



**Town of Amherst
Committee of the Whole**

Date: **Monday, March 16, 2020**
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 February 18, 2020 1 - 4
 - 1.2.2 February 24, 2020 5 - 7

 2. In Camera - 4:05 p.m.
 - 2.1 Approval of In Camera Agenda
 - 2.2 Approval of In Camera Minutes
 - 2.2.1 March 4, 2020
 - 2.2.2 February 24, 2020
 - 2.2.3 February 18, 2020
 - 2.3 MGA 22(2)(c) - personnel matters
 - 2.4 MGA 22(2)(c) - personnel matters
 - 2.5 MGA 22(2)(c) - personnel matters
 - 2.6 MGA 22(2)(c) - personnel matters
 - 2.7 MGA 22(2)(c) - personnel matters
 - 2.8 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

 3. Council Direction Requests - 4:45 p.m.
 - 3.1 VON Bowling Fundraiser - K. Jones 8 - 9

3.2	Water Utility Budget - Rector	10 - 40
3.3	Victoria Square Lease - MacDonald	41 - 55
3.4	Award of Capital Paving Tender - MacDonald	56 - 57
3.5	Robert Angus and Norman Mansour Memorial Scholarships & Francis J. Smith Memorial Bursary - K. Jones	58 - 61
4.	Information Items - 5:30 p.m.	
4.1	Library Funding - Cumberland Public Libraries - Herrett	62 - 115
5.	Monthly Reports - 5:45 p.m.	
5.1	Corporate Services	116 - 117
5.2	Operations	118 - 119
5.3	Police Services	120 - 122
5.4	Community Well Being	123 - 124
5.5	Fire Services	125 - 125
5.6	Planning & Strategic Initiatives	126 - 126
5.7	Economic Development	127 - 127
6.	Adjournment	

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

Date: February 18, 2020
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 Terry Rhindress

Members Absent Councillor Wayne MacKenzie

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

Others Present Cheryl Laliberte, Community Well-Being Manager

1. Call to Order

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

1.1 Approval of Agenda

Moved By Councillor Jones

Seconded By Councillor Byrne

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 January 20, 2020

Moved By Councillor Rhindress

Seconded By Councillor Byrne

To approve the minutes of the January 20, 2020 Committee of the Whole meeting as circulated.

MOTION CARRIED

1.2.2 January 27, 2020

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

To approve the minutes of the January 27, 2020 Committee of the Whole meeting as circulated.

MOTION CARRIED

2. Presentations

2.1 Home Warming Program - CleanNS

Home Warming Outreach Agent Jenn Hickey gave a presentation.

3. In Camera

Moved By Councillor Jones

Seconded By Councillor Blanch

That the Committee move to an in camera session.

MOTION CARRIED

4. Council Direction Requests

4.1 Street Renaming Copp Lane to Ernie Lane Policy

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That Council refer the approval of the Policy to Rename Copp Lane to Ernie Lane to the February 24, 2020 regular meeting of Council.

MOTION CARRIED

4.2 CJSMA Draft 2020-21 Budget

Stephen Rayworth presented the CJSMA draft 2020-2021 budget. Information item; no direction given or action required.

4.3 Expense Reimbursement Policy and Hospitality Expense Policy Amendments

Moved By Deputy Mayor Christie

Seconded By Councillor Blanch

That the attached proposed Expense Reimbursement and Hospitality Policies, reflecting housekeeping changes in paragraph 36 of the Expense Reimbursement Policy and paragraph 28 of the Hospitality Policy, be forwarded to the February 24, 2020 Regular Council meeting for amendment approval.

MOTION CARRIED

4.4 Temporary Borrowing Resolution

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That the following motion be forwarded to the February 24, 2020 regular meeting for approval: That Council approve a Temporary Borrowing Resolution in the amount not exceeding \$,1,209,332 for the following items, and submit it to the Department of Municipal Affairs and Housing for Ministerial approval:

- Willow Street – water main replacement (water utility) \$449,332**
 - Water - backhoe (water utility) 150,000**
 - Willow Street – sanitary sewer, curb, sidewalk, culvert, paving 535,000**
 - Community Credit Union Business Innovation Centre – new roof 75,000**
- \$1,209,332**

MOTION CARRIED

4.5 Mandatory Contribution Area Rate

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

The setting of the Mandatory Provincial Contribution Area Rate provides funding for provincial services the Town is mandated by the province to pay for. They include amounts for Education, Property Valuation Services Corporation (PVSC) Assessment Services, Correctional Services, Housing and the Library. It is recommended that the setting of the Mandatory Provincial Contribution Area Rate at \$0.397, a decrease of .8 cents, for the 2020-21 fiscal year be referred to the February 24, 2020 regular meeting of Council for approval.

MOTION CARRIED

4.6 Recognition of Individuals

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That staff be directed to perform an informal survey of how communities recognize individuals and report back to Committee of the Whole.

MOTION CARRIED

5. Monthly Reports - 5:30 p.m.

5.1 Corporate Services

Information item; no direction given or action required.

5.2 Operations

Information item; no direction given or action required.

5.3 Police Services

Information item; no direction given or action required.

- 5.4 Community Well Being**
Information item; no direction given or action required.
- 5.5 Fire Services**
Information item; no direction given or action required.
- 5.6 Planning & Strategic Initiatives**
Information item; no direction given or action required.
- 5.7 Business Development**
Information item; no direction given or action required.

- 6. Adjournment**
Moved By Councillor Jones
Seconded By Councillor Blanch
To adjourn the meeting at 6:03 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: February 24, 2020
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
Shelley Rector, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. Call to Order

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

1.1 Approval of Agenda

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That the agenda be approved as circulated.

MOTION CARRIED

2. In Camera

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That the Committee move to an in camera session.

MOTION CARRIED

3. Council Direction Requests

3.1 Accessibility Committee

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council refer approval of the Terms of Reference for the newly created Advisory Committee on Accessibility to its regular Council meeting on February 24, 2020. The terms of reference outlines the purpose, roles, membership and terms of appointments for members.

MOTION CARRIED

3.2 Sanitary Sewer Rates

3.2.1 Sewer Rates

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That, as per the SAP summary included in the agenda package, the setting of the Town of Amherst Sewer Rates at \$0.99 per cu. meter of metered water consumption for residential customers and \$0.49 per cu. meter of metered water consumption for commercial customers as determined by the Amherst Water Utility with base charges remaining the same and the unmetered rate remaining at \$178.53 be forwarded to the February 24, 2020 regular meeting of Council for approval.

