2 June 24, 2019	
3.2.3 July 7, 2019	
3.3 MGA 22(2)(a) acquisition, sale, lease and security of municipal property	
3.4 MGA 22(2)(e) Contract Negotiations	
3.5 MGA 22(2)(c) Personnel Matters	
3.6 MGA 22(2)(c) Personnel Matters	

3.7	MGA 22(2)(f) potential litigation	
4.	Council Direction Requests - 5:00 p.m.	
4.1	Debenture Approval - RECTOR	25 - 29
4.2	"A" Fresh Start - RECTOR	30 - 31
4.3	Christie Foundation Funding - RECTOR	32 - 34
4.4	Fundy Geopark - Letter of Support - HERRETT	35 - 36
4.5	Oxford Sinkhole Request to Support Additional Testing TCH - HERRETT	37 - 39
5.	Information Items - 5:30 p.m.	
5.1	Strategic Priorities Update - FISHER	40 - 49
5.2	4 Unit Solid Waste Collection - MACDONALD	50 - 51
5.3	Cenotaph Update - LEBLANC	52 - 53
5.4	Update PACE Bylaw Program Launch - FISHER	54 - 68
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5.6	North Adelaide Street Sidewalk - MACDONALD	70 - 70
6.	Monthly Reports - 6:00 p.m.	
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6.2	Operations	74 - 74
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7.	Adjournment - 6:30 p.m.	

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

Date: June 12, 2019
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Kim Jones, Municipal Clerk
Rebecca Taylor, Business Development Officer
Andrew Fisher, Manager of Planning & Strategic Initiatives
Dwayne Pike, Chief of Police
Greg Jones, Fire Chief
Emily Wainwright, Administrative Assistant

1. Call to Order

Mayor Kogon called the meeting to order at 4:02 p.m.

2. Review Strategic Planning Document - To Be Distributed – HERRETT

Mr. Herrett reviewed the Council Priority Outcome Areas document as distributed. Consensus was achieved to move forward with the document after making a revision with respect to edible landscapes.

A Declaration of Climate Change was distributed and discussed.

Moved By Councillor Rhindress

Seconded By Councillor Blanch

That the Committee direct staff to make the necessary changes to the Declaration of Climate Change Emergency and bring it forward to the Committee of the Whole on Monday June 17, 2019.

MOTION CARRIED

The Committee would like to recognize Mason Carter for the partnership with Council on creating the Declaration of Climate Change Emergency.

Mr. Herrett reviewed portions of the Amherst Economic Dashboard noting that people attraction is the number one economic development issue. He highlighted the fact that Amherst is falling behind its comparator communities like Truro, New Glasgow, Bridgewater and Yarmouth in community amenities like the library, major sporting facilities that house ice sports, swimming, indoor soccer and track and convention facilities. By consensus Council agreed to have staff move forward and develop a broad concepts for such a facility.

3. Adjournment

Moved by Councillor Byrne to adjourn the meeting at 5:17 p.m.

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: June 17, 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 Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Natalie LeBlanc, Deputy Clerk
Kim Jones, Municipal Clerk
Shelley Rector, Chief Financial Officer
Rebecca Taylor, Business Development Officer
Dwayne Pike, Acting Police Chief

1. Call to Order - 4:00 p.m.

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

1.1 Approval of Agenda

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That the agenda be approved with addition of 2.9 NSCC Verbal update from Mayor Kogon.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 March 25, 2019 COW Budget Meeting

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That the minutes of the March 25, 2019 Committee of the Whole budget meeting be approved as circulated.

MOTION CARRIED

1.2.2 April 3, 2019 COW Budget Meeting

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

That the minutes of the April 3, 2019 Committee of the Whole budget meeting be approved as circulated.

MOTION CARRIED

1.2.3 April 8, 2019 COW Budget Meeting

Moved By Councillor Rhindress

Seconded By Councillor Blanch

That the minutes of the April 8, 2019 Committee of the Whole budget meeting be approved as circulated.

MOTION CARRIED

1.2.4 April 29, 2019 COW Budget Meeting

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That the minutes of the April 29, 2019 Committee of the Whole budget meeting be approved as circulated.

MOTION CARRIED

1.2.5 May 7, 2019 COW Budget Meeting

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That the minutes of the May 7, 2019 Committee of the Whole budget meeting be approved as circulated.

MOTION CARRIED

1.2.6 May 15, 2019 COW Budget Meeting

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That the minutes of the May 15, 2019 Committee of the Whole budget meeting be approved as circulated.

MOTION CARRIED

1.2.7 May 21, 2019 COW Meeting

Moved By Councillor Jones

Seconded By Councillor MacKenzie

That the minutes of the May 21, 2019 Committee of the Whole meeting be approved as circulated.

MOTION CARRIED

2. Council Direction Requests

2.1 Community Support Grants Policy

Staff to draft amendments to the Community Support Grants Policy as discussed and bring the amendments back to the Committee.

2.2 Budget Debrief

Consensus of Council to approve the Proposed Option 1 for both the Capital and Operating Budget process, and direct staff to make any changes to the policy and prepare a timeline for approval for the September 2019 Committee of the Whole meeting.

2.3 Capital Budget Amendment - Community Credit Union Business Innovation Center Roof

Moved By Councillor Blanch

Seconded By Councillor Byrne

That Council refer approval of amending this year's capital budget (2019-2020) to include \$75,000 for the replacement of the roof at the Community Credit Union Business Innovation Center to the regular meeting of Council on June 24, 2019 and remove it from the year two capital budget (2020-2021), and further direct staff to have pricing options for a living or metal roof for Council's consideration.

MOTION CARRIED

2.4 Capital Budget Amendment - West Victoria Street Paving

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council place the amendment to the 2019/20 Capital Budget for the recapping of a 610 meter long section of West Victoria Street in the amount of \$60,000 plus HST, to be funded by Gas Tax Revenues, on the agenda of the June 24, 2019 Council meeting for approval.

During discussion on the motion, consensus of Council was to complete the entire width of the street rather than just a portion for a cost of \$85,000 + HST.

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council place the amendment to the 2019/20 capital budget for the recapping of the entire width of a 610 meter long section of West Victoria Street at a cost of \$85,000 plus HST, to be funded by Gas Tax Revenues, on the agenda of the June 24, 2019 regular Council meeting for approval.

AMENDED MOTION CARRIED

2.5 Award of Fire Truck
Moved By Councillor Jones
Seconded By Councillor Rhindress
That Council forward to the June 24, 2019 regular meeting the award of RFP-19-06 – Supply of One New Pumper Truck, to Metalfab Ltd in the amount of \$575,000 excluding HST.

MOTION CARRIED

2.6 Request for Assistance - Mural Removal
Moved By Councillor Blanch
Seconded By Councillor Jones
That staff be directed to advise Mr. Nelson to make application under the Gritty to Pretty Program.

MOTION CARRIED

2.7 Gritty to Pretty Program
Moved By Councillor Rhindress
Seconded By Deputy Mayor Christie
That the Gritty to Pretty 2.0 beautification program be referred to the June 24, 2019 regular meeting of Amherst Town Council for approval.

MOTION CARRIED

2.8 Declaration of Climate Change Emergency
Moved By Councillor Blanch
Seconded By Councillor Jones
That Council forward the Declaration of Climate Emergency to the June 24, 2019 regular meeting of Council.

MOTION CARRIED

2.9 NSCC Verbal Update
Mayor Kogon reported that he has spoken with the Principal of NSCC Don McCormick who advised him the Human Resource Management course would be offered at the NSCC Cumberland Campus in September of 2020.

3. Monthly Reports

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

3.2 Operations
Information item; no direction given or action required.

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

3.4 Recreation

Information item; no direction given or action required.

3.5 Fire Services

Information item; no direction given or action required.

3.6 Planning and Strategic Initiatives

Information item; no direction given or action required.

3.7 Economic Development

Information item; no direction given or action required.

4. Adjournment

Moved By Councillor Byrne

Seconded By Councillor Blanch

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

MOTION CARRIED

Kim Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: June 24, 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 Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

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

1. Call to Order

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

1.1 Approval of Agenda

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That the agenda be approved as circulated.

MOTION CARRIED

2. In Camera

Moved By Councillor MacKenzie

Seconded By Councillor Blanch

That the Committee move to an In Camera session.

MOTION CARRIED

3. Council Direction Requests

3.1 Award of Capital Paving

Moved By Councillor Blanch

Seconded By Councillor Rhindress

That Council forward to the June 24, 2019 regular meeting of Council award of the 2019 Capital Paving Tender (T-19- 3) to the lowest compliant bidder, Costin Paving and Contracting, at their unit prices based on our estimated quantities in the total amount of \$ \$579,159.00 plus HST, and further, that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budget amount such that the value of the contract does not exceed \$588,000 including non-recoverable HST.

MOTION CARRIED

4. Information Items

4.1 Economic Dashboard

The Business Development Officer presented the Economic Dashboard Report. Information item; Council will be updated periodically.

5. Adjournment

Moved By Councillor MacKenzie

Seconded By Councillor Jones

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

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: July 9, 2019
Time: 2:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Darrell Jones
Councillor Terry Rhindress

Staff Present Kim Jones, Municipal Clerk
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Emily Wainwright, Administrative Assistant

1. Call to Order

Mayor Kogon called the meeting to order at 2:00 p.m.

2. In Camera

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

MOTION CARRIED

3. Council Direction Requests

3.1 Year End Capital Financing Adjustments

**Moved By Councillor Blanch
Seconded By Deputy Mayor Christie
That Council forward approval of the following changes to the funding for the Water and General Capital Budget to the July 9, 2019 Special Council meeting for approval:**

- 1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$250,000;**
- 2. Approval of the purchase of the 2004 CAT IT28 loader by Water Utility from the Town General Capital for \$10,000;**

3. Approval of the addition of repairs to the engine of the 2004 CAT IT28 loader to the Water Capital Budget;
4. Withdraw of \$8,000 from the Capital Reserve which represents the Trade-In-Allowance for the 2004 Kubota L3130 Tractor against the purchase of a new tractor in the General Capital Fund.

MOTION CARRIED

3.2 Funding Approval Cumberland Tourism Strategy

Moved By Councillor Blanch

Seconded By Councillor Jones

That Council forward approval of the funding of \$29,489 to be paid out of reserves in the amount of \$22,117 in 2019/20 and \$7,372 in 2020/21 to the July 9, 2019 Special Council meeting for approval and that Council approve the Terms of Reference for the Tourism Advisory Committee with the following adjustments:

1. That representation by the three municipalities be 3-2-1 which is consistent with existing agreements like REMO and CJSMA.
2. Minor grammatical adjustments as needed.

MOTION CARRIED

4. Adjournment

Moved By Councillor Blanch

Seconded By Councillor Jones

To adjourn the meeting at 2:23 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

Border Enhancement Committee Proposal

Presented by:

Keith Thompson

Chelsea Baird

Mandate of the committee

Explore options for improving the appearance and attractiveness abutting the old Trunk 2 Highway in Fort Lawrence leading into the Town of Amherst.

Working with property owners and businesses in the area, as well as the Town of Amherst and other levels of government, to implement the options for improvement as identified by the committee.

This committee will also make recommendations to Council to undertake or fund specific projects.

Progress to Date

- ▶ Signage by law in development stages, working to remove current derelict signage and create a more welcoming and standardized signage approach.
- ▶ Removal of unsightly premises including the former motel has taken place.

3 Phase Approach

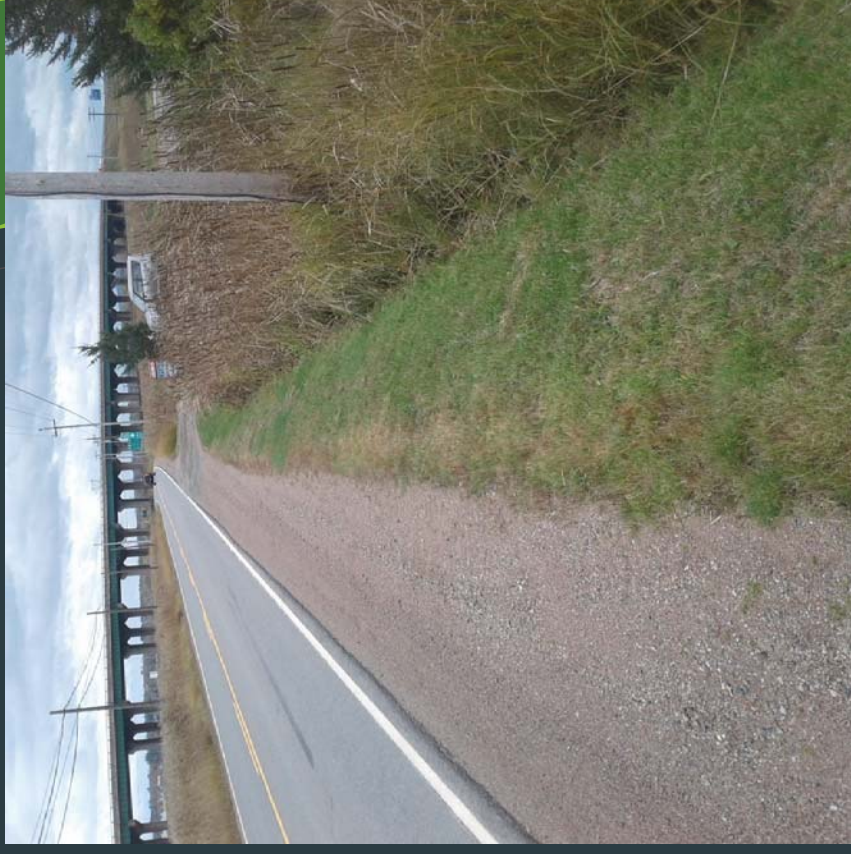
Phase 1: Creation of greenbelt corridor

Phase 2: Maintenance (incurred every year thereafter)