MOTION CARRIED

3.2.2 Wastewater Treatment Facility Rate

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That the setting of the Town of Amherst Wastewater Treatment Facility Uniform Charge, raised for a portion of the debenture principal and interest payments for the wastewater treatment facility and based on approximately 486 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst, of \$72.00 be referred to the February 24, 2020 regular meeting of Council for approval.

MOTION CARRIED

3.3 Solid Waste Uniform Charge

Moved By Councillor Blanch

Seconded By Councillor MacKenzie

That Council refer to the February 24, 2020 regular meeting of Council the setting of the solid waste management uniform charge at \$185.00, based on the amount of \$591,795 to be expended for the purpose of solid waste management and approximately 3,205 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four dwelling units, for the 2020/21 fiscal year to Council for approval. And further that staff be directed to complete an alternative fee structure for four unit buildings as soon as possible.

MOTION CARRIED

3.4 Lawn Bowling

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That Council direct the CAO to forward this issue to the Recreation Department for their consideration in future program development.

MOTION CARRIED

4. Information / Discussion Items

4.1 Entrance Signage

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That Council endorse the Municipality of the County of Cumberland Public Highway Signage Bylaw.

MOTION CARRIED

5. Adjournment

Moved By Councillor Jones

Seconded By Councillor Blanch

To adjourn the meeting at 5:15 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Kimberlee Jones, Municipal Clerk

DATE: March 16, 2020

SUBJECT: Bowling Fundraiser

Staff have been contacted by Steve Butler wishing to address Council to bring awareness to the upcoming Bowling Fundraiser for the VON. A copy of the letter is attached.

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



Attention: Greg Harrett

My name is Steve Butler, member of the Amherst Lions Club and rep for the finance committee for the V.O.N.

I would like to address your next meeting of council in order to bring your awareness to the upcoming bowling fundraiser, which I host annually. I ask this because of the fact that our board fundraiser to make sure that our seniors and veterans have programs, which are not funded by the government, are assisted by the programs which we offer under our programs. Please note that I am not looking for monies from the town that would help in this cause, but instead, ask for your help in getting this cause out to the public by way of adding this to your avenues of releasing your information to the public. Of course, there is always the case where your council could enter this fundraiser and challenge other groups in order to make this a great and healthy experience for young and old alike. Looking forward to hearing from you.

A handwritten signature in blue ink that reads 'Steve Butler'.

Steve Butler

12 Fernwood Drive
Amherst, NS B4H 4P4
stevemarlene@bellalliant.net
902-667-5825



COMMITTEE OF THE WHOLE

CDR# 2020032

Date: March 16, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: March 16, 2020

SUBJECT: Approval of the Town of Amherst Water Utility Budget

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA 75(4) (b).

RECOMMENDATIONS: That, per the attached summary, the approval of the Town of Amherst Water Utility operating budget of \$2,242,216 for income and expenditures, be forwarded to the March 23, 2020 regular Meeting of Council.

BACKGROUND: The water utility rates are regulated by the Nova Scotia Utility and Review Board (UARB). A summary of the rates and related rules and regulations are attached for Council's reference. It should be noted that for the 2020-21 fiscal year, the Town will continue with the water utility rates from 2019-20 until a new water rate study is completed. We expect to have rate changes for the 2021-22 fiscal year.

Per the UARB, there is no rule or regulation that a utility must file a rate application before the year end of the effective date of the current rates. The current rates can continue as long as the utility is financially healthy. The Water Utility Accounting and Reporting Handbook Section 3090 sets out when the utility must contact the Board if it is decided to defer a rate application which includes if the Water Utility is currently in a deficit.

DISCUSSION: As the rate for services to be charged by the Water Utility was already approved by the UARB for the prior fiscal year, the revenue component of the budget is based on the prior years' actual consumption trends multiplied by the approved rates.

It is worth noting that our rates continue to be in the low range for the province, second only to the Village of New Minas which has not had a rate increase since 2009.

The estimated amount of the operating expenditures is provided in the attached SAP document which outlines the line items expected for this fiscal year. A summary is provided below:



Revenues	
Metered Sales	\$ 1,221,615
Flat Rate Sales	166,320
Bulk Water Sales	7,500
Fire Protection	807,481
Private Hydrants	14,750
Sprinkler Service	15,350
Interest	5,000
Sale of Services	3,000
Sundry	1,200
Total Revenues	\$ 2,242,216

Expenditures	
Source of Supply	\$ 34,000
Pumping	175,500
Water Treatment	17,600
Transmission & Distribution	724,681
Administration	924,995
Depreciation	365,440
Total Expenditures	\$ 2,242,216

FINANCIAL IMPLICATIONS: The water utility rates will be set per the attached rules and regulations approved by the Utility and Review Board. A summary of the water rate charges is provided below. Details on other charged can be found in the rules and regulation included in this package.

1. RATES:

(a) <u>Base Charges</u>	<u>Quarterly</u>	
Unmetered		83.16
(assuming 272 cubic meters per year)		
Size of Meter		
5/8"		31.11
3/4"		45.35
1"		73.83
1.5"		145.03
2"		230.47
3"		458.32
4"		714.65
6"		1,426.67
8"		2,565.90
(b) Consumption Rate (per cubic meter)		
	\$0.765 per cubic meter	

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

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES: Defer the approval of the Town of Amherst Water Utility Budget to final budget deliberations.

ATTACHMENTS:

1. Model of water/sewer rates
2. SAP summary and detail for the Water Utility Operating Budget.
3. Water Utility Year End Forecast.
4. Utility and Review Board approved Rules and Regulations for the Town of Amherst Water Utility.
5. Rate comparisons with other NS Water Utilities.

Report prepared by: Sarah Wilson, Manager of Financial Services
Report and Financial approved by: Shelley Rector, CPA, CMA, CFO

TOWN OF AMHERST
MODEL OF YEARLY WATER/SEWER TAXES FOR A RESIDENT

Sewer Rates

Sewer Rate - 2019/20	0.000990 per litre
Sewer Rate - 2020/21	0.000990 per litre
Sewer Base Quarterly Charge - 2019/20	\$ 18.00 per customer
Sewer Base Quarterly Charge - 2020/21	\$ 18.00 per customer

Water Rates

Water Rate - 2019/20	0.000765 per litre
Water Rate - 2020/21	0.000765 per litre
Water Base Quarterly Charge - 2019/20	\$ 31.11 per customer
Water Base Quarterly Charge - 2020/21	\$ 31.11 per customer

Based on 45,000 litres average consumption

<u>2019/20 Average Water/Sewer Bill</u>	
Water	\$ 65.54
Sewer	62.55
Total Bill per Quarter	<u>\$ 128.09</u>
Yearly Amount	<u>\$ 512.34</u>

<u>2020/21 Average Water/Sewer Bill</u>	
Water	\$ 65.54
Sewer	62.55
Total Bill per Quarter	<u>\$ 128.09</u>
Yearly Amount	<u>\$ 512.34</u>

Total increase from 2019/20 to 2020/21 \$ -

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group MUN2 TOWN OF AMHERST WATER OPERATIONS
 Cost Center Group AM02
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 03/05/2020

Cost elements/Cost centers	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	Change 2019 to 2020	2020 Budget	% Change
	Actual	Actual	Actual	Actual	Budget	Amount	Budget	
*** 4330 INTER.RECOV.OVER		287.95-						
*** 4350 SALE OF SERVICES	17,821.35-	6,209.62-	3,523.84-	14,366.63-	3,000-	110-		3.8
*** 4660 INT.ON MISC. A/R	485.43-	1,964.81-	13.48-	44.34-				
*** 4680 MISC.REVENUE	245.00-	50.00-	75.00-	52.00-	200-	500		71.4-
*** 5000 INCOME FR.OT.NON	1,300.00-	950.00-	1,100.00-	1,802.46-	1,000-			
*** 5020 METERED SALES	1,065,576.39-	1,115,230.89-	1,176,258.68-	920,763.50-	1,221,615-	4,532		0.4-
*** 5030 FLAT RATE SALES	145,728.77-	151,820.01-	160,480.00-	124,740.00-	166,320-			
*** 5035 BULK WATER SALES	11,200.00-	10,600.00-	8,700.00-	7,725.00-	7,500-	1,500-		25.0
*** 5040 HYDRANT/FIRE PRO	694,800.00-	725,010.00-	771,089.00-	807,481.00-	807,481-			
*** 5045 Private Hydrants	11,800.00-	14,750.00-	14,750.00-	14,500.00-	14,750-			
*** 5050 SPRINKLER SERVIC	15,550.00-	18,500.00-	15,150.00-	15,050.00-	15,350-	300		1.9-
*** 5060 INTEREST O/S WAT	9,696.73-	5,908.34-	6,199.61-	4,834.57-	5,000-	1,000		16.7-
**** Gross revenues	1,974,203.67-	2,051,281.62-	2,157,339.61-	1,911,359.50-	2,242,216-	4,722		0.2-
*** Wages & Benefits	570,954.75	595,913.48	661,869.54	608,488.62	675,051	1,092		0.2
*** Administrative Costs	61,431.06	69,815.31	83,599.05	73,256.12	101,434	6,345		6.3
*** Building & Facility Co	191,388.32	184,220.68	208,027.97	216,030.90	242,589	6,076		2.6
*** Vehicle & Equipment Co	73,732.47	58,303.26	58,589.77	46,723.56	43,504	22,256-		33.8-
*** Materials & Supplies	202,559.00	204,821.70	200,738.86	192,120.45	211,500	12,632-		5.6-
*** Other municipal costs	197,673.81	188,149.56	205,652.64	252,192.93	288,167	4,402-		1.5-
*** Fiscal Services	668,703.28	744,041.06	731,928.65	94,873.19	673,626	21,055		3.2
*** Cost recovery				9,750.00-				
**** Expenditures	1,966,442.69	2,045,265.05	2,150,406.48	1,473,935.77	2,246,938	4,722-		0.2-
**** Total	7,760.98-	6,016.57-	6,933.13-	437,423.73-				

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 03/05/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Amount	% Change	
** 6000 WAGES/SALARIES	454,951.33		473,337.29		528,900.66		492,030.44		532,300	542,500	10,200	1.9
** 6009 Y/E WAGES & BEN A	1,146.01		6,129.42		684.16		2,343		2,343	2,343		
** 6010 CPP	17,571.39		18,341.71		20,554.35		18,403.37		22,850	24,110	1,260	5.5
** 6012 Employment Insura	8,337.54		7,724.88		8,895.18		7,455.54		9,740	9,630	110-	1.1-
** 6014 Blue Cross	13,827.90		14,046.94		19,980.09		16,682.51		19,560	18,690	870-	4.4-
** 6015 Pension - Reg Pym	38,390.08		40,893.15		43,697.61		41,121.70		46,020	46,730	710	1.5
** 6016 Group Insurance	14,731.06		12,519.38		14,897.61		11,799.97		14,800	15,030	230	1.6
** 6017 WCB	6,999.44		7,920.38		7,802.88		6,437.09		10,180	9,500	680-	6.7-
** 6018 Pension-Special P	15,000.00		15,000.00		16,457.00		14,558.00		16,166	9,518	9,648-	59.7-
*** Wages & Benefits	570,954.75		595,913.48		661,869.54		608,488.62		673,959	675,051	1,092	0.2
** 8015 Liability Claims	1,855.77				80.00		638.06		10,000	10,000		
** 6020 PROFESSIONAL DEVE	4,285.04		1,809.94		2,650.45		6,285.61		6,000	4,500	1,500-	25.0-
** 6030 TRAVEL	4,422.90		4,187.69		7,770.48		4,068.17		7,500	5,500	2,000-	26.7-
** 6032 Conferences & Con			1,341.37		2,304.83		1,931.73		2,100	2,000	100-	4.8-
** 6040 PROF MEM/DUES & F	1,260.89		1,055.14		909.05		1,679.22		1,650	1,350	300-	18.2-
** 6050 OFFICE SUPPLIES	1,789.36		1,931.32		2,617.99		1,942.46		3,100	2,600	500-	16.1-
** 6060 OFFICE EQUIPMENT			1,060.57				2,398.56		500	1,000	500	100.0
** 6070 PHOTOCOPIY SUPPLIE					18.12		75.81					
** 6080 ADVERTISING	1,766.41		1,762.17		621.70		131.51		1,800	1,250	550-	30.6-
** 6090 POSTAGE	211.57		24.53		356.48		55.96		300	300		
** 6100 COURIER	140.71		78.88		43.16		29,212.72		200	200		
** 6110 TELEPHONE	28,826.35		29,599.80		32,122.37		7,827.65		30,000	32,000	2,000	6.7
** 6114 Cellular	4,612.58		6,146.94		7,503.02				9,000	9,000		
** 6120 PUBL./SUBSCRIPTIO					202.83							
** 6130 COMPUTER HARDWARE	301.33		2,959.78		10,496.96		1,127.10		3,000	6,540	3,540	118.0
** 6140 COMPUTER SOFTWARE	2,212.01		2,704.08		885.05		4.17		500	2,660	2,160	432.0
** 6142 Software Licenses	3,584.84		10,063.93		8,048.56		7,567.77		16,650	19,815	3,165	19.0
** 6150 MEETING EXPENSES	1,813.05		1,087.86		847.59		1,411.91		1,400	1,250	150-	10.7-
** 6152 Catering			769.65						150	250	100	66.7
** 6170 PROMOTION			81.66									
** 6160 LIABILITY INSURAN	3,167.00		3,150.00		6,120.41		6,897.71		7,584	7,564	20-	0.3-
*** Administrative Costs	61,431.06		69,815.31		83,599.05		73,256.12		101,434	107,779	6,345	6.3
** 7000 HEAT - FURNACE OI	3,949.94		6,052.33		5,196.60		4,731.12		5,000	5,000		
** 7001 HEAT - NATURAL GA							2,102.12		4,500	4,500	4,500	
** 7010 ELECTRICAL	116,327.67		111,053.68		137,489.15		134,305.40		157,100	154,100	3,000-	1.9-
** 7030 BLDG/FACILITY MAI			1,020.17				208.57					
** 7040 BLDG/FACILITY REP			187.71		12.57							
** 7050 BLDG/FACILITY INS	6,536.00		6,826.00		5,805.00		14,989.00		11,913	16,489	4,576	38.4
** 7070 BLDG/FACILITY REN	25,461.96		28,000.00		28,000.00		28,000.00		28,000	28,000		