Phase 3: Planting/aesthetic enhancements

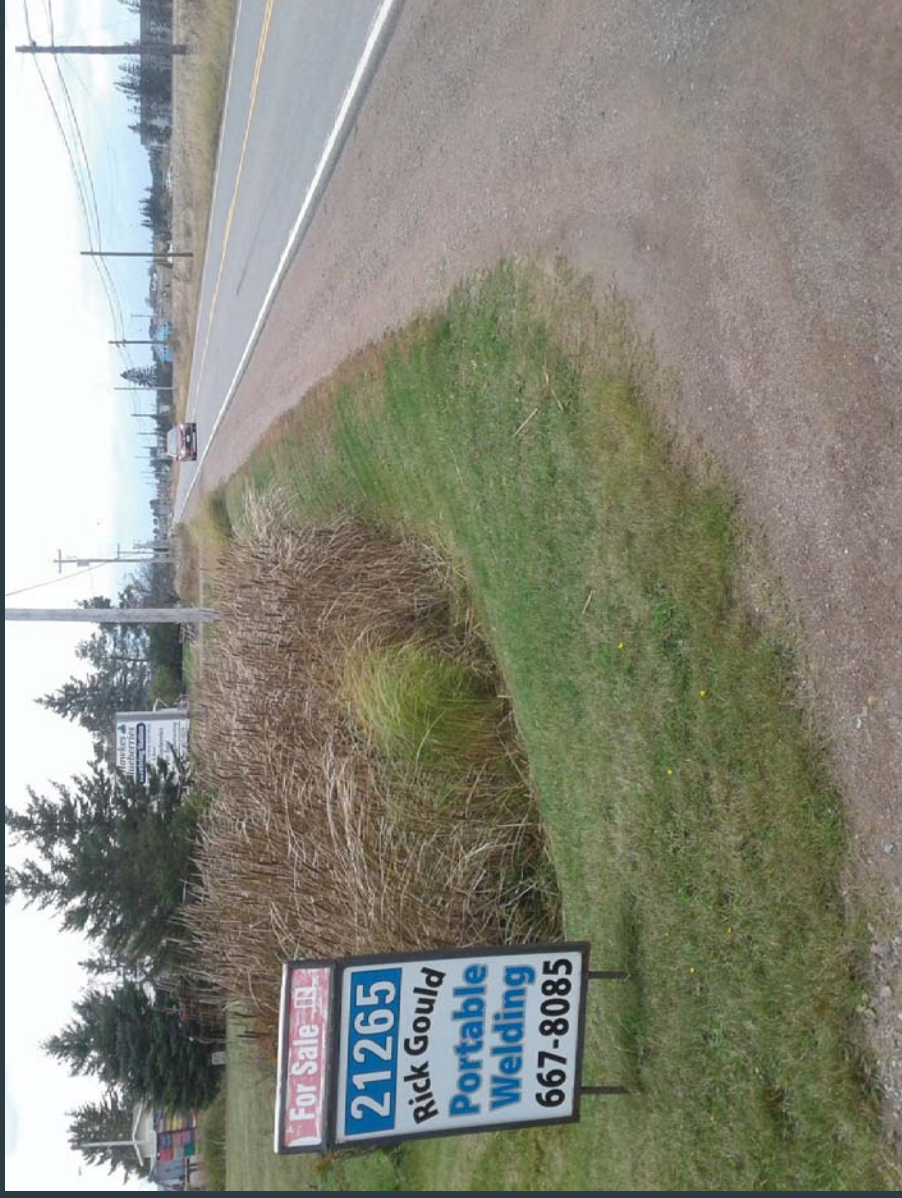
Phase 1

- ▶ Creation of a greenbelt corridor along both sides of the road
- ▶ Will require involvement from TIR
- ▶ Average width 10ft. - 12ft. from edge of shoulder
- ▶ Suggested proposal to put out tender package for work to be done, to include first year maintenance.



Example of a good start

Aesthetic impact of limited maintenance



Groomed Ditching



Proposal

Pilot project:

From Fort Lawrence Road to Hwy 104 Overpass-
(includes ditching, hydroseeding & traffic control)

Estimated costs:

\$26,500 (cost estimates based on previous TIR
contract information)

\$10,000- yearly maintenance- mowing & trimming

Full project:

Fort Lawrence Rd. to TOA entry; 3.5 km stretch:

Estimated cost:

\$52,000 (cost estimates based on previous TIR
contract information)

\$20,000- yearly maintenance- mowing & trimming

Tender package for Cosmetic Grooming & Shaping of Ditches

- ▶ Tender package to include: Ditching, Hydroseeding, Maintenance
- ▶ Traffic control as required by the NS Traffic Control Regulations
- ▶ Maintenance- cost to keep roadsides maintained; mow & trim
- ▶ Contractor to be responsible for establishment of turfgrass during initial growing season
- ▶ Contractor to provide year end cost report (labour, equipment, materials)

Community involvement

Property owners/ Business owners should be made aware prior to the commencement of project.

For this project to be successful, all property owners must be willing to maintain their properties. Upon the sale of properties, new buyers should be made aware of the project and the commitment needed by all property owners to make it a success.

Phase 2

Annual Maintenance

Need for removal of litter accumulation

Mowing

Trimming, as needed

Overseeding bare patches, as required

Phase 3

Planting/ Aesthetic Enhancements

Once Phase 1 & Phase 2 have been successfully completed. Committee will look into what additional planting and aesthetic enhancements can be made to soften areas.

Additions may include tree/ shrub plantings, banners, and/ or flags done on a trial basis.



TO: Mayor Kogon and Members of Council

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

DATE: 16 September 2019

SUBJECT: Resolution for Pre-Approval of Debenture Issuance

ORIGIN: 2018-19 Capital Budget

LEGISLATIVE AUTHORITY: The Municipal Government Act (MGA) Section 91 gives Council the authority to pre-approve the parameters for debenture issue, by setting a maximum interest rate and establishing the period over which the loan will be repaid, subject to the approval of the Minister of Municipal Affairs.

RECOMMENDATION: That the Resolution for Pre-Approval of Debenture Issuance in the amount of \$141,825 for the long-term financing of the water main replacement of East Pleasant Street from Church Street to Central Avenue be referred to the September 23, 2019 meeting for Council's approval.

BACKGROUND: Municipalities requiring debenture funds from the Municipal Finance Corporation (MFC) in the fall of 2019 are required to make a written commitment by October 25, 2019. This is the time for the Town to secure the long-term borrowing for the water main replacement (\$141,825) of East Pleasant Street from Church Street to Central Avenue.

The pre-approval resolution sets the maximum interest rate at 5.5%, the amount of \$141,825 and the term (15 years).

DISCUSSION: A Temporary Borrowing Resolution related to these projects was approved by Council on February 25, 2019 and by the Minister of Municipal Affairs on April 16, 2019 in the amount of \$366,485. The actual amount required now that the projects are complete is \$141,825. There was another capital project listed on the Temporary Borrowing Resolution that the Town was able to fund through the water utility year end surplus. As well as a service truck project that was cancelled and carried over to 2019/20.

FINANCIAL IMPLICATIONS: Annual debenture principal and interest payments commencing in 2020 in the Amherst Water Utility.

COMMUNITY ENGAGEMENT: This is the established process of borrowing from the Municipal Finance Corporation; as with all borrowing for capital purposes by a municipality, it will require the approval of the Minister of Municipal Affairs. No community engagement is required in this process.



ENVIRONMENTAL IMPLICATIONS: There are no specific environmental implications associated with this borrowing.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications associated with this borrowing.

ALTERNATIVES: Refer the long-term funding of the projects back to staff for further review and recommendation.

ATTACHMENTS:

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rates
Copy of the Temporary Borrowing Resolution approved by the Minister on April 16, 2019.

Report prepared by: Shelley Rector, CPA, CMA – Chief Financial Officer

Report and Financial approved by:

Name of Unit: TOWN OF AMHERST

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter “the Minister);

AND WHEREAS the resolution of council to borrow for the capital purposes of water systems required for a municipal purpose was approved by the Minister on the 16th day of April, 2019;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the **Town of Amherst** borrow by the issue and sale of debentures a sum or sums not exceeding **\$141,825.00 (one hundred and forty-one thousand, eight hundred and twenty-five dollars)**, for a period not to exceed **15 (fifteen)** years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the **Town of Amherst** in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the 23rd day of September, 2019.

GIVEN under the hands of the Mayor and the Clerk of the Town of Amherst this ____ day of _____, 2019.

Mayor

Clerk

TOWN OF AMHERST

TEMPORARY BORROWING RESOLUTION

\$366,485

File No. 18/19-01
Water Projects

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Amherst, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 65 of the Municipal Government Act authorizes the Town of Amherst to expend funds for the capital purposes of:

- streets, culverts, retaining walls, sidewalks, curbs and gutters;
- acquisition of equipment, materials and vehicles for a municipal purpose; and
- water systems;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

APPROVED
AS TO AMOUNT
AS

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding Three Hundred Sixty-Six Thousand Four Hundred Eighty-Five Dollars (\$366,485) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

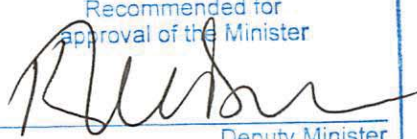
THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Three Hundred Sixty-Six Thousand Four Hundred Eighty-Five Dollars (\$366,485) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution.


THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Department of Municipal Affairs	
Recommended for approval of the Minister	
	
Deputy Minister	
APPROVED this 16 th day	
of April 20 19	
	
Minister of Department of Municipal Affairs	
For DMA Use Only	

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the 25th day of February 2019.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this 7th day of March 2019.


Mayor


Clerk

TOWN OF AMHERST
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$366,485

File No. 18/19-01
Various Purposes

• East Pleasant Street – water main replacement (water utility)	\$300,000
• Water Reservoir (water utility)	\$37,735
• Service Truck (water utility)	\$28,750
Total	<u>\$366,485</u>

INFORMATION MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Shelley Rector CPA, CMA - CFO
DATE: September 16, 2019
SUBJECT: "A" Fresh Start

Background

"A" Fresh Start began in 2018 as a way to provide initial funding for new and innovative initiatives for the Town. It was anticipated that the funding would be seed funding to get these initiatives up and operating prior to the initiatives becoming self-sufficient.

Issues

The initial event and call for applications in the fall of 2018 provided a few strong applications. However, since the initial call for applications, the applications for "A" Fresh Start are fewer and many of them do not qualify for the program or are from organizations that have already received funding. Significant efforts were made by Recreation Staff in the spring to get enough qualified applicants to have the June event.

Staff are suggesting that Council consider amending to the "A" Fresh Start portion of the grants policy by either discontinuing the program or moving to a single annual event in the spring.

Discussion

A request for applications was sent out in August for the fall event. There were only five applications received. Two of the applications do not qualify as one is outside the time limit and the other received funding last fall. Of the remaining three, one has already received funding for two amounts this year and one is planning to donate the items purchased to the Autism Society. These both appear to be in contradiction with the spirit of "A" Fresh Start funding. That would leave us with only one applicant which would not create a meaningful event.

Recommendation Options

1. That Council move to a single event in the spring of each year.

Pros

- In keeping with budget timelines and allows for identification of “A” Fresh Start eligible community grant applications during the budget process
- Minimizes the saturation of the grant market
- Minimizes the use of Town resources for two events
- May increase the likelihood of multiple qualified candidates

Cons

- Requires advanced planning of annual events by community participants

Note: if Council wishes to provide funding to the single qualified applicant for the fall process, this can be brought to the October Council meeting for approval under the regular Community Grant funding.

2. Discontinue the “A” Fresh Start Program

Pros

- Ensures all applications for Community Grants are completed as part of the budget process (except interim requests)
- Frees up Town and Council resources for other strategic priorities

Cons

- Removes a tool for new event incubation (although the Community Grant Policy does allow for event funding)

Recommendation

Staff recommends that we cancel the event for the fall of this year and attempt one more “A” Fresh Start call for applications in the Spring of 2020 essentially moving to one event per year. If there is not a sufficient pool of qualified applications for this event, there will be no further calls for applications and the policy will be changed to remove the “A” Fresh Start initiative.



COMMITTEE OF THE WHOLE

CDR# 2019073

Date: September 16, 2019

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: September 16, 2019

SUBJECT: Cumberland County Minor Hockey Association – Funding from Christie Foundation

ORIGIN: Correspondence from Dr. and Mrs. H.E. Christie Community Foundation that they will donate \$12,500 to the Town provided that the Town, in turn, provides \$12,500 funding to the Cumberland County Minor Hockey Association.

LEGISLATIVE AUTHORITY: Income Tax Act, Sections 118.1 and 110.1

RECOMMENDATION: That the request to receive a donation of \$12,500 from the Christie Community Foundation to fund a corresponding contribution of \$12,500 to the Cumberland County Minor Hockey Association for the training of referees be referred to the September 23, 2019 regular meeting for Council's consideration.

BACKGROUND: The Cumberland County Minor Hockey Association provides opportunities for youth to be active and participate in sporting activities in keeping with the Town's goal of having a health active community. The funds to the Cumberland County Minor Hockey Association are expected to provide funds for the training of referees which are required for hockey games to be played by youth in the community.

DISCUSSION: The Christie Community Foundation has advised they wish to support the Cumberland County Minor Hockey Association with \$12,500 in funding. The Christie Community Foundation can only give grants to registered charitable organizations. Donations to Canadian municipalities qualify as charitable donations under the Income Tax Act.

The Christie Community Foundation's support for programs in the community is significant, and we are pleased to be able to facilitate its contributions in this manner.

FINANCIAL IMPLICATIONS: There would be no financial implications for the Town in this transaction; it would be an 'in and out' entry. However, the financial implications for the Cumberland County Minor Hockey Association program would be to improve its ability to provide a quality program for the community.

COMMUNITY ENGAGEMENT: No community engagement is contemplated in carrying out this request. The community engagement occurred between the Cumberland County Minor Hockey Association and the Christie Community Foundation.



ENVIRONMENTAL IMPLICATIONS: No environmental implications are anticipated with this business process.

SOCIAL JUSTICE IMPLICATIONS: The programs offered by the Cumberland County Minor Hockey Association provide opportunities for activity for youth in our area.

ALTERNATIVES:

1. Request additional information and defer the decision to the October regular meeting of Council;
2. Decline this request.

ATTACHMENTS:

- Letter from Christie Community Foundation

Report prepared by: Shelley Rector, Chief Financial Officer

Report and Financial approved by:



Dr. and Mrs. H.E. Christie Community Foundation

**P.O. Box 986
Amherst, Nova Scotia
B4H 4E1**

**Phone: (902) 667-9650 E-mail: TCCF@eastlink.ca
Administrator: Paul Mahaney**

Trustees:

David H. Christie 10 September, 2019
Morris J. Haugg Town of Amherst
Jennifer Brennan 98 Victoria Street
Barry MacLeod Amherst, NS
Donna Fitzpatrick B4H 1X6
Mark Carter Attn: Mr. Gregory Herrett, CAO

Sir,

I am writing on behalf of the Dr. & Mrs. H.E. Christie Community Foundation requesting your assistance and having our request placed on the Agenda at the next possible Council Meeting. This request mirrors one approved by the Town Council back on September 29th, 2017 regarding assistance for the Amherst Curling Club.


The Cumberland County Minor Hockey Association (CCMHA) has approached our foundation requesting a grant of \$12,500.00 to train referees. At our board meeting on 5 September, this grant was approved conditional on having the Amherst Town Council agree to receive these funds, provide us with a receipt and forward the funds to the CCMHA.

We ask that this request be forwarded to the Amherst Town Council for their consideration.

If you have any questions/concerns, please contact me at 902 667 9650 or tccf@eastlink.ca.

Thank you for your assistance and the continued support of the Amherst Town Council.

Sincerely,


Paul A. Mahaney
Administrator

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Greg Herrett, CPA, CA, Chief Administrative Officer

DATE: September 16, 2019

SUBJECT: Fundy GeoPark Letter of Support

ORIGIN: Joint Councils Meeting of September 10, 2019

LEGISLATIVE AUTHORITY: MGA 47(1)

RECOMMENDATION: That Council refer this matter to the September 23, 2019 regular Council meeting for approval

BACKGROUND: The Counties of Colchester and Cumberland have made application for approval of a UNESCO GeoPark on the Fundy Shore. A presentation and request for a letter of support was made at the September 10th Joint Councils meeting. The Amherst representatives present agreed to bring a request to Amherst Town Council to provide a letter of support in the UNESCO process.

DISCUSSION: This project will be another tourism attraction to our local area and enhance our regional tourism offerings. As well, the UNESCO designation has potential to draw global attention to our area.

FINANCIAL IMPLICATIONS: There are none. We are just providing a letter of support.

COMMUNITY ENGAGEMENT: None

ENVIRONMENTAL IMPLICATIONS: This type of project enhances our regions ability to promote and protect environmentally significant natural areas

SOCIAL JUSTICE IMPLICATIONS: There are none.

ALTERNATIVES: Do not provide letter of support.

ATTACHMENTS: Draft letter

Report prepared by:
Report and Financial approved by:





September 16, 2019

Cliffs of Fundy Geopark Society
c/o Don Fletcher, Chairperson
1338 Route 209
RR # 3
Parrsboro, NS B0M 1S0

Dear Mr. Fletcher:

The Council of the Town of Amherst is pleased to write a letter of support for the Cliffs of Fundy Aspiring Geopark in their efforts to become the first UNESCO Global Geopark in Nova Scotia.

Obtaining this prestigious designation will increase the awareness and visitation of the Cumberland Region and highlight our natural infrastructure on a global platform.

We wish you all the very best.

Sincerely,

Mayor David Kogon, MD

Cc: Warden Allison Gillis



MEMO

TO: Mayor Kogon and Members of Council
FROM: Greg Herrett, Chief Administrative Officer
DATE: September 16, 2019
RE: **Letter to NSFM re: Oxford Sinkhole further testing**

At the September 10, 2019 meeting of the Joint Councils, held in Springhill the matter of further testing of the Oxford Sinkhole and potential impacts on the TCH 104 were discussed.

By consensus it was agreed that a letter would be drafted and sent to the Nova Scotia Federation of Municipalities, signed by all units (Amherst, Oxford and Cumberland) to support further testing in the area.

The draft letter is attached.

Councillor Wayne Mason
President, Nova Scotia Federation of Municipalities
Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8

Dear Councillor Mason:

As has been well documented in the mainstream and social media, a large sinkhole appeared last year within the boundary of the Town of Oxford on the Lions Club Parkland.

Recently, the area proximate to the sinkholes has undergone significant geophysical and geotechnical testing which has confirmed that there are other areas close by that have a high risk of further sinkhole development. This has the potential to impact Oxford's Main Street, otherwise known as Highway 321. This roadway is the main traffic corridor coming into Oxford and connecting Highway 104 to Oxford Frozen Foods, Pugwash and the north shore – all very important to regional commerce and tourism. As importantly, critical public infrastructure such as water, sewer, electricity and telecommunication links run also through this corridor.

The consultant's report accompanying the test results recommends extending the testing to an area of concern on Highway 104 - the Trans Canada Highway. The area of concern, just west of Exit 6, is part of the general karst topography that has caused many of the ponded and vegetated sinkholes in that area, according to the consultant. Current LIDAR imaging and aerial photographs, both recent and from the 1930's, indicate that there are sinkholes in the area on both sides of Highway 104 as well as under the asphalt driving surface in some locations. Although the Department of Transportation and Infrastructure Renewal (TIR) was invited to join in the testing program on two occasions it has, to date, declined to do so.

The area continues to be a concern, not only for the Town of Oxford but, for the Cumberland region. In fact, this should be a concern for all municipalities in Nova Scotia. Highway 104 is a critical transportation link for imports, exports, tourism, and general movement of goods and people between Nova Scotia and the rest of Canada. It is well known that this stretch of Highway 104 supports the movement of millions of dollars per day worth of commercial goods and materials to every corner of Nova Scotia. Closure of this highway in the event of a collapse would have an enormous and immediate impact on the provincial economy.

While Minister Hines has indicated that there is daily monitoring of that area ongoing, what that monitoring consists of and the nature and extent of the data being collected beyond simple visual inspection of asphalt integrity is unclear.

We strongly urge you to present this issue at the upcoming NSFMM Board of Directors meeting in an effort to encourage all municipal units in Nova Scotia to support the Town of Oxford and the Cumberland region by imploring the Minister of Transportation and Infrastructure Renewal to develop a geophysical testing program on the potentially impacted section of Highway 104 and

to work with the Town of Oxford in developing a geophysical monitoring program of Highway 321 in the Oxford area.

Thank you for your consideration in this very important issue for all Nova Scotians.

Yours very truly,

Rick Draper, Deputy Mayor
Town of Oxford

Dr. David Kogon, Mayor
Town of Amherst

Allison Gillis, Warden
Municipality of the County of Cumberland

TO: Mayor Kogon and Members of Council

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

DATE: September 16, 2019

SUBJECT: Strategic Priority Outcomes

ORIGIN: 2019 Council Strategic Priority Outcome Areas planning exercise.

LEGISLATIVE AUTHORITY: MGA 30(3), The Council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer.

RECOMMENDATION: That Council refer to the September 23rd regular meeting of Council, approval of the Town's Vision Mission and Guiding Principles, and the Strategic Priority Outcome Areas.

BACKGROUND: For many years Council have established Strategic Priorities and approved a work plan to address those priorities. The priority setting exercise for 2019 took a broader multi-year view of what elements of the community and the corporation should receive priority attention. The exercise established Priority Outcomes that state what success in each Priority Area might look like, and identified current, past, and future initiatives that address the Priority Areas. The Council Priority Areas and Administrative Priority Areas are rooted in the Vision, Mission and Guiding Principles. The initiatives to address the Priority Outcomes correspond to the approved capital and operating budgets.

DISCUSSION: With the attached documents approved by Council, an update will be provided in October that will include indicators to measure success in addressing the Priority Outcome Areas.

FINANCIAL IMPLICATIONS: Consideration for Council and Operational priorities have been integrated into the 2019/20 Budget.

COMMUNITY ENGAGEMENT: No specific engagement program is associated with this item.

ENVIRONMENTAL IMPLICATIONS: One of the four Council Priority Areas is Environmental Stewardship.

SOCIAL JUSTICE IMPLICATIONS: One of the four Council Priority Areas is Community Wellbeing, which includes a priority area outcome of inclusivity.



- ALTERNATIVES:** 1) Direct Staff makes further changes to the documents.
2) Adopt some but not all of the documents.

- ATTACHMENTS:**
1. Vision, Mission, and Guiding Principles Statement
 2. Strategic Plan Summary: 2019
 3. Council and Administrative Priority Outcome Areas

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

VISION

Our vision is to be a healthy, prosperous, welcoming, and environmentally sustainable community in which people of all ages, abilities, and cultures are engaged and proud to live work and play.

See Why We Love it!

MISSION

We provide quality leadership services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner.

GUIDING PRINCIPLES

To treat all groups and individuals with the same **respect** we expect for ourselves.

To promote **inclusivity** through engagement and equal access to services.

To leverage the community's strengths through effective **collaboration**.

To Act with **integrity** by exhibiting honesty, transparency, and consistency.

To be **accountable** to our citizens for our decisions and actions.

To provide services in a socially, environmentally, and economically **sustainable** way.

To seek the best empirical information available to reach **evidence-based decisions**.

Strategic Plan Summary: 2019

VISION

Our vision is to be a healthy, prosperous, welcoming and environmentally sustainable community in which people of all ages, abilities and cultures are engaged and proud to live, work and play. See why we love it!

MISSION

We provide quality leadership, services, opportunities and resources for the benefit of our citizens and in support of our growth and development in our community in a fair, equitable and transparent manner.

GUIDING PRINCIPLES

- Respect
- Collaboration
- Inclusivity
- Integrity
- Accountability
- Sustainability
- Evidence-based decision making

ADMINISTRATIVE PRIORITY AREAS

- Financial responsibility
- Sustainable infrastructure management
- Health and safety
- People = “A” team
- Service excellence

COUNCIL PRIORITY AREAS

ECONOMIC DEVELOPMENT

UNDERSTANDING POPULATION CHANGE

COMMUNITY WELLBEING

ENVIRONMENTAL STEWARDSHIP

VISION

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To seek the best empirical information available to reach **evidence-based decisions**.

Council Priority Outcome Areas

A. Economic Development	
The Town of Amherst is an attractive place for businesses and entrepreneurs	
Priority Short Name	Priority Outcome
1. Business Growth & Sustainability	A business climate that drives and sustains growth in investment and employment through improved competitiveness, minimized barriers and leveraged strengths.
2. Labour Pool Capacity	The area labour pool has the quantity and skills that local employers require.
3. Tourism Development	Amherst is an attractive destination and service centre for visitors.
4. Downtown Vibrancy & Investment	Downtown Amherst is a great place to live work and play.
5. Encouraging Entrepreneurial Spirit	Residents have the confidence to take and support intelligent business risks.
6. Supply of industrial, commercial and residential lands	There are sufficient industrial, commercial, and residential lands available to provide economic opportunities

B. Understanding Population Change	
The Town of Amherst understands, manages, and addresses the impact of its changing demographic profile	
Priority Short Name	Priority Outcome
7. Good Data	Clear understanding of the demographic and business profile of the community
8. Senior Population Needs	The social, housing, and transportation needs of seniors are met.
9. Housing Price & Inventory – long term Sustainability	The housing stock meets the needs of residents of all stages in life and socio-economic backgrounds.
10. Pure Population Decline	Service delivery is appropriate to the town’s socioeconomic and demographic makeup

C. Community Wellbeing	
The Town of Amherst is an inclusive, welcoming community in which people feel safe to live work and play	
Priority Short Name	Priority Outcome
11. Inclusivity	Citizens of all ages, abilities, ethnicities, and identities are valued and feel part of the community through mutual respect and equal access to services, resources, and opportunities.
12. Economic Wellbeing	Citizens have present and future financial security.
13. Physical Health	Physical and mental health needs are met through a variety of recreation and social opportunities, and adequate healthcare services.
14. Mental Health	Mental health is supported through promotion of inclusivity, economic and physical health, and access to mental health services.
15. Community Appearance	Public and private property and spaces are well maintained and show a sense of pride in their appearance.
16. History/Culture	The historical and cultural storey of Amherst is widely understood and celebrated.
17. Community Confidence	Citizens have a positive perception of their community.
18. Multi-Purpose Community Facility	Agreed upon scope & feasibility of multi-use facility for sport, culture & community
19. Food Security	Every Amherst resident has access to sustainably-produced food.
20. Municipal Planning Strategy Review	The MPS reflects how Amherst will develop between now and 2030.