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 03/05/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Amount	% Change	
** 7080 PLANT MAINTENANCE	8,081.49	156.43	141.71		15,838.41	22,000	2,500	2,500	2,500			
** 7120 PROPERTY TAXES	31,031.26	30,924.36	31,382.94		31,694.69	32,000	32,000	32,000	32,000			
*** Building & Facility Cos	191,388.32	184,220.68	208,027.97		216,030.90	236,513	242,589	242,589	242,589	6,076	2.6	
** 7510 VEH/EQUIP REPAIRS	13,575.47	12,534.82	10,614.54		15,838.41	22,000	12,500	12,500	12,500	9,500-	43.2-	
** 7520 VEH/EQUIP INSURAN	4,191.00	4,044.00	3,165.00		2,504.00	3,260	2,504	2,504	2,504	756-	23.2-	
** 7540 VEH/EQUIP RENTAL	6,687.66	3,384.07			3,000	3,000	3,000	3,000	3,000			
** 7550 VEH/EQUIP FUEL -	7,249.56	6,950.59	9,463.32		8,508.30	10,000	8,000	8,000	8,000	2,000-	20.0-	
** 7551 VEH/EQUIP FUEL-DI	8,315.46	8,519.01	9,671.19		11,798.60	13,000	13,000	13,000	13,000			
** 7560 VEH/EQUIP GEN SUP		207.12	449.07									
** 7570 VEH/EQUIP TOOLS	5,293.22	3,373.65	6,092.15		2,802.68	4,500	4,500	4,500	4,500			
** 8120 LEASES-VEHICLE/HQ	19,290.00	19,290.00	19,290.00		4,822.50	10,000	10,000	10,000	10,000	10,000-	100.0-	
** 8000 OPERATIONAL EQUIP	9,130.10											
** 8020 MAINTENANCE EQUIP			293.57									
*** Vehicle & Equipment Cos	73,732.47	58,303.26	58,589.77		46,723.56	65,760	43,504	43,504	43,504	22,256-	33.8-	
** 8010 MATERIALS / SUPPL	99,646.11	89,151.36	78,252.60		51,202.01	77,500	74,000	74,000	74,000	3,500-	4.5-	
** 8004 GRAVEL	16,574.60	26,083.47	24,986.77		26,121.04	31,000	27,000	27,000	27,000	4,000-	12.9-	
** 8005 ASPHALT	63,258.91	71,376.36	77,557.72		93,047.48	90,632	90,000	90,000	90,000	632-	0.7-	
** 8008 PIPE & ACCESSORIE	23,079.38	18,210.51	19,941.77		21,749.92	25,000	20,500	20,500	20,500	4,500-	18.0-	
*** Materials & Supplies	202,559.00	204,821.70	200,738.86		192,120.45	224,132	211,500	211,500	211,500	12,632-	5.6-	
** 8090 UNIFORMS/CLOTHING	3,418.20	3,472.68	6,188.96		5,604.52	5,000	4,500	4,500	4,500	500-	10.0-	
** 8100 PROFESSIONAL SERV	62,537.16	58,385.45	58,587.01		50,295.55	76,809	68,967	68,967	68,967	7,842-	10.2-	
** 8110 CONTRACTS/AGREEME	124,478.59	120,084.06	125,326.55		190,736.66	191,060	202,900	202,900	202,900	11,840	6.2	
** 8111 CONTR/AGREE -WELD	1,084.09	417.14	10,439.03		1,433.94	11,000	4,000	4,000	4,000	7,000-	63.6-	
** 8121 LEASES -OFFICE RQ			1,458.56		1,458.56	1,800	1,800	1,800	1,800			
** 8130 LICENSES/PERMITS	2,876.64	2,531.10	1,826.92		2,706.74	3,400	2,500	2,500	2,500	900-	26.5-	
** 8135 REGULATORY FEES	3,279.13	3,259.13	3,284.17		43.04-	3,500	3,500	3,500	3,500			
*** Other municipal costs	197,673.81	188,149.56	205,652.64		252,192.93	292,569	288,167	288,167	288,167	4,402-	1.5-	
* 9230 RATE OF RETURN	125,000.00	125,000.00	130,000.00		130,000.00	135,000	135,000	135,000	135,000			
** Rate of Return	125,000.00	125,000.00	130,000.00		130,000.00	135,000	135,000	135,000	135,000			
* 9020 INT ON DEBENTURES	21,179.54	19,311.09	18,531.13		19,905.19	34,564	33,370	33,370	33,370	1,194-	3.5-	
* 9050 PRINC ON DEBENTUR	54,416.00	67,263.00	84,263.00		73,930.00	73,930	83,385	83,385	83,385	9,455	12.8	
** Debt Service Costs	75,595.54	86,574.09	82,794.13		93,835.19	108,494	116,755	116,755	116,755	8,261	7.6	
* 9010 INT SHRT TERM BOR	1,393.00		1,061.00		1,038.00	3,665	6,431	6,431	6,431	2,766	75.5	
* 9090 BANK CHARGES			336.49									
** Bank charges & Short te	1,393.00		1,397.49		1,038.00	3,665	6,431	6,431	6,431	2,766	75.5	
* 9210 ALL OTHER UNCOLL	9,391.44	967.65	2,227.96		10,000	10,000	10,000	10,000	10,000			
** Valuation allow/appeals	9,391.44	967.65	2,227.96		10,000	10,000	10,000	10,000	10,000			

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group EXP Expenditures
 Cost Center Group AM02 TOWN OF AMHERST WATER OPERATIONS
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 03/05/2020

Cost elements/Cost centers	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		Change 2019 to 2020 Budget	
	Actual		Actual		Actual		Budget	Actual	Budget	Amount	% Change	
* 9420 APPROP CAPITAL FU	159,066.80		237,296.77		250,000.00		40,000		40,000			
** Transfers to Own Funds	159,066.80		237,296.77		250,000.00		40,000		40,000			
* 9100 DEPRECIATION	298,256.50		294,202.55		265,509.07		355,412		365,440	10,028	2.8	
** Depreciation	298,256.50		294,202.55		265,509.07		355,412		365,440	10,028	2.8	
*** Fiscal Services	668,703.28		744,041.06		731,928.65		652,571		673,626	21,055	3.2	
** 6180 COST RECOVERY							9,750.00-					
*** Cost recovery							9,750.00-					
**** Total	1,966,442.69		2,045,265.05		2,150,406.48		2,246,938	1,473,935.77	2,242,216	4,722-	0.2-	

**Town of Amherst
Water Utility
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4350 SALE OF SERVICES	14,216.63-	2,890.00-	14,216.63-	11,326.63-
*** 4660 INT.ON MISC. A/R	43.31-		43.31-	43.31-
*** 4680 MISC.REVENUE	52.00-	700.00-	52.00-	648.00
*** 5000 INCOME FR.OT.NON U	1,752.46-	1,000.00-	1,802.46-	802.46-
*** 5020 METERED SALES	918,369.87-	1,226,147.00-	1,224,493.16-	1,653.84
*** 5030 FLAT RATE SALES	124,740.00-	166,320.00-	166,320.00-	
*** 5035 BULK WATER SALES	7,725.00-	6,000.00-	7,725.00-	1,725.00-
*** 5040 HYDRANT/FIRE PROT.	630,846.00-	807,481.00-	807,481.00-	0.00
*** 5045 Private Hydrants	14,500.00-	14,750.00-	14,500.00-	250.00
*** 5050 SPRINKLER SERVICE	13,450.00-	15,650.00-	15,050.00-	600.00
*** 5060 INTEREST O/S WATER	3,433.52-	6,000.00-	4,578.03-	1,421.97
**** Gross revenues	1,729,128.79-	2,246,938.00-	2,256,261.59-	-9,323.59
*** Wages & Benefits	543,312.75	673,959.00	677,619.85	3,660.85
*** Administrative Costs	58,634.65	101,434.00	83,902.13	-17,531.87
*** Building & Facility Cost	179,914.58	236,513.00	234,091.19	-2,421.81
*** Vehicle & Equipment Cost	38,571.88	65,760.00	53,154.86	-12,605.14
*** Materials & Supplies	164,196.58	224,132.00	226,678.34	2,546.34
*** Other municipal costs	192,190.29	292,569.00	263,644.21	-28,924.79
*** Fiscal Services	94,873.19	652,571.00	609,285.19	-43,285.81
*** Cost recovery	-9,750.00		-9,750.00	-9,750.00
**** Expenditures	1,261,943.92	2,246,938.00	2,138,625.77	-108,312.23
***** Total	467,184.87-		117,635.81-	117,635.81-

NOVA SCOTIA UTILITY AND REVIEW BOARD

IN THE MATTER OF THE PUBLIC UTILITIES ACT

- and -

IN THE MATTER OF AN APPLICATION of the **Town of Amherst**, on behalf of its **Water Utility**, for Approval of Amendments to its Schedule of Rates and Charges for Water and Water Services, Fire Protection and Amendments to its Schedule of Rules and Regulations

ORDER

BEFORE:



Murray E. Doehler, CPA, CA, P. Eng., Member
Steven M. Murphy, MBA, P. Eng., Member

WHEREAS the Amherst Water Utility, made an Application to the Nova Scotia Utility and Review Board ("Board") for approval of amendments to its Schedule of Rates and Charges for Water and Water services and amendments to its Schedule of Rules and Regulations;

AND WHEREAS after due public notice, a hearing was held on April 27, 2017, and the Board issued its Decision on June 9, 2017;


IT IS HEREBY ORDERED that the Schedule of Rates and Charges, attached hereto as Schedules "A", "B" and "C" be approved, for Water and Water Services supplied on and after July 1, 2017; April 1, 2018 and April 1, 2019 respectively;

AND IT IS FURTHER ORDERED that the Schedule of Rules and Regulations, attached hereto as Schedule "D", be approved effective July 1, 2017.

DATED at Halifax, Nova Scotia, this 9th day of June, 2017.



Clerk of the Board



SCHEDULE "A"
TOWN OF AMHERST WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 July 2017)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. **RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>
Unmetered (assuming 272 cubic meters per year)	76.55
Size of Meter	
5/8"	29.34
3/4"	42.72
1"	69.48
1.5"	136.40
2"	216.70
3"	430.83
4"	671.73
6"	1,340.90
8"	2,411.56

(b) Consumption Rate (per cubic meter)

\$0.694 per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2017 the sum of \$735,041. The fire protection rate shall be calculated based on the number of days at the existing rate plus the number of days at the new rate.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES


The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.58 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.