D. Environmental Stewardship	
Priority Short Name	Priority Outcome
<p>The Town of Amherst is proactive in energy management, sustainability, and environmental risk management</p> <p>21. Adaption <i>Initiatives and measures to reduce vulnerability of natural and human systems against actual or expected climatic effects</i></p>	<p>Amherst builds resiliency in its land use policies, infrastructure investments, and emergency readiness</p>
<p>22. Mitigation <i>Technological change and substitution that reduce resource inputs and emissions per unit of output. With respect to climate change, this means implementing policies to reduce GHGs and enhance sinks.</i></p>	<p>Amherst plays an active role increasing community energy efficiency and the shift to green energy</p>
<p>23. Sustainability <i>Social sustainability encompasses human rights, labor rights, and corporate governance. In common with environmental sustainability, social sustainability is the idea that future generations should have the same or greater access to social resources as the current generation, while there should also be equal access to social resources within the current generation.</i></p>	<p>Meeting our own needs without compromising the ability of future generations to meet their own needs</p>

Administrative Priority Areas

E. Financial Responsibility	
The Town of Amherst is financially sustainable	
Priority Short Name	Priority Outcome
24. Financial Sustainability	Amherst remains a financially sustainable town, able to meet its commitments and provide services in financially sustainable way.

F. Sustainable Infrastructure Management	
The Town of Amherst provides services that meet the community's needs in an efficient and financially sustainable way	
Priority Short Name	Priority Outcome
25. Capital Asset Management	Evidence based, fiscally responsible, sustainable, investments in capital assets which align with Council priorities and established service levels while meeting senior government regulations.

G. Service Delivery Excellence	
The Town of Amherst meets the needs of people it services, resulting in greater satisfaction with, and confidence in, the corporation.	
Priority Short Name	Priority Outcome
26. Service Capacity	Sufficient capacity exists to provide services of which Council approves.
27. Customer Service	Established customer service level standards that meet the needs of citizens in a fiscally responsible manner.
28. Organizational Capacity	Sufficient capacity exists to provide services of which Council approves
29. Policy Management	Policies are regularly reviewed to aid in consistent decision-making

H. Health and Safety	
The Town of Amherst workplace safety is the First Priority	
Priority Short Name	Priority Outcome
30. Workplace Safety	Employees and contractors working for the Town are firmly committed to a safe workplace.

I. People = "A" Team	
The Town of Amherst is A great place to work	
Priority Short Name	Priority Outcome
31. Succession Planning	Identification of future leaders within the organization and transfer of skills / knowledge for future roles and responsibilities
32. Professional Development	People are trained well enough so they can leave, but treated well enough so they don't.
33. Employee Wellness	Programs and initiatives are in place to support employee wellbeing



COMMITTEE OF THE WHOLE

CDR# 2019075

Date: September 16, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: September 16, 2019

SUBJECT: **4-Unit Residential Solid Waste Collection**

ORIGIN: At the March 18, 2019 Committee of the Whole the following motion was passed: *That staff be directed to compile a report as to what it would involve and the extra cost to have the Town's solid waste collection contractor begin collecting residential solid waste from 4-unit residential properties.*

LEGISLATIVE AUTHORITY: Municipal Government Act Part XIII Solid Waste Resource Management

RECOMMENDATION: That Council **not** proceed with amendments to the Solid Waste Bylaw in order to extend the residential solid waste collection pickup to 4-unit properties.

BACKGROUND: Currently the Solid Waste Bylaw as well as the residential solid waste collection contract limits residential solid waste collection to buildings containing three dwelling units or less. This service level has been working well for many years and staff are not aware of any requests to change it.

DISCUSSION: In order to allow for the collection of solid waste from four-unit residential buildings there are many issues to consider:

1. **Bylaw** - The definition of Residential Premises would have to be amended to include 4-unit residential buildings. This would require the owner of a 4-unit property to receive and pay for the town's residential solid waste collection service. This would be the only change required in the bylaw.
2. **Property Owners** - There are approximately 128 4-unit residential properties within Town totalling 512 dwelling units. Approximately 73 of these properties were built as single-story town houses in the last 20 years. Many of these properties are clustered within common developments. The remaining 55 properties are mainly converted single detached houses scattered throughout Town.

Staff have spoken to two of the larger 4-unit property owners who in total own over 30 of these newer 4-unit properties. One was very enthusiastic about changing to the Town's collection (subject to cost) while the other would readily do so provided the cost was the same or less. Both thought that one compost bin per 4-unit building would be sufficient. The current six bag limit is per dwelling unit, so that is not an issue.



Given that currently the same residential solid waste collection rules apply for all single unit, two unit and three-unit properties it would make sense that 4-unit buildings also have the same rules, provided they can be accommodated within the proposed uniform charge of \$185.00.

3. **Contract** - The current solid waste collection contract expires March 31, 2023. The contract indicates collection would be from approximately 3180 residential premises within the Town. The addition of approximately 128 new residential premises (comprising 512 dwelling units) would be considered substantial in that the contractor may not have sufficient capacity (trucks / time) to add these to the routes.

FINANCIAL IMPLICATIONS: There should be no additional cost to the Town to add 4-unit properties to the residential solid waste collection. The residential solid waste uniform charge should cover the entire cost of the pickup.

The contractor has indicated that they would have to charge \$212.47 per building to add these buildings to the contract. In addition, there would be additional tip fees of at least \$79.26 per building bringing the total cost per building to \$291.73. It should be noted that these tip fees are an average of all properties and it is likely that a four-unit building would generate more solid waste than the average.

Given the above information the cost of providing this service would be at least \$106.73 more per building than the current uniform charge. This equates to a total cost of \$13,661 to the Town.

COMMUNITY ENGAGEMENT: Prior to implementing this change the owners and residents of all 4-unit buildings would have to be engaged to brief them on the plan as well as educate them on the sorting requirements.

ENVIRONMENTAL IMPLICATIONS: It is expected that diversion rates would improve due to increased enforcement of sorting requirements.

SOCIAL JUSTICE IMPLICATIONS: Absorbing an additional \$13,661 in costs to provide this service to private business (apartment building owners) will reduce the Town's ability to provide other services to the general public.

ALTERNATIVES:

1. Do not extend the residential solid waste collection to 4-unit buildings.
2. Include 4-unit buildings in the next residential solid waste collection contract and prepare the required amendments to the Solid Waste Bylaw.

ATTACHMENTS:

Report prepared by Jason MacDonald
Report and Financial approved by:

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Deputy Clerk

DATE: September 16, 2019

SUBJECT: Cenotaph Request

ORIGIN: April 23, 2019 Committee of the Whole meeting.

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

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

BACKGROUND: At the April 23, 2019 Committee of the Whole meeting, Council directed staff to contact the Municipality of the County of Cumberland, Ray Coulson of the Nova Scotia Highlanders Museum as well as a representative of the local Legion to further investigate if placing the dates for the Korean War and Afghanistan Conflict and names of fallen individuals to the existing Amherst Cenotaph is appropriate, if erecting a new plaque or monument is more appropriate, and to see if they are interested in partnering with the Town on such an initiative.

DISCUSSION: Staff spoke with Mr. Coulson who indicated that they have no issue with the requested names being added to the existing cenotaph, or to erecting a new plaque to recognize these individuals. However, when staff contacted the local branch of the Royal Canadian Legion, the local representatives noted that they are of the opinion that since the requested names have already been placed on war monuments in those fallen individuals' home town, being Springhill and Joggins, that it may not be appropriate to have them added to the Amherst Cenotaph as well. They did state that a Legion Zone Command meeting is scheduled for September 26th in Amherst at which representatives from several branches will be in attendance and that they would add this item to their agenda to see if other branches have had similar requests and what their thoughts are on this. The President of the local branch will be contacting staff following the meeting to provide an update.

In light of all of the information noted above, staff feel it may not be appropriate to make additions to the existing cenotaph at this time.

FINANCIAL IMPLICATIONS: None at this time.

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



ENVIRONMENTAL IMPLICATIONS: N/A

COMMUNITY ENGAGEMENT: None at this time

- ALTERNATIVES:**
1. Wait to hear from the local Legion Branch President and bring back to Council at the October Committee of the Whole meeting.
 2. Make arrangements to place the dates for the Korean War and Afghanistan Conflict and names of fallen individuals on the Amherst Cenotaph;
 3. Investigate the costs of erecting a new monument to honor the fallen individuals from the Korean War and Afghanistan Conflict, and if the costs are significant make an application for funding under the Commemorative Partnership Program before the November 1, 2019 deadline.

ATTACHMENTS: None

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

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Manager, Planning & Strategic Initiatives
DATE: September 16, 2019
RE: **PACE Program Update**

The purpose of this memo is to provide Council with an update on the Property Assessed Clean Energy (PACE) Bylaw program. On June 24, 2019 Council adopted amendments to the PACE Bylaw, a PACE Program Policy, and authorized the CAO to enter into a service contract with the Clean Foundation to administer the Program.

The Property Assessed Clean Energy (PACE) Bylaw enables the Town to offer financing to homeowners for energy efficiency retrofits and renewable energy adoption that are paid back via their tax bill over a period of up to 10 years. The program parameters are as follows:

1. Any owner-occupied home with up to 2 dwelling units.
2. Almost any energy retrofit or upgrade that meets the program standards is eligible.
3. Interest rate is municipal cost of borrowing + 2%.
4. Maximum 10 new homes per year.
5. Maximum eligible amount that can be financed is \$15,000 for homes with less than or equal to \$150,000 in assessed value, and the lesser of \$25,000 or 10% of the assessment if the home is assessed over \$150,000.

On July 31, 2019 the Municipality of the County of Cumberland adopted amendments to their PACE Bylaw to mirror the Town's changes.

The Clean Foundation have provided the attached Registration Form and PACE Customer Agreement for Amherst. The service agreement approved by Council in June has been signed by the CAO and we expect that the Clean Foundation will prepare to launch the program very soon. The launch will include a communications and marketing package that includes:

- The Clean Energy Financing logo with the name of the local town incorporated in it, in horizontal and vertical formats. (And we will include visual identity guidelines with colour palette and fonts.)
- Municipal webpages on the CleanEnergyFinancing.ca website
- 30 to 60 second video ad
- Town branded Clean Energy Financing promotional materials, specifically:
 - Posters (in vertical and horizontal formats) (electronic copy as well as 100 print colour copies)
 - Rack card handout (electronic copy as well as 500 print colour copies)
 - Power Point Presentation template
- A locally branded Clean Energy Financing pop-up display
- Clean Energy Financing messaging guide
- Clean Energy Financing suggested social media posts
- Suggested PSA text
- Newspaper ad template
- Production and placement of two print ads in local newspapers/publications
- Radio ad suggested script
- Preparation and distribution of an introductory press release to all local media in the region
- Leverage HomeWarming outreach opportunities (for example, community meetings or trade fairs) and offer Clean Energy Financing as an option for appropriate audiences in your region.
- Writing of a print story (with photos) based on a local participant's experience in the program This will be tailored for local media and social media

While the program will be administered by the Clean Foundation, the Sustainable Communities Marketing Officer from the Cumberland Energy Authority with support from Town staff will promote the program.



Registration Form

Thank you for your interest in the **Clean Energy Financing** Program administered by Clean Foundation ("Clean") on behalf of your municipality.

By registering, you are applying for low-interest financing from the municipality to help you complete eligible clean energy upgrades to your home.

Additional information about the Clean Energy Financing Program can be found at www.CleanEnergyFinancing.ca. Any questions can be directed to Clean by emailing CleanEnergyFinancing@clean.ns.ca or by calling 1-844-727-7818.

What's Next?

Upon receipt of your completed Registration Form, Clean will assess your home's eligibility based on the following:

- Home type and location: your home must be a detached, semi-detached, or row house style home located within the municipality's boundary;
- Verification of property ownership;
- Confirmation that you are not in default of any municipal taxes, rates, or charges.

Please note that by registering you consent to the municipality sharing the above information with Clean.

After you qualify for the Clean Energy Financing Program, you will need to sign the Customer Agreement. Once this is signed, Clean can help you book a certified Home Energy Assessment.

Note: All financing payments must be made through a pre-authorized payment plan set up through the municipality.

One of the goals of this program is for the total cost of clean energy upgrades, program fees, and cost of borrowing to be *less than or equal to* the estimated energy savings over the financing period. Please note that this debt-to-savings ratio will limit the eligibility of upgrades.



Registration Form

A – APPLICANT INFORMATION											
<i>The person to whom all communication will be directed.</i>											
Name of Primary Contact:											
Mailing Address:											
Email Address:											
Telephone Number:	Primary:		Alternate:								
Relationship to Home:	<input type="checkbox"/> Owner	<input type="checkbox"/> Other									
	If "Other", please specify:										
Preferred Method of Communication:	<input type="checkbox"/> Phone	<input type="checkbox"/> Email									
<p>Optional: You may qualify for participation in the HomeWarming program (www.homewarming.ca), which provides free energy efficient home upgrades for income qualified homeowners. To qualify, you must meet the following income eligibility criteria:</p> <table border="1"> <thead> <tr> <th>Number of people in your home</th> <th>Maximum annual household income</th> </tr> </thead> <tbody> <tr> <td>1 person</td> <td>\$22,324</td> </tr> <tr> <td>2 to 4 people</td> <td>\$41,481</td> </tr> <tr> <td>5 or more people</td> <td>\$59,076</td> </tr> </tbody> </table>				Number of people in your home	Maximum annual household income	1 person	\$22,324	2 to 4 people	\$41,481	5 or more people	\$59,076
Number of people in your home	Maximum annual household income										
1 person	\$22,324										
2 to 4 people	\$41,481										
5 or more people	\$59,076										
Do you wish to be contacted about HomeWarming?	<input type="checkbox"/> Yes	<input type="checkbox"/> No									

B – HOMEOWNERS	
<i>Please identify all Homeowners listed on the registered title for the home. All registered owners of the home must be identified in this section <u>and</u> consent to participate in Clean Energy Financing.</i>	
Name of Homeowner 1:	
Name of Homeowner 2:	
Name of Homeowner 3:	

* If there are more than three property owners, please include remainder of property owners on the "additional property owners" document found at www.cleanenergyfinancing.ca



Registration Form

C – HOMEOWNER INFORMATION		
<i>Only homes located within the boundary of the municipality can participate in the Clean Energy Financing program. Only detached, semi-detached and row houses are currently eligible.</i>		
Street Address:		
Community:		
Postal Code:		
Current Heat Source:		
What upgrade(s) are you interested in making?		
Have you had a Home Energy Assessment completed within the last 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes", when was your assessment?	_____ (dd / mm / yy)	
If "Yes", have you completed any renovations since your Home Energy Assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Assessment Role Number:		
* You can find your Assessment # on your property tax bill.		

D – CONSENT TO BE CONTACTED		
<i>Clean may wish to contact you to ask questions about your experience with the Clean Energy Financing Program and/or to evaluate its performance.</i>		
Are you willing to be contacted to discuss your experience with the program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



PACE Customer Agreement

Town of Amherst

1. Property Owner: _____
Name

2. Property Owner: _____
Name

3. Property Owner*: _____
Name

Civic Address: _____
House Number and Street

Community

RR# Postal Code

Property Tax Information: _____
Assessment Roll Number

* If there are more than three property owners, please include remainder of property owners on the "additional property owners" document found at www.cleanenergyfinancing.ca

THIS FINANCING AGREEMENT, is made this ____ day of _____ 2019 ("Effective Date").

B E T W E E N:

PROPERTY OWNER(S)

- and -

TOWN OF AMHERST

(hereinafter called the "Town" and, together with the Property Owner(s), the "Parties")

In consideration of the mutual covenants herein contained, the Parties agree as follows:

Definitions

1. In this agreement,
 - a. "**Program Service Fee**" refers to the costs incurred by the Program Administrator to administer the program;



PACE Customer Agreement Town of Amherst

- b. **“Approved Quote”** means the Contractor quote for the completion of part or all of the approved Clean Energy Upgrades that has been obtained by the Property Owner(s) and provided to and approved by the Program Administrator;
- c. **“CAO”** means the Chief Administrative Officer for the Town, or his or her designate;
- d. **“Clean Energy Financing Program” or “Program”** means a program established by the Town under which owners of Properties may obtain financing for Clean Energy Upgrades;
- e. **“Clean Energy Upgrade”** means an installation that is affixed to the Property and which:
 - i. will result in improved energy efficiency, the generation of renewable energy, or reduced greenhouse gas emissions;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct / air sealing, insulating, or energy efficient windows and doors; building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed in writing by the Town; and
 - iii. is identified as an eligible upgrade in the Town’s PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy;
- f. **“Enabling upgrade”** means a non-clean energy upgrade that is necessary to enable a clean energy upgrade;
- g. **“Contractor”** means an insured person retained by the Property Owner(s) to complete the Clean Energy Upgrades;
- h. **“Manager of Finance”** means the Manager of Finance for the Town, or his or her designate;
- i. **“Effective Date”** means the date on which Final PACE Customer Agreement is signed;
- j. **“PACE Charge”** means the local improvement charge levied on the property pursuant to section 81A of the *Nova Scotia Municipal Government Act*, and is equal to the value of the Approved eligible upgrade(s) plus the Program Service Fee, up to the Maximum Eligible Amount;
- k. **“Maximum Eligible Amount”** means a general financing cap set by the Town. The Town of the Town of Amherst’s Maximum Eligible Amount is \$15,000 for homes with full assessed property values of less than or equal to \$150,000. For homes with full assessed property values of more than \$150,000, the Maximum Eligible Amount is lesser of \$25,000 or 10% of the full assessed property value;
- l. **“PACE By-Law”** means the Property Assessed Clean Energy Program By-Law, approved by the Town on June 24, 2019;
- m. **“Program Administrator”** means The Clean Nova Scotia Foundation, and includes its employees and agents;



PACE Customer Agreement Town of Amherst

- n. “**Repayment Period**” means the period from the date the Financing Charge first becomes due and payable to the date the final payment is due, and shall in no case be greater than ten (10) years; and
- o. “**Property**” means a residential property located within the Town that meets the eligibility criteria for participation in the Clean Energy Financing Program.

Term of Agreement

- 2. This Customer Agreement commences on the Effective Date and terminates at the end of the Repayment Period.

Clean Energy Upgrades

- 3. The clean energy upgrades must be estimated, by a qualified energy assessment, to achieve an overall savings-to-debt ratio greater or equal to 1:1. In other words, the cost of the clean energy upgrades, program fees, and cost of borrowing combined is less than or equal to the estimated energy savings over the 10 year financing period.
- 4. The Property Owner(s) acknowledges and agrees that only those Clean Energy Upgrades approved by the Program Administrator are eligible for financing through the Program, and that the Property Owner(s) shall be solely liable for the cost of any unapproved upgrades completed on the Property.
- 5. The Property Owner(s) further acknowledges and agrees that they shall be solely liable for the cost of any work in excess of the Maximum Eligible Amount, regardless of whether the excess costs were for the installation of approved Clean Energy Upgrades.
- 6. In the event that an enabling upgrade is recommended in order to enable a clean energy upgrade, the enabling upgrade and the enabled clean energy upgrade must be both be installed to be eligible for PACE financing.
- 7. Clean Energy Upgrade invoices must be submitted to Clean Foundation within 6 months of this PACE Customer Agreement being signed. Any invoices received after this period will not be eligible for PACE financing unless the Town has provided permission to extend the deadline in writing.

Payment to Contractor

- 8. Upon completion of the approved Clean Energy Upgrades, the Property Owner will send the contractor invoices, signed by the Property Owner, to the Program Administrator who will pay the Contractor the amounts owing for the completed work, up to the Maximum Eligible Amount.
- 9. In the case of disputes between the Property Owner(s) and a Contractor as to whether the Clean Energy Upgrades are complete, the Program Administrator reserves the right to make the final determination as to the completeness of the Clean Energy Upgrades.
- 10. If, after starting to install the Clean Energy Upgrades at the Property, a Contractor or the Property Owner(s) causes the installation of the upgrades to be stopped for any reason, including reasons related to safety (including structural deficiencies, hazardous materials or other safety hazards), or discovery of unforeseen conditions, this is a matter to be resolved between the Property Owner and the Contractor. The Property Owner acknowledges and agrees that in such circumstances the Program Administrator may pay to the Contractor any amounts which, in the reasonable opinion of



PACE Customer Agreement Town of Amherst

the Program Administrator, are properly due and payable to that Contractor at that point in time, and that the Property Owner(s) are responsible for any remaining amounts owing to the Contractor.

Reportable Deficiencies

11. If the Program Administrator or the Town discovers any deficiencies with the Property relative to compliance with codes, standards, or other applicable regulations, the Property Owner(s) acknowledges that the Program Administrator and/or the Town shall be obligated to report such deficiencies to the applicable regulatory authority. The Town's failure to discover or report any such deficiency will not be treated by the Property Owner or any other person or entity as the Town's acceptance or endorsement of such deficiency and is without prejudice to any person or entity's right or duty to cause or require the deficiency to be remedied, at any time.

Lien Against Property

12. The PACE charge shall become payable on completion of installation of the Clean Energy Upgrade in accordance with the PACE Customer Agreement.
13. If the Property Owner exits the program without completing the intended Clean Energy Upgrades, any incurred Program Service Fees and/or Clean Energy Upgrade costs will immediately be issued as a PACE Charge against the Property in accordance with Sections 12 and 14. Program exit is automatically triggered in four ways:
 - a. the Program Administrator receives a signed "Clean Energy Financing Program Exit Form" from the Property Owner(s);
 - b. the Property Owner(s) declares bankruptcy;
 - i. In this situation, the Town may decide, at the sole discretion of the Manager of Finance, not to trigger an automatic program exit and allow the Property Owner to complete all or part of their remaining intended Clean Energy Upgrades, as well as to revise the deadline for the submission of any remaining Clean Energy Upgrade invoices
 - c. the Property is sold before completion of upgrades;
 - d. six (6) months from the date this PACE Customer Agreement is signed, unless an extension has been granted by the Town as described in Section 8, in which case the extended deadline date will be date of program exit.
14. The PACE Charge may consist of:
 - a. The cost of Clean Energy Upgrade, including all materials, labour costs, permitting fees, and applicable taxes;
 - b. Applicable PACE Program service fees (tax included in quoted fee);
 - i. Registration and Customer Agreement: **\$150**
 - ii. Home Energy Assessment: **\$99** for homes of all heating types.
 - iii. Savings-to-debt assessment: **\$200**



PACE Customer Agreement Town of Amherst

- iv. Administering invoices: **\$100**
 - v. Evaluation of Supplemental Assessment (when applicable): **\$75**
 - 1. Any contractor costs associated with the Supplemental Assessment must be paid by the Property Owner
 - vi. Post-retrofit Home Energy Assessment (optional): **Free** (included in the \$99 Home Energy Assessment fee). The post-retrofit assessment is recommended to verify quality of upgrades but is not a requirement.
- c. Interest accrued on the charge including any additional interest arising due to any default of payment. Interest begins accruing when final invoice is received by Clean Foundation, or upon program exit.

Repayment

15. Payment of the PACE Charge shall occur as follows:

- a. The Property Owner(s) will make equal payments over a period of not more than 10 years to repay the outstanding PACE Charge, including interest payable on the unpaid PACE charge. **The interest rate will be _____ % per annum (based on the Town's cost to borrow plus 2%).**
 - b. Monthly payments must be made through pre-arranged electronic payments. The payment schedule will be made available through the Town.
 - c. Interest will begin accruing when the final clean energy upgrade is received by Clean, or upon program exit.
16. The Property Owner may at any time, and without prepayment and/or penalty charges, make a lump-sum payment to the Town toward the outstanding balance of the PACE Charge, plus accrued interest.

Late Payments

17. In the event of default of payment under the PACE Customer Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Town for unpaid taxes and **charges in default (12%)**. Once in default status, the lien will be subject to the default rate until entirely repaid.

Sale and Release

18. The Property Owner(s) shall have the unfettered right to sell, transfer, charge, and mortgage, encumber or otherwise deal with the Property without the prior consent of the Town, subject to the Town's lien and Property's Owner's obligations under this Agreement.
19. The Property Owner(s) agrees to provide a copy of this Agreement to the new owners.
20. In the event the Property is transferred to a new owner the lien is transferred to the new owner along with the property. At this time, the new property owner shall continue to be liable to the Town



PACE Customer Agreement Town of Amherst

for all Property Owner obligations and liabilities under this Agreement unless a lump sum payment representing the outstanding balance of the PACE Charge plus accrued interest and any applicable late charges is received by the Town at the time of the sale.

Home Owner(s) initial _____

Disclaimer

21. Neither the Town, the Program Administrator, nor their respective affiliates, agents, successors and assigns shall be liable to the Property Owner(s) for any damages arising in, but not limited to tort, including but not limited to negligence, breach of contract, or under any other provision of law including property damage, direct and incidental losses, economic loss, or personal injury resulting from the installation, or use of the Clean Energy Upgrade or anything done in connection with the Program.

Property Owner Responsibilities

22. The Property Owner(s) will be responsible for:
- a. arranging for a Home Energy Assessment to be completed on the Property if:
 - i. one has not been completed within the prior twelve (12) months; or
 - ii. where a Home Energy Assessment was completed within the prior twelve (12) months but the Property Owner(s) has made changes to the Property since the date of the assessment that, in the opinion of the Program Administrator, necessitate that a new Home Energy Assessment be conducted;
 - b. providing complete and accurate information to the assessor during the Home Energy Assessment;
 - c. reviewing and approving the proposed Clean Energy Upgrades provided by the Program Administrator;
 - d. obtaining quotes from Contractors for the proposed Clean Energy Upgrades and submitting these quotes to the Program Administrator;
 - e. applying to the relevant government authority for the appropriate permit(s) to complete the Clean Energy Upgrades;
 - f. advising the Program Administrator without delay upon becoming aware if there are any hazardous substances at or on the Property, or other defects, deficiencies or impediments that might impact the installation of the Clean Energy Upgrades or that might present potential risk of harm to the Property, to the environment, or to any other person or property;
 - g. forwarding the Contractor invoices for the completed Clean Energy Upgrades immediately upon their receipt;
 - h. arranging for a post-upgrade Home Energy Assessment to be completed on the Property;
 - i. arranging and paying for all maintenance of the Clean Energy Upgrades after installation;
 - j. arranging and paying for any materials or labour costs required to repair or rehabilitate the Clean Energy Upgrades in relation to any defects or deficiencies;



PACE Customer Agreement Town of Amherst

- k. all costs incurred to move the Clean Energy Upgrade for maintenance and repair of the Property;
- l. telling his or her property insurance provider that the Clean Energy Upgrade is being installed and purchasing appropriate insurance coverage in this regard;
- m. telling, in writing, anyone who is negotiating with the Property Owner(s) to purchase, or will otherwise receive an ownership interest in the Property, about any unexpired lien that remains against the Property as a result of the installation of the Clean Energy Upgrades; and
- n. providing anyone who purchases or otherwise acquires title to the Property a copy of this Financing Agreement.

Assignment by Town

- 23. This Agreement binds the Property Owner(s) and their successors, heirs and assigns. The Property Owner(s) will allow the Town to assign this Agreement in whole or part, without notice, for any purpose.

Consent

- 24. The Property Owner(s) consents to the Program Administrator or its agents accessing the premises with reasonable notice for the purpose of quality assurance of the Program and/or the Clean Energy Upgrades.
- 25. The Property Owner(s) consents to the sharing and exchange of energy and water information collected from monitoring solar photovoltaic or solar hot water system installed in the course of the Program. Such information may be collected by the Town and the Program Administrator and their agents and consultants for the purposes of quantifying program impact and service delivery. This information will not be shared with third parties without the Property Owner's express prior permission. Such information may continue to reside on the Town's and/or the Program Administrator's computer system.
- 26. The Property Owner(s) consents to the sharing of photographs taken of their Clean Energy Upgrades for the purposes of marketing and/or education. No photographs displaying civic addresses, license plates or other information that would disclose the identity of the Property Owner(s) shall be used.
- 27. The property owner is consenting to the sharing and exchange of information between the Property Owner's utility providers for electricity, oil, propane, natural gas and water, the Town and the Program Administrator. This information may be used for the purpose of research and evaluation of the Clean Energy Financing Program and may include name(s), addresses, phone numbers, and utility usage both historical and during the course of the financing.