SCHEDULE "B"
TOWN OF AMHERST WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2018)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. RATES:

(a) <u>Base Charges</u>	<u>Quarterly</u>	
Unmetered		80.24
(assuming 272 cubic meters per year)		
Size of Meter		
5/8"		30.74
3/4"		44.78
1"		72.86
1.5"		143.06
2"		227.29
3"		451.91
4"		704.62
6"		1,406.57
8"		2,529.69
(b)		
Consumption Rate (per cubic meter)		
	\$0.728	per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2018 the sum of \$771,089.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.73 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

SCHEDULE "C"
TOWN OF AMHERST WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2019)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.0 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Water Utility of the Town of Amherst.

1. RATES:

(a)	<u>Base Charges</u>	<u>Quarterly</u>	
	Unmetered		83.16
	(assuming 272 cubic meters per year)		
	Size of Meter		
	5/8"		31.11
	3/4"		45.35
	1"		73.83
	1.5"		145.03
	2"		230.47
	3"		458.32
	4"		714.65
	6"		1,426.67
	8"		2,565.90

(b)	Consumption Rate (per cubic meter)	
	\$0.765 per cubic meter	

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Amherst and the Municipality of the County of Cumberland shall pay annually in proportion to the number of hydrants serving each municipality to the water utility for fire protection on or before September 30, 2019 the sum of \$807,481.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 50.1 % of transmission and distribution, taxes and depreciation expenses of the Utility and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses, whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CONNECTION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer, for any reason requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional fees charged by the bank for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$25.00 for each visit if, in the judgment of the Utility, it is required.

13. RATE FOR BULK WATER

Bulk water will be provided to licensed water haulers at designated locations at a cost of \$2.86 per cubic meter or part thereof with a minimum charge of \$ 75.00. Such charge shall be rendered for each loading.

SCHEDULE "D"
TOWN OF AMHJERST WATER UTILITY
SCHEDULE OF RULES AND REGULATIONS

(Effective 1 July 2017)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

"Town" means the Town of Amherst

"Utility" means the Water Utility of the Town of Amherst

"Customer" means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

"Municipality" means the Municipality of the County of Cumberland

"Domestic Service" means the type of service supplied to the owner or his authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.

"Flat Rate Service" means that type of unmetered service charged for by all flat rates.

"Metered Rate Service" means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services except mobile homes.

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

a) the customer applying for and receiving approval for water service;

b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self contained unit to a tenant or lessee shall be the customer. The property owner shall be required to open an account for the provision of water at the property that is rented or leased.

c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole

discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

3. **DEPOSITS**: When required, an applicant for service shall deposit with the Utility a sum equal to the estimated charges for such service for a period of six months. The estimated charges will be based on the minimum bill for metered customers. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all his liability to the utility in respect of such service, the deposit shall be returned to him with interest at the rate of 2% per annum, not compounded.
4. **REFUSAL OF SERVICE**: Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
5. **BILLING**: If a contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.
6. **PAYMENT OF BILLS**: Bills shall be rendered to each customer at intervals of approximately three months and are due and payable when rendered. Bills not paid within 30 days of the date rendered, shall incur an interest charge at the prescribed monthly rate for each month or part thereof.
7. **ADJUSTMENT OF BILLS**:
 - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
 - (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - Should it become necessary for the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
9. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered.
10. **WATER TO BE SUPPLIED BY METER:** The Utility may at any time install a meter on the premises of any customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
11. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
12. **METER READERS:** Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
13. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
14. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.
15. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from

carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

16. **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$50.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
17. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Town of Amherst and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Town of Amherst and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.
18. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
19. **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:**
 - (a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.
 - (b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer,

at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

20. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
21. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
22. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
23. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already

provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

The Utility shall supply and install the 3/4" service pipe and fittings between the main pipe and the street line. The necessary excavation for the installation of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street-line shall be carried out by the Utility and paid for by the applicant. The applicant shall be responsible for the excavation and the supply and installation of the service pipe including restoration from the street-line to the premise and all such work shall be carried out without cost to the Utility.

For services larger than 3/4" the whole cost shall be borne by the customer, less the cost of a 3/4" service from the main to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Town and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

24. **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at his/her expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

If a leak occurs on the customer's portion of his service pipe and, after being notified of same, he refuses or unduly delays to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

25. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations.

26. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season

of the year or at any time which, in its opinion, is not suitable.

27. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.
28. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
29. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply of the Utility for such purpose.
30. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
31. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
32. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Town of Amherst's Subdivision Regulations. All hydrants in the water system, including those on transmission mains, are available for fire protection.

33. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the supply side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.
34. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 33, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
35. **EXTENSIONS:** Upon request of any owner or owners of property situated on any street or highway, in which a water main has not been laid, for the extension of water service thereto, such extension may be made upon execution of an agreement with the owner or owners on such terms and conditions as may be approved by the Utility and as approved by the Nova Scotia Utility and Review Board.
36. **DEPOSITS IN ADVANCE:** When a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, the Utility may require, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full.
37. **NO RESELLING WATER:** The Utility shall supply water only to customers for which there exists a contract. Water resold to others without the expressed written consent of the Utility is prohibited. In the event that a customer is reselling water to others without prior approval by the Utility, the Utility may suspend service to the premises until such time the approval to resell is granted.

Comparison of Water Rates *

Average Consumption Rate in Cubic Meters		
30.0	METRIC CONVERTER	
	6,600.00	Imperial Gallons
	30.0	Cubic Meters