PACE Customer Agreement Town of Amherst

No Warranty

28. There is no implied nor express representation or warranty by the Town, the Program Administrator, or their respective affiliates, agents, successors and assigns related to the design, installation or operation of the Clean Energy Upgrades, and the Town, the Program Administrator and their respective affiliates, agents, successors and assigns expressly disclaim any and all warranties relating to the Clean Energy Upgrades, associated equipment or materials as to workmanship, quality, fitness for purpose or performance. For greater certainty, nothing in this Agreement, in related Property Assessed Clean Energy (PACE) Program By-law, nor any action, omission or decision by the Town in connection with either, shall be treated as any form of evidence or acceptance by the Town of any liability to the Property Owner or a third person for any losses directly or indirectly arising from the Clean Energy Upgrades or work, materials or service provided in connection thereto.

Home Owner(s) initial _____

No Guarantee of Savings

29. Neither the Town nor the Program Administrator guarantee that the Clean Energy Upgrades will save any level of energy or result in a lowering of the Property Owner's utility or other bills.

Home Owner(s) initial _____

The Parties hereto acknowledge and agree that the communicating of this Agreement may be transmitted by way of e-mail transmission and that the Parties hereto agree to accept such signatures and documents as legal and binding on the parties.

Authorized Signature of Property Owner(s)

1. By signing below, the Property Owner(s) agree(s) to the terms and conditions described above, and hereby confirms that he or she is a registered property owner.
2. In signing this Agreement, the Property Owner acknowledges that he or she has been encouraged, and had a full and fair opportunity to obtain independent legal advice concerning his or her rights and obligations hereunder and other wise in law, and that his or her signature will be treated as conclusive evidence that the Property Owner has sought out independent advice to his or her own satisfaction, prior to signing and is entering this Agreement knowingly, voluntarily and without duress.
3. By sending the Program Administrator an eligible upgrade invoice the Property Owner(s) is confirming the upgrade is complete and the invoice dollar amount will be added to the PACE charge amount which includes PACE Program Service Fee, Supplemental Assessment Fee(s) if applicable, and any previously completed clean energy upgrade invoices.
4. If eligible Clean Energy Upgrade dollar amount (plus Program Service Fee and Supplemental Assessment Fees) surpasses the maximum financing limit, the surplus dollar amount is the sole responsibility of the Property Owner(s). The Clean Energy Upgrade dollar amount will be calculated based on the order in which eligible clean energy upgrade invoices are received by the Program Administrator. The Property Owner is responsible for making contractors aware that any invoice fee that exceeds the maximum financing limit will be the responsibility of the Property Owner.



PACE Customer Agreement Town of Amherst

PROPERTY OWNER 1	
Name (print):	
Signature:	
Date:	

PROPERTY OWNER 2	
Name (print):	
Signature:	
Date:	

PROPERTY OWNER 3	
Name (print):	
Signature:	
Date:	

* If there are more than three property owners, please include remainder of property owners on the "additional property owners" document found at www.cleanenergyfinancing.ca

Municipal Staff	
Name (print):	
Signature:	
Date:	
File Approval Number	

Please mail or email the completed Financing Agreement to:

Clean Foundation
 Attn: Clean Energy Financing Program
 126 Portland Street
 Dartmouth, NS, B2Y 1H8
cleanenergyfinancing@clean.ns.ca

MEMO

TO: Mayor Kogon and Members of Council
FROM: Jason MacDonald, Deputy CAO
DATE: September 16, 2019
RE: Dangerous and Unsightly Premises Report

Attached is a report on all dangerous and unsightly premises files for the period April 1 to August 31, 2019.

Section 345 (3) of the Municipal Government Act requires the Administrator to table a public report describing the status of all dangerous and unsightly premises orders issued against all properties within the municipality at least twice a year.

Below are a few additional details on a few of the more complicated files:

16 Prince Arthur

This property was the subject of a judicial review of the Town's order to demolish. The Supreme Court of Nova Scotia upheld the order and the property was demolished in August of this year.

1 Spring Street

This property was demolished in August of this year by order of the Planning Advisory Committee. The order was not appealed.

196 Victoria Street

This property was the subject of a judicial review of the Town's order to demolish. The Supreme Court of Nova Scotia upheld the order. The demolition has been procured and the proposals received. It is expected that the demolition will be awarded soon with demolition being scheduled before the end of October.

23 Spring Street

This property has been ordered to be demolished by the Planning Advisory Committee. The order has not been appealed. The demolition has been procured and the proposals received. It is expected that the demolition will be awarded soon with demolition being scheduled before the end of October.

2 Industrial Park Drive

This property has been ordered to be demolished by the Planning Advisory Committee. The order has not been appealed. The demolition has been procured and the proposals received. It is expected that the demolition will be awarded soon with demolition being scheduled before the end of October.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Jason MacDonald, Deputy CAO
DATE: September 16, 2017
RE: **North Adelaide Street Sidewalk Update**

The purpose of this memo is to update Council on a planned change in the above noted project.

During the Capital Budget presentations it was indicated that the new sidewalk on North Adelaide would be constructed on the east side of the street. Upon closer inspection we now plan to construct the new sidewalk on the west side of North Adelaide for the following reasons:

- No power poles or other infrastructure interfere with alignment of a sidewalk on the west side
- Existing water and sewer mains are on the west side of North Adelaide, this will minimize the required excavation to replace service laterals before construction - Sidewalk on east side would require cutting the full width of the existing asphalt
- Civics 10 to 14 North Adelaide have had flooding issues during heavy rains and last year a broken water main flooded 2 of these properties. There is already curb on the east side, a new sidewalk on the west side of the street will act as a curb to convey storm water to the catch basin at Dale Street
- With a senior's complex on the west side of North Adelaide, as well as one on Summit (east of North Adelaide) a crosswalk will be required regardless of which side of the street the sidewalk is constructed.

Monthly Report

Corporate Services

September-2019

CORPORATE SERVICES – Financial services staff have been busy over the summer months with a year-end audit by the auditing firm Jorgensen & Bickerton. The financial statements were presented to the Audit Committee along with a first quarter financial review. The Audit Committee has recommended Council approve the statements at the September 23, 2019 regular Council meeting. Staff have also been busy preparing water/sewer and final tax bills as well as ongoing collection efforts. The Corporate Services team are continuing to work on a variety of policy reviews.

The Chief Financial Officer and staff are working on finalizing the internal control report and it will be finalized soon.

FINANCIAL – The Audit Committee was presented with the Town of Amherst Consolidated Financial Statements as well as the Town of Amherst Water Utility Financial Statements on August 22, 2019. The audit process this year was changed to a mostly electronic process which was favourable for both staff and the auditors. The first quarter financial report was also presented to the Audit Committee. The results were positive at the end of the first quarter.

2019 FALL TAX SALE – There will be a tax sale on Tuesday, December 10, 2019. There were 45 final tax sale notices sent to customers on August 16. On September 10, the accounts that remain outstanding will be sent to the Town’s solicitor for title search as the next step in the tax sale process.

2019/20 FINAL PROPERTY TAX BILLS – Finance staff were busy preparing and sending final property tax bills in early August. The final tax bills are due September 30, 2019.

2019 ASSESSMENT NOTICES AND APPEALS – As of September 1, 2019 there were 71 appeals with 56 completed, 2 outstanding and 13 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Sept 1/19	Pending as of Sept 1/19	Withdrawn as of Sept 1/19	Outstanding Appeals as of Sept 1/19	Appeals Successful as of Sept 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	50	6,668,900	38	0	11	1	30	\$ 1,164,200	\$ 19,267	5
Commercial	21	17,727,200	18	0	2	1	12	\$ 1,254,300	\$ 55,879	1
TOTAL	71	\$24,396,100	56	0	13	2	42	\$2,418,500	\$ 75,146	6

WATER / SEWER BILLING & COLLECTIONS – Bills for the April to June quarter were sent out in July with a due date of August 30, 2019. Annual hydrant and sprinkler billings were completed in July. Billings for flat rate water/sewer and bulk water were also billed. Ongoing letters are being sent to customers regarding meter repairs and low consumption.

Twenty-four-hour water shut off notices were hand delivered to five properties on Tuesday, August 13. On Wednesday, August 14, after no response, the water to all 5 properties was shut off. Of the 5 customers, 4 have paid in full and had their water turned back on, 1 remains off.

2019/20 TAX REDUCTION POLICY – The Tax Reduction Policy 03800-02 provides a \$450 reduction for a household income of less than \$25,000 upon an approved application. Applications are available at Town Hall or on the Town website www.amherst.ca. The application was mailed out to residents having received the tax reduction in prior years. The Town has granted 76 applicants to date (there were 65 applicants granted in total for 2018/19). The deadline to submit applications is September 30, 2019.

2019/20 TAX EXEMPTION POLICY – Tax Exemptions were applied to property accounts on May 28, 2019 with a total exemption value of \$86,402.

PROCUREMENT – Work continues for the 2019/20 capital and operational procurements as well as unsightly premises procurements. In addition, procurement staff are reviewing the procurement policy and procedures to see if there are potential process efficiencies.

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Capital													
Anticipated Procurement from Capital Budget: 25													
Scopes for capital received in the month	8	2	3	3	3	0	1	4	5	7	4	1	2
All procurement:													
Total new scopes of work received in month	14	8	7	5	3	2	5	8	12	12	16	9	5
Released to the public in the month	12	8	12	5	9	3	7	4	10	15	17	9	7
Closed during the month	11	7	9	9	12	1	5	8	9	12	14	10	7
Awarded by par/council during the month	9	4	10	6	2	8	10	6	6	7	21	4	5
Open at the end of month (released month a, closed month b)	3	5	2	5	2	2	2	5	2	5	4	4	6

INFORMATION SERVICES (IS) – The Town has moved from Docushare to Sharepoint for records management and working files, so Information Services had a busy summer of training and building SharePoint Sites for all departments (Police and Fire will be trained in the fall).

Server 2019 upgrades preparations are ongoing, and migration is anticipated by mid-late October. Staff upgraded the Internet connection and installed a new firewall and access points at the Fire Department as well as Installing a new Internet connection and firewall at Lions Park and setup the security camera system at the Park.

HUMAN RESOURCES – Summer student hiring concluded in June with the high school students starting at the beginning of July including the summer Tourism & Events Assistant position to work with the Development Officer.

In June Bill Schurman with Recreation resigned, and Marilyn DesBarres of APD retired. In July an extension to the CUPE Agreement was finalized.

The initial successful candidate for the dispatcher position resigned, so a second round of interviews were completed to fill the vacant Dispatcher position. A candidate was selected, the hiring process was completed late August.

The annual Multisport Leader competition process was carried out in August. The hiring process has been completed and the selected candidates will begin with the first session of the program during the second week of September.

August saw the return to work of Shawn Canton in the Finance Department, who had been on leave since mid-January. The finance summer student Justin Ott had his last day of work with the Town on August 23. Justin was busy during his time with the Town working on various policy revisions and special projects for the CFO. Recreation also said good-bye to many of their summer student during the last two weeks of August.

Staff have been busy over the summer working on a Human Resources Policy review. Staff are reviewing and recommending updates for various Human Resources Policies for the Town.

Monthly Report

Operations

September 2019

The contracted patching of streets and service cuts continued throughout the summer. To date 21 service cuts have been repaired and 591 tonnes of asphalt placed. Public Works staff placed 66 tonnes of asphalt hand patching potholes.

In addition to their routine maintenance work Public Works staff completed the following capital projects:

WATER

- Installation of new 6" watermain and services on Taplin Drive
- Installation of new 6" watermain to loop connection between Admore and Edgewood.
- Setup temporary water supply for residents on Willow Street
- Installed new water valves on Walter Purdy, Townshend, and East Pleasant for Willow Street reconstruction project

SEWER

- Replaced corrugated storm line on Abbey Road (Victoria to Elmwood) prior to paving
- Installed drain tile at Abbey Road and Spring Street intersection
- Installed new storm sewer pipe on Robert Angus Drive (Taylor Ford and Tantramar GMC)

STREETS

- Installed solar RRFB crosswalk lights on West Victoria Street
- Completed gravel trail on Robert Angus and Willow Street and new concrete sidewalk to connect gravel trail to Church Street
- New concrete sidewalk on Copp Avenue is nearing completion

Other work carried out by Operations Staff over the summer included:

- several sinkholes repairs, the result of localized failure of the corrugated steel storm lines;
- quarterly meter reading in early July and followed up with pad and meter repairs;
- installation of 4 new water and sewer services for residential construction;
- completion of traffic line painting; and
- traffic control for Public Works projects, Canada Day, and Downtown Summer Markets.

Upcoming projects to be completed include:

- the annual sewer main flushing and video inspection program and the cleaning of grease and sludge from the wet wells of our 6 sewage lift stations;
- unidirectional flushing of water mains;
- swabbing of water transmission main from the wellfield to the reservoir;
- replacement of a broken water main under Hwy 2 near the Hospital;
- new sidewalk on North Adelaide Street;
- Park and West Pleasant Street intersection improvements; and
- new storm sewer on Edgewood Avenue.