*** NOTE: This Comparison Sheet May NOT be up to date**

Water Utility	\$ 5/8" fixed charge	\$ Rate/ 1000 gal	\$ Rate/ cubic meter	\$ Quarterly Bill	Date Rates effective
New Minas, Village of	25.40	2.91	0.64	44.63	April 1, 2009
Amherst, Town of	31.11	3.15	0.77	54.06	April 1, 2019
Kentville, Town of	32.67	3.29	0.72	54.41	April 1, 2016
Digby, Town of	40.73	2.30	0.51	55.93	April 1, 2015
Trenton	24.42	5.01	1.10	57.51	April 1, 2011
Wolfville, Town of	37.24	3.43	0.76	59.91	April 1, 2019
Queens, Region of	39.23	4.36	0.96	68.03	April 1, 2004
Baddeck, Co. of Victoria - Village Comm.	46.79	3.50	0.77	69.89	April 1, 2013
Antigonish, Town of	53.05	2.88	0.63	72.08	April 1, 2018
Stellarton, Town of	44.96	4.62	1.02	75.49	April 1, 2008
Inverness County	43.32	5.77	1.27	81.45	April 1, 2019
Oxford, Town of	74.54	1.50	0.33	84.45	October 1, 2019
Richmond County	38.31	7.58	1.67	88.41	April 1, 2018
Canning, Village Commissioners of	52.05	5.52	1.22	88.53	April 1, 2013
Port Williams, Village of	60.61	4.27	0.94	88.83	April 1, 2018
Lawrencetown, The Village of	62.76	4.41	0.97	91.90	March 1, 2013
Truro, Town of	63.44	4.45	0.98	92.85	April 1, 2015
Westville	48.71	6.68	1.47	92.85	March 1, 2012
Fringe Area - Antigonish County				96.20	April 1, 2017
Yarmouth, Town of	54.87	6.27	1.38	96.30	April 1, 2018
Falmouth, West Hants	42.82	8.17	1.80	96.81	July 1, 2019
Three Mile Plains, Wentworth, West Hants	46.06	8.17	1.80	100.05	July 1, 2019
Pictou County	65.88	5.22	1.15	100.37	April 1, 2019
Pictou, Town of	62.67	5.81	1.28	101.06	April 1, 2019
New Glasgow	59.23	6.64	1.46	103.03	April 1, 2017
Springhill, Town	69.15	5.60	1.23	106.15	April 1, 2017
Cape Breton Regional	63.71	6.90	1.52	109.31	April 1, 2019
Port Hawkesbury	67.75	6.85	1.51	113.01	April 1, 2016
Windsor, Town of	69.75	6.69	1.47	113.96	April 1, 2017
Lunenburg, Town of	86.62	5.00	1.10	119.66	April 1, 2018
Middleton, Town of	87.44	5.40	1.19	123.14	April 1, 2019
Annapolis Royal, Town of	97.95	4.09	0.90	124.98	April 1, 2010
East Hants Regional - Enfield, Elmsdale, Lantz	47.00	12.34	2.72	128.54	April 1, 2019
Stewiacke, Town of	53.03	12.12	2.67	133.12	October 1, 2019
Greenwood (Mun. of the Co. of Kings)	67.95	10.36	2.28	136.41	April 1, 2016
Hantsport	72.90	9.85	2.14	137.10	July 1, 2019
Mill Cove Water Utility	78.06	8.97	1.98	137.33	April 1, 2010
St. Peter's, Samsonville & Area	97.96	6.31	1.39	139.66	April 1, 2019
Bridgewater Water Utility	68.13	6.14	2.51	143.43	April 1, 2018
Annapolis County - CP, Granville, Margaretville	81.78	9.94	2.19	147.48	October 15, 2019
Parrsboro, Town of				150.00	April 1, 2018
Debert, Colchester County	90.78	9.20	2.03	151.57	April 1, 2013
Bridgetown Water Utility	77.98	11.39	2.51	153.24	April 1, 2019
Sherbrooke, District of St. Mary's	88.93	9.76	2.15	153.43	April 1, 2019
Canso - Hazel Hill Water	85.69	10.75	2.37	156.73	April 1, 2016
Lower South River - Antigonish County				179.96	April 1, 2017
Shelburne	105.89	11.35	2.50	180.89	April 1, 2018
Tatamagouche, Colchester County	104.79	12.35	2.72	186.39	April 1, 2019
Mahone Bay	106.71	14.08	3.10	199.75	November 1, 2019
Mulgrave	136.98	10.88	2.40	208.98	April 1, 2018
Victoria County (Ding, NH, N Haven, Ing, Little Narrows)	111.00	17.07	3.76	223.80	April 1, 2019
Updated	2020-03-08				
Low	24.42	1.50	0.33	55.93	
High	43,898.00	17.07	3.76	223.80	
Mean	1,021.25	7.33	1.64	119.17	
Median	66.82	6.64	1.47	111.16	

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: March 16, 2020

SUBJECT: Victoria Park Lease

ORIGIN: Construction of Accessibility Ramp on Courthouse

LEGISLATIVE AUTHORITY: MGA Section 50 – Powers of a Municipality Regarding Property

RECOMMENDATION: That the amended lease agreement between the Town, Municipality of the County of Cumberland and the Province of Nova Scotia be forwarded to the March 23, 2020 meeting of Amherst Town Council for approval.

BACKGROUND: Historically, the Town has always operated a park on the subject property, generally known as Victoria Square or Victoria Park. In 1995 the property was owned by the Province and a 99 year lease was signed with the Town which allowed the Town to use the land as a park, or more specifically, “to care for and maintain Victoria Park in such condition that it will be an ornament and place of beauty within the Town”.

In 2016 the Province transferred title of the property to the County. When that transfer of ownership took place, the lease was transferred as well. Up until 2017 this property was also part of the property that housed the Court House and Jail. In 2017 the County subdivided the property into three parcels – Victoria Park, the Court House and the former Jail. In 2019 the Province received permission from the Heritage Advisory Committee to add a ramp to the Victoria Park side of the Court House which is a Municipally Registered Heritage Property. This new ramp is on a portion of the property that is leased to the Town.

DISCUSSION: The province wants to enter into an amended lease agreement for the lands of Victoria Park that will be utilized for the new accessibility ramp. Our solicitor has reviewed the proposed amending lease and advises that the Town should execute it.

Further to the lease issue, the Town and the County are discussing a transfer of ownership of Victoria Park from the County to the Town. The County is prepared to transfer title at no charge. In this case the land subject to the amended lease would be consolidated with the property of the Court House. It is expected that the required survey work will be completed soon and this property transfer can be brought before both municipal units for approval later in the spring. Once the property transfer is complete, the lease in question would no longer be required.



FINANCIAL IMPLICATIONS: There are no financial implications to the amended lease agreement.

COMMUNITY ENGAGEMENT: Upon approval of the amending lease agreement, a media release will be issued.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to the approval of this amending lease agreement.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the approval of the amending lease agreement, however the agreement is required due to the accessibility improvements being undertaken within the Court House.

ALTERNATIVES: Council could decide not to approve the amending lease agreement and simply wait for the property conveyance with the County to take place. However, the lawyer for the Province is adamant that the amending lease agreement be entered into as a first step.

ATTACHMENTS: Amending Lease Agreement

Report prepared by:

Report and Financial approved by:

THIS LEASE made this 20th day of October ,

1995 .