Monthly Report

Amherst Police Department

September-2019

This report covers the months of June, July and August 2019

PROFESSIONAL DEVELOPMENT/TRAINING

DNA Bank Training – On June 7th, Cst Derek Hebert attended DNA Bank Training in Truro. This training explored the difference between DNA Orders and DNA Warrants and covered the process for taking DNA samples, completing the paperwork and the endorsement procedures. The training included a mandatory test, taking both a blood and buccal sample under supervision.

Review/Case Management Training – On June 10th, 10 APD members attended training at RCMP HQ in Dartmouth for “Case Management”. This training was hosted by the Department of Justice and was geared towards members who are in a supervisory role or who deal with major/complex files that require delegation of tasks and review of priorities.

PROS Supervisor’s Course – On June 11th and 12th, Cst Jeff Walsh attended the PROS supervisor’s course in Dartmouth. This course provides those in a supervisory role the ability and the training to review, edit, and conclude files as a supervisor.

Active Shooter Training – All operational members participated in mandatory training in Active Shooter/Rapid Deployment. Training dates were on June 16th and 19th with training taking place at West Highlands School and ARHS. This 1-day training session covers the aspects of dealing with an active shooter inside a building and includes numerous scenarios and exercises relating to containment, building approaches and entries and eliminating an active threat.

Red Flags/Cargo Theft – Cst Aaron Graham attended this one-day training session in Dieppe NB on June 18th. The topics covered include heavy equipment identification, pipe line approach, grounds for roadside seizures, cargo theft investigations and commercial vehicle enforcement

Firearms/Pistol Instructor – Cst Jeff Walsh attended training hosted by Halifax Regional Police from June 24th-28th. This training, which is recognized by the NS Dept of Justice, enables Cst Walsh to take the place of Deputy Chief Tim Hunter when conducting annual firearms/pistol training. Cst Walsh, along with Cst Chris Jobe will be responsible for the APD Firearms training program.

OPERATIONAL

MCU – Assignment of Cst Graham – As Sgt David Lepper is on extended sick leave, Cst Aaron Graham has been assigned to the Major Crime Unit. As of June 16th, Constable Graham took over all MCU files and responsibilities in the absence of Sgt Lepper.

Brian Gairns – Appointment to Staff Sergeant – On July 23rd, Brian Gairns, a 30-year veteran of the Amherst Police Department was appointment to the rank of Staff Sergeant. Brian, who has an enormous amount of experience and training, was the ideal candidate and had been acting in the position for the previous 10 months.

SIRT Investigation – Sudden Death – The Provincial Serious Incident Response Team is investigating an incident that occurred in the early morning hours of June 29th, 2019. A 71-year old male was arrested and lodged in custody for public intoxication. While being monitored, his condition did not improve and EHS was contacted. He was transported to the Cumberland Regional Hospital where he later died.

Car 5 – Police Truck – On August 8th, the new Car 5 was completed and placed into service. This vehicle replaces the Ford Expedition that has been in service for 8 years. The new truck also includes a new in-car video system, replacing the old system that was 11 years old. Use of this vehicle will be restricted to poor weather/road conditions or when other vehicles are unavailable.

Motorcycle Accident – Chief Pike – On August 8th, Chief Pike was involved in a motorcycle accident while off duty. He was hospitalized and airlifted to Halifax as a result of multiple broken bones. In his absence, D/Chief Hunter oversaw the running of the Police Department with the assistance of S/Sgt Gairns. Chief Pike returned to duty on a 'part time' basis during the week of September 9th, 2019. It could be mid-October before he is able to return to full operational duty.

East Victoria Home Invasion – A suspect in the December 17th, 2018 home invasion was arrested by the Ontario Provincial Police on July 15th and is currently in custody in Ontario on numerous charges in that jurisdiction. APD investigators are working with the OPP on this matter.

Esso Armed Robbery – August 5th – A 20-year-old Halifax man is facing numerous charges that include armed robbery, possession of a weapon, and wearing a disguise while committing an indictable offense as a result of an armed robbery at the West End Esso on West Victoria Street in the early morning hours of August 5th. The male had his face covered and brandished a knife and demanded cash. He was later arrested in Shediac, NB following further incidents in that area.

Conspiracy to Commit Murder – Amherst Police have laid numerous charges against 2 Amherst males, aged 30 and 39 years old. Charges include conspiracy to commit murder, forcible confinement, and uttering threats. The incident occurred on August 4th. Both males have been remanded into custody for show cause hearings in September.

Drugs and Weapons Charges – On August 30th, The Cumberland Street Crime Unit, which is comprised of members of the Amherst Police Department and the Cumberland RCMP, arrested a 30-year-old Amherst woman which resulted in seizures of drugs and weapons from a vehicle and a residence. Police seized methamphetamine, crystal methamphetamine, hydromorphone, Ritalin, clonazepam, lorezepam, cannabis and cocaine during the searches. Drug paraphernalia, cash, evidence of drug trafficking, illegal tobacco, weapons, soft body armour and other property were also seized. As a result, the woman is facing multiple charges of Possession for the Purpose of Trafficking for various drugs and Possession of Illegal Tobacco.

CRIME PREVENTION/SCHOOL RESOURCE

Cops for Kids Camps – As a result of a variety of issues, including problems securing a venue for a week-long program, the decision was made to have 4 individual days through the summer which covered the same topics as the Cops for Kids program. Camps were held on July 30th, August 8th, August 15th and August 29th and included kids between the ages of 9-12 years old. The Francis Smith Community Room was utilized for the camp and meals/snacks were provided by McDonald's. Programs included the Truro Police Dog, firearms (paintball), crime scene analysis and a Taser Demonstration.

2019 Special Olympics – Deputy Chief Hunter and Cst Michelle Harrison attended and participated in the Special Olympics opening ceremonies in Wolfville. While in attendance they met with several athletes from Amherst

Coffee with a Cop – Cst Wood and Cst Harrison partnered with McDonald’s manager Donna Hunter and started the ‘Coffee with a Cop’ program which an officer would attend McDonald’s for a 2-hour period each week and make contact with people in the community in a relaxed environment to talk about police issues. The program is aimed at breaking down barriers, allow for one-on-one interactions and to build relationships with the people in the community.

Cram A Cruiser – Cst Wood partnered with Maggie’s Place on August 2nd and again on August 30th at the Superstore for the purpose of collecting school supplies via donations. The goal was to get school supplies that could be distributed to kids in need before the start of the school year.

OPERATIONAL STATS – June 2019

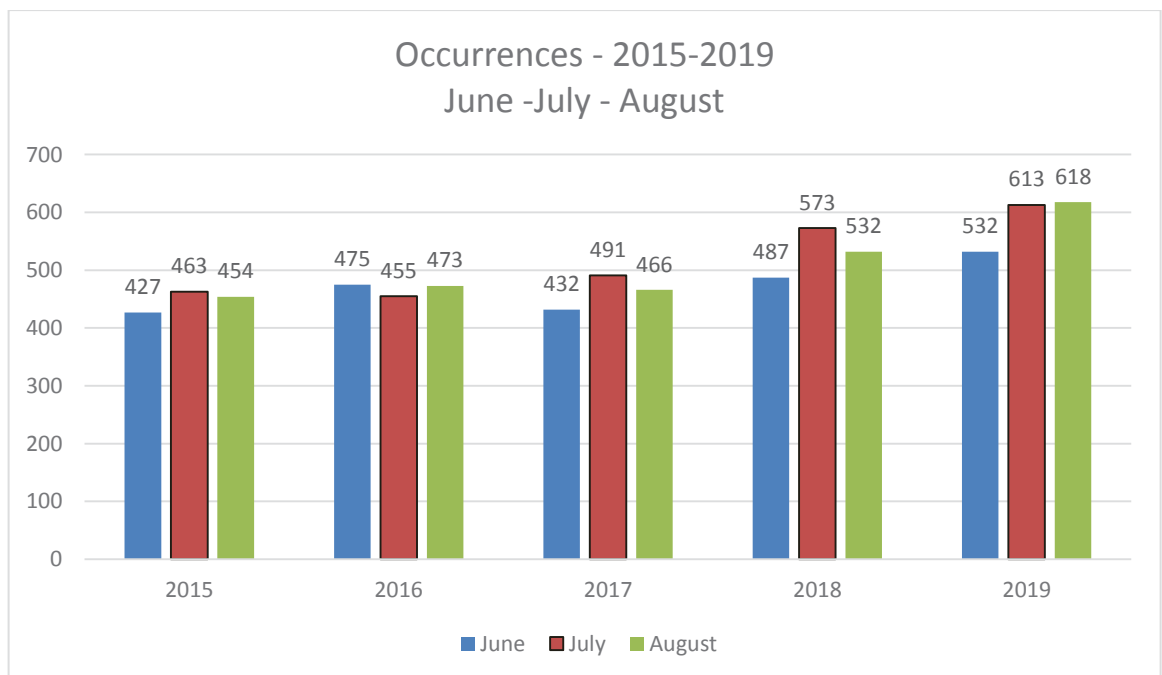
Occurrences: 532	Criminal Code Charges: 48
Impaired by Alcohol: 0	CDSA: 1
Impaired by Drug: 1	Traffic Written Warnings: 60
Traffic Tickets: 50	LCA: 4
Vehicle Checks: 187	Foot Patrol Hours: 82h 4m

OPERATIONAL STATS – July 2019

Occurrences: 613	Criminal Code Charges: 52
Impaired by Alcohol: 2	CDSA: 1
Impaired by Drug: 0	Traffic Written Warnings: 58
Traffic Tickets: 55	LCA: 6
Vehicle Checks: 214	Foot Patrol Hours: 83h 42m

OPERATIONAL STATS – August 2019

Occurrences: 618	Criminal Code Charges: 74
Impaired by Alcohol: 2	CDSA: 1
Impaired by Drug: 0	Traffic Written Warnings: 69
Traffic Tickets: 41	LCA: 6
Vehicle Checks: 174	Foot Patrol Hours: 29h 10m



Monthly Report

Recreation / Culture / Programming / Horticulture

September-2019

Horticulturist

Outdated and derelict park signage was removed and replaced with signs that were funded through the smoke-free spaces grant. Litter pick-up was carried out on a daily basis in the downtown core. Trail monitoring weekly and after every significant rain event was followed up by repairs as needed to fix washouts. The dragging of trails was carried out, as time permitted.

Downtown street trees were aerated and soil amendments added to help combat high salt content in soils and to help alleviate soil compaction caused over the winter months. Trees were pruned to promote a healthy branch structure and canopy and to ensure safety.

In partnership with the CFIA (Canadian Food Inspection Agency), Emerald Ash Borer traps were hung throughout the town to monitor the presence of the invasive insect, which as of late August, was detected in Moncton, NB, and also been found in Bedford, NS. In cooperation with the Town Engineer, hazard trees were identified, assessed, and removed, either by Town staff or via private contractors.

Flower beds required a complete overhaul due to heavy presence of salt and high levels of soil compaction from winter months. Annual plantings were put in place and perennial beds were weeded followed up by all flower beds being mulched to lower our watering demands and help conserve soil moisture and weed suppression. The implementation of more perennials/ shrubs into the town flower beds has helped to reduce maintenance demands by filling in spaces and softening up hardscapes.

140 hanging flower baskets were put up throughout the downtown core once the threat of frost had passed. Ongoing watering and maintenance of these baskets continued over the summer.

Benches were purchased and delivered on behalf of the Town, as per Council's direction, to the Fundy Winds Marsh Project. Picnic tables were freshened up with a fresh coat of paint, rotting boards were replaced and graffiti was removed on over 30 picnic tables throughout our many parks and downtown. Dog waste receptacles were emptied two times a week and restocked with new bags. New dog waste receptacles were put up where there is a high demand.

Culture, Events & Marketing Coordinator

Summer Lunchtime Music in the Park Series happened on Wednesdays throughout the summer. Overall, attendance was high compared to last year (an average of 65 weekly), with especially large attendance for the Saint John String Quartet (120).

This year's video series focused on informing the community on upcoming events. Videos were well received with an average of 1163 views and 10 shares per video.

Meet the 'A Team Features were also initiated and delivered via social media by our students and the work and activities being offered throughout the summer.

The following is a list of **Town Partnered Events** that occurred this summer:

June: Family Sunset Run; Active Amherst Community Night; Relay for Life; Pride Flag Raising; 'A Fresh Start Community Presentations Public Meeting; Pride Parade; Indigenous Peoples Day; Walk for Autism; Cumberland Car Show; Bordertown Biker Bash; Multicultural Day

July: Y Service Children's Fun Run; Celebrate Canada

August: Family Picnic; Overdose Awareness Day

Staff assist with these events by maintaining facility request forms, working internally to coordinate needs for events. Ex: arranging chairs/tables/ sound etc.

The following is a list of **Town Events** that occurred this summer (through the Recreation Department):

1. Canada Day 2019 This included booking vendors, entertainment, speakers, establishing and maintaining budget, designing and distributing of promotional materials, developed marketing strategy, as well as organizing staff and volunteers involved. Cross departmental planning was also completed. Weather caused the event to be moved indoors to the Stadium which worked well.
2. AYTC Expressions of Interest were distributed and promoted to fill 4 upcoming spots
3. Second Round for 'A Fresh Start Applications Coordinated and promoted.
4. Coordination and organization for 'A Fest. Identified and engaged event partners and sponsors, established and maintaining budget, as well as working with vendors, booking entertainment, sound requirements, food, developed marketing campaign for event and coordinating staff and volunteers.

Active Living

Recreation hosted many free summer activities and events for all ages, a sample of which is provided:

1. There were 52 youth registered for free Tennis lessons for the summer;
2. Tennis NS came back and hosted a Rogers Rookie Tour in August with 18 participants;
3. There was an Adult Pickleball tournament;
4. Senior bus trip to the Royal Tattoo Halifax;
5. Doggie Social partnering with local businesses and the LA Animal Shelter;
6. Beatles on Abbey Road concert;
7. Amazing Race, Make an Instrument, Tie Dye Night, and Kindness Rock Painting. Most sign-up activities were full;
8. The Family Picnic had over 300 participants;
9. Summer multisport was a fun popular addition with an average of 10 youth participating each week;

10. Other activities included weekly trail walks, and outdoor movies. We noted that hosting one movie in the stadium had a high attendance of approx. 90 people. Another feature was Friday Fitness Breaks for local and town businesses who were visited and employees encouraged to stand up and join a 2-5 minutes exercise. Leaders continued the 'Get an 'A initiative by giving out some 'A Swag when they saw residents doing something to keep active or bettering our community. These included picking up litter, biking to activities, wearing helmets, picking up after their pet, walking the dog, and gardening.

Subsidized summer recreational swimming sessions averaged 32 participants each week with 141 participants registering for swimming lessons. Swimming lessons registration numbers were a bit lower than last year. The Amherst Cumberland Multisport program registration is open for 2019/20 with 21 participants currently registered. 9 local sport organizations have committed to the program this year in partnership along with Sport Nova Scotia and the County of Cumberland. 10 sports will be offered with the YMCA offering 2 separate sessions, swimming and athletics starting in September.

Green Spaces and Mowing

Mowing is still a priority and will continue to proceed by our list. Given that we are in between seasons with the Amherst Stadium open, Robb Complex open, availability of staff to mow has decreased but we are managing to get through all properties within a 10 day span. Public washrooms in parks are open daily from 8:00am to 8:00pm. The splash pad is still open from 10:00am to 7:00pm and will be closed for the season by the last week of September. Lions Park Tennis Court is open daily from 8:00am to 8:00pm. To prevent damage to the fencing the wind break mesh has been taken down and will remain down for the rest of the season. Mowing and maintenance remains a high priority for all parks.

Amherst Stadium

Maintenance and cleaning were a priority throughout July and August to prepare for the upcoming ice season. Ice installation started August 14 and we are happy to report we had no issues with the installation or our start-up of compressors. Stadium cleaning remains a high priority. Ramblers training camp started Sunday, August. 25 and ran until September 12. The Ramblers played 1 exhibition game at the Amherst Stadium, with the home opener on Saturday, September 14. with Eastlink TV broadcasting the game live from our facility. The 35th Annual Roy Maltby Fundy School Hockey took place from Sept. 3 until Sept. 12. They received 30 hours of free ice time under the no fee ice pilot project. Each participant saved \$40.00 off their registration fee. Total number of participants was 102 and is up from 2018. Public Skating is scheduled to start Oct. 1 with regular Adults and Seniors Skating, Parent and Tot Skating, After School skating/Ringette and weekend public skating. Walking track hours are posted, for the month of September it has been opened at 8:00am and closed at 8:00pm through the week with times varied on the weekend based on facility demand.

Robb Complex

As we near the end of the ball season we are very happy to report that there has been a successful season at Robb Complex. The usage has increased slightly from 2018 as noted :

	June 2018	June 2019	July 2018	July 2019	Aug 2018	Aug 2019	2018 Totals	2019 Totals
Dwight Jones Field	57	52	70.5	88	89	85	216	225
Cecil Small Field	20	24	23	28	29.5	29	72.5	81
Robb 3 (Baseball Field)	39	47	36	49	43.5	48	118.5	144

The increase is mainly due to our new Intermediate Baseball Team. This new team added a lot of excitement to baseball in the area and to our complex. We were very fortunate to host provincials for Intermediate AA Baseball at the Complex and it was well run without any issues. Maintenance and mowing still remains a priority for the Complex. Leading into the end of September and early October ARHS is our prime user. If schedules go as planned we will be looking to shut down and winterize the facility in mid-October.

Monthly Report

Fire Department

September-2019

RESPONSES (JUNE, JULY, AUGUST)

Town of Amherst – 48 events

- 7 Smoke alarm activations
- 4 Smell of smoke / Air quality check
- 18 Monitored alarm activations
- 6 Motor vehicle accidents
- 1 Assist police
- 4 Open burn / Wildland fire / Mulch
- 1 Hazardous material
- 4 Structure fires
- 1 Oven malfunction
- 1 Rescue of an animal
- 1 Sprinkler head failure

Contract Area (District 2) – 20 events

- 1 Monitored alarm activations
- 12 Motor vehicle accidents
- 1 Structure fire
- 2 Open burn / Wildland fire / Mulch
- 2 Hazardous material
- 1 Mutual Aid
- 1 Malfunction wood burning appliance

FIRE INSPECTION / PREVENTION

14 complete fire inspections were completed during this period. This included fire safety reviews for several community events that occurred over the last few months. The Amherst Fire Department, in partnership with Community Safety Net and local businesses, is once again planning a family resource guide to educate grade four students in relation to fire safety. The department is finding that this initiative provides young people in our service area with effective tools for preventing and reacting to fires. It also offers parents practical ideas on keeping their home fire safe.

PROFESSIONAL DEVELOPMENT

Recruit Fire Fighter Training - Our recruit firefighters have continued with the basic fire fighter training program following a summer break. The next phase of their program will focus on hazardous materials responses and redefining their skills, prior to their final testing in October and November.

Atlantic Fire Service Leadership Conference - During the month of July, Chief Jones, Deputy Chief Farrow and two fire fighters attended the Maritime Fire Chiefs leadership conference in Moncton. This conference featured information sessions and a slate of keynote speakers who spoke on various subjects including leadership, fire prevention, recruitment and retention, equipment purchasing and mental health. A trade show at this event featured vendors from across Canada and the U.S. who presented specialized products and equipment, along with exhibits of new processes and techniques for fighting fires.

RECRUITMENT

The fire department is starting our annual recruitment program and is looking for new members to join our team. For more information on becoming a member of the Amherst Fire Department visit the Amherst Fire Station, speak to any Amherst fire fighter or go to www.amherst.ca/volunteer-firefighter.

COMMUNITY EVENTS

Scott Fire Fit Challenge – Members of the Amherst Fire Fit Team once again took part in the regional Scott Fire fit challenge, which was held in Middleton, Nova Scotia this summer. After numerous hours of practice and commitment to advancing their skills this team took great pride in representing the department. Also during the summer months, members of the department took part in numerous community events and activities including Pumper Joe travelling to a fire fit challenge event in Truro.

UPCOMING EVENTS

FIRE PREVENTION WEEK - Will take place from October 6th –12th. The national campaign theme this year will be, Not Every Hero Wears a Cape. Plan and Practice Your Escape!™. The fire department is preparing for numerous fire prevention events that will take place during this week and the month of October.

FIRE FIGHTER'S MEMORIAL - Tentatively scheduled for mid-October. This is an important time to recognize all emergency first responders, past and present for their dedicated service.

ANNUAL FIRE FIGHTER'S BANQUET - This year the banquet will take place on Saturday, November 2nd.

Monthly Report

Planning & Strategic Initiatives

September-2019

Staff are requesting that Council consider formally adopting the Vision, Mission, and Guiding Principles, and Strategic Priority Areas in September. Once approved, the goal will be to provide Council an overview of the indicators that measure progress on the initiatives in October.

With regard to the Solar for Communities program, a structural engineer's report found no concerns with installing the solar PV system on the Stadium roof. Installation will need to take place by July 2020, but staff will have a more specific timeline in the coming month. Bids for the 2019 round were submitted for six town facilities including:

Town Hall	Four Fathers Library
Cumberland Credit Union Business Innovation Centre	Police Station
Sewage Treatment Plant	Fire Hall

It is anticipated that successful bids will be announced in September.

The PACE Bylaw implementation documents have been provided by the program administrator. Staff anticipate the program launch to the public in late September/early October.

Following up on Council direction, the Planning Advisory Committee met on September 9th to further review the sign regulations in the Land Use Bylaw. A Public Participation Opportunity will be scheduled in the coming weeks to seek input on the potential amendments, followed by the PAC making a recommendation to Council on any changes.

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

Monthly Report

Economic Development

September-2019

Demographic and business support

According to the 2019 Community Economic Analysis report, the retail and food services sectors are high priority retention targets that have seen a decline relative to the rest of the province and the overall economy. These are important sectors as they account for 1/5 of all jobs in Amherst. A vibrant downtown with great shopping and dining choices is also essential for population retention and attraction.

The summer months offer businesses in these sectors an opportunity to capture visitor spending while encouraging locals to “shop local”. Business development activities during July and August included:

- Organized **Downtown Date Night** on July 4 to encourage people to spend Thursday evenings in Amherst. Participating restaurants were extremely pleased with the response and two ran out of food. Participants loved the lawn games and live music in Victoria Square, the boardgames on sidewalk café tables, and the free flowers given out by A Team summer staff.
- A **Christmas in July** event July 25-27 saw sidewalk sales all over town, a Christmas village train layout in a vacant downtown storefront, and a “snow dance” in Victoria Square on Thursday evening.
- Created a **40 great things to do in Amherst** flyer for waiting rooms at repair shops, salons and health care offices so people visiting Amherst for errands can stay a little longer to shop and dine. Thirty-six small businesses were promoted on this flyer.

Respond to business investment opportunities

A business owner from Ontario is interested in relocating his small transportation business to Amherst and received information and contacts to help him find a suitable location.

Support initiatives at the Community Credit Union Business Innovation Centre.

A total of 209 hours of bookings were seen during May, an increase of more than 33 hours compared to May 2018. Bookings included business training workshops provided by the Town of Amherst, a fundraiser event for the animal shelter, a community theatre performance, economic development meetings and high school tutoring in the Hub networking space. 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

According to Tourism Nova Scotia's 2017 visitor exit survey, only 5% of the 1.4 million people who enter Nova Scotia at the NB border stop in Amherst, with most just stopping to fill up their gas tank and grab a bite to eat. Only 1% stayed overnight.

With an average spend of \$98 to \$250 per person, if we can double the number of people who stay overnight and extend their average stay from 1.6 nights to 3 nights, we can increase Amherst's tourism revenue from \$3.4 million to \$11 million.

Business development activities focused on getting people to make Amherst their home base for their Nova Scotia vacation. The new "Ultimate Nova Scotia Road Trip" that we produced in June has been extremely well-received by visitors. It was distributed to gas stations, tourism operators, shops and restaurants throughout the region and has been the most popular travel resource handed out at the provincial visitor information centre. They give out 200 copies a day!

Other tourism development activities during July and August include:

- Set up a **visitor information area** at Town Hall with a focus on regional activities. This area is open and staffed until 8:00 p.m. on Thursdays so people can purchase tour tickets and use the public washroom.
- Print advertisements in At Home magazine and newspapers delivered to New Glasgow, Colchester and Sackville residents attracted day trippers to Amherst activities and events.
- Coordinated and promoted weekly **horse-drawn carriage tours** and **historic walking tours**. Attendance has grown each week since the tours began on July 4, with 50 people taking carriage tours and 67 taking the walking tour on the six dates they were offered.
- Coordinated **summer night markets** in July and August. The Rockabilly and Classic Car market on July 18 drew several hundred people to downtown Amherst on that Thursday evening, with benefits to restaurants and shops that were open. The Acadian Day market on August 15 drew fewer people with just a few hundred attending.
- Possessed by Esther Cox was presented July 24-27 at the Community Credit Union Business Innovation Centre as part of the **Amherst Performing Arts Series**.

Upcoming business development events:

- | | |
|-----------------|--|
| Oct. 24 | Spirits Walk in Downtown Amherst (4:00 – 8:00 p.m.)
Trick-or-treating for adults. Sample witches' brews from craft breweries and distilleries, tasty treats, and magical tricks. |
| Nov. 8 – Dec. 7 | Amherst Performing Arts Series presents Expiry Date by Two Fools Productions at Community Credit Union Business Innovation Centre |

40 Great things to do in AMHERST



GO TREASURE HUNTING

Find antiques at **Jestashop**, old furniture at **Vanderkooi Liquidators**, cool memorabilia at **HD Coins & Collectibles**, used clothing at **Sharon's Closet** and something good to read at **Amy's Used Books**

Update your wardrobe at **Electric Kitty**, **The Copper Tree Boutique**, **Jay Set**, **Mansour's Menswear**, **30 Church Women's Clothing**, or the shops at **Amherst Centre Mall**.



SCORE BIG

Play some pool at **Dooly's** or **The Old Warehouse Cafe**, go bowling at **King Pin Bowling**, or play tennis at our new outdoor courts.



TEMPT YOUR TASTEBUDS

Try the mouth-watering brisket made with homemade sauces at **Our Backyard BBQ & Smokehouse**, sample local brews at **Trider's Craft Beer**, treat yourself to ice cream from **Candy Craze** or **Christie Park Ice Cream**. More dining at: www.amherst.ca/places-to-dine.html



Get a massage or a tattoo.

SEE A MOVIE

Watch a new release in our old-school **Amherst Cineplex** theatre.



FIND SOME NEW ART

Discover local artists at **Maritime Mosaic**, **Shari Mallinson Gallery**, **Buds to Blossoms Floral Boutique**, **Focal Point Gallery**, **Deanne Fitzpatrick Rug Hooking Studio**, **Amherst Artisan Gallery** and **Bordertown Flowers & Frills**.

TRAVEL IN TIME

Check out the **Enemy Aliens** exhibit at **Cumberland Museum** (until Oct. 4) and visit the **North Nova Highlanders Regimental Museum** at the armoury. On Thursday evenings, take a **horse-drawn carriage tour** through grand Victorian neighbourhoods and a **historic walking tour** to hear the scandals and secrets behind the magnificent sandstone buildings in downtown Amherst.

Live music in downtown pubs and restaurants.

GRAB A COFFEE

Latté lovers and espresso enthusiasts can get their fix at **Bliss Café**, **Art of Eating Deli** or **Birkinshaw's Tea Room and Coffee House**.