BETWEEN THE TOWN OF AMHERST, a Municipal Corporation, situate in the County of Cumberland, Province of Nova Scotia

(TOWN)

- and -

HER MAJESTY THE QUEEN, in the Right of the Province of Nova Scotia, represented in this behalf by the Honourable Minister of Supply and Services

(PROVINCE)

WHEREAS the PROVINCE is the owner of a lot of land situate in Amherst aforesaid and bounded northerly by property of the Anglican Church of Canada, easterly by property of the First Amherst Baptist Church, southerly by the northerly margin of Victoria Street and westerly by the County Court House property, and known as Victoria Park and hereinafter called Victoria Park.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the premises and of the TOWN agreeing to care for and maintain Victoria Park in such condition that it will be an ornament and a place of beauty within the TOWN, the PROVINCE hereby demises Victoria Park to the TOWN.

TO HAVE AND TO HOLD the same unto the TOWN for a period of **NINETY-NINE (99) YEARS** commencing on the **1ST** day of **APRIL, 1995**, and continuing on a year to year basis thereafter.

IT IS HEREBY FURTHER AGREED between the parties hereto that should Victoria Park or any part thereof be required by the PROVINCE for provincial purposes or the TOWN feels it is not in the best interest of the TOWN to maintain Victoria Park that this lease may be terminated by the PROVINCE or the TOWN upon **twelve (12) months** previous notice being given by either of the parties hereto to the other.

IN WITNESS WHEREOF TOWN OF AMHERST and HER MAJESTY THE QUEEN have caused this Lease to be executed by their respective officers duly authorized in that behalf.

TOWN OF AMHERST

Dorothy F. Daus
.....
Witness

Sharon P. Burrows
.....
Witness for the Minister
of Supply and Services

Joseph R. Gauthier
.....
MAYOR

.....
.....
TOWN CLERK

Herald G. Malley
.....
The Honourable Minister
of Supply and Services

THIS LEASE AMENDING AGREEMENT made this _____ day of January, 2020.

BETWEEN:

MUNICIPALITY OF THE COUNTY OF CUMBERLAND, a municipal body corporate, with its Office at or in the vicinity of Amherst, in the County of Cumberland and Province of Nova Scotia, hereinafter called the "COUNTY"

OF THE FIRST PART

- and -

TOWN OF AMHERST a municipal body corporate, with its Office at Amherst, in the County of Cumberland and Province of Nova Scotia, hereinafter called the "TOWN"

OF THE SECOND PART

- and -

HER MAJESTY THE QUEEN in right of the Province of Nova Scotia, represented in this behalf by the Minister of Transportation and Infrastructure Renewal, hereinafter called "HMQ"

OF THE THIRD PART

WHEREAS the County is the Registered Owner of Lot 17-2 PID 25500976, herein called the "Court House Parcel" and Lot 17-3 PID 25500984, herein called the "Victoria Park Parcel", all as shown on a subdivision plan filed at the Cumberland County Land Registration Office on February 10, 2017 as Document No. 110325975, herein called the "Plan", a copy of which plan is attached hereto as Schedule A;

AND WHEREAS the Town, as Tenant, leases the Victoria Park Parcel in accordance with the terms of a Lease dated October 20, 1995, herein called the "Victoria Park Lease", a copy of which is attached hereto as Schedule B;

AND WHEREAS HMQ, as Tenant, leases the Court House Parcel in accordance with the terms of a Lease dated April 14, 2016, herein called the "Court House Lease", a copy of which is attached hereto as Schedule C;

AND WHEREAS the County, Town and HMQ, in the interests of greater clarity and certainty, acknowledge and agree that the lands leased to the Town pursuant to the Victoria Park Lease are comprised of Lot 17-3 as shown on the Plan and identified as PID 25500984, being the Victoria Park Parcel, and the lands leased to HMQ pursuant to the Court House Lease are comprised of Lot 17-2 as shown on the Plan and identified as PID 25500976, being the Court House Parcel;

AND WHEREAS the County and the Town acknowledge and agree that HMQ, having received the consent and approval of the County and the Town, may and shall proceed with accessibility improvements to the Court House building situate on the Court House Parcel which will require that such accessibility improvements and related works will extend northerly from the Court House Parcel into and onto the Victoria Park Parcel and which additional required lands, extending onto and being a portion of the Victoria Park Parcel, are shown and depicted as "Block A" on the architectural plan dated September 20, 2019, attached hereto as Schedule D and marked thereon A to B to C to D to E to A and which parcel of additional required lands is herein called the "Accessibility Parcel";

NOW THEREFORE THIS LEASE AMENDING AGREEMENT WITNESSETH THAT in consideration of the premises and the sum of One Dollar (\$1.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the County, the Town and HMQ covenant, promise, undertake and agree as follows:

1. The lands leased to HMQ pursuant to the Court House Lease are those lands more particularly described in Schedule E attached hereto, **together with and including the Accessibility Parcel**, and the Court House Lease shall be read and construed accordingly, and, for greater certainty, it is declared and agreed that the Accessibility Parcel is now a part of and a portion of the lands leased by HMQ pursuant to the Court House Lease.
2. The lands leased to the Town pursuant to the Victoria Park Lease are those lands more particularly described in Schedule F attached hereto, **saving and excepting therefrom** the Accessibility Parcel and the Victoria Park Lease shall be read and construed accordingly.

3. This Lease Amending Agreement and the Court House Lease shall be read and construed together and the Court House Lease shall continue in full force and effect as amended and modified by this Lease Amending Agreement.

4. This Lease Amending Agreement and the Victoria Park Lease shall be read and construed together and the Victoria Park Lease shall continue in full force and effect as amended and modified by this Lease Amending Agreement.

5. This Lease Amending Agreement shall be read with all changes of gender or number required of the context.

6. This Lease Amending Agreement shall enure to the benefit of and be binding upon the County, the Town and HMQ and their, and each of their, successors and assigns.

IN WITNESS WHEREOF the County has properly executed this Lease Amending Agreement on the ____ day of January A.D. 2020 and the Town has properly executed this Lease Amending Agreement on the ____ day of January A.D. 2020 and HMQ has properly executed this Lease Amending Agreement on the ____ day of January 2020.

SIGNED & DELIVERED

- in the presence of -

(witness)

(witness)

(witness)

) MUNICIPALITY OF THE COUNTY OF
CUMBERLAND

) _____
)

) _____
) TOWN OF AMHERST

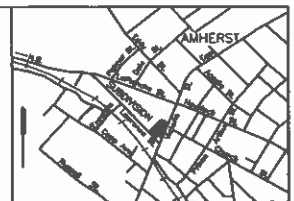
) _____
)

) _____

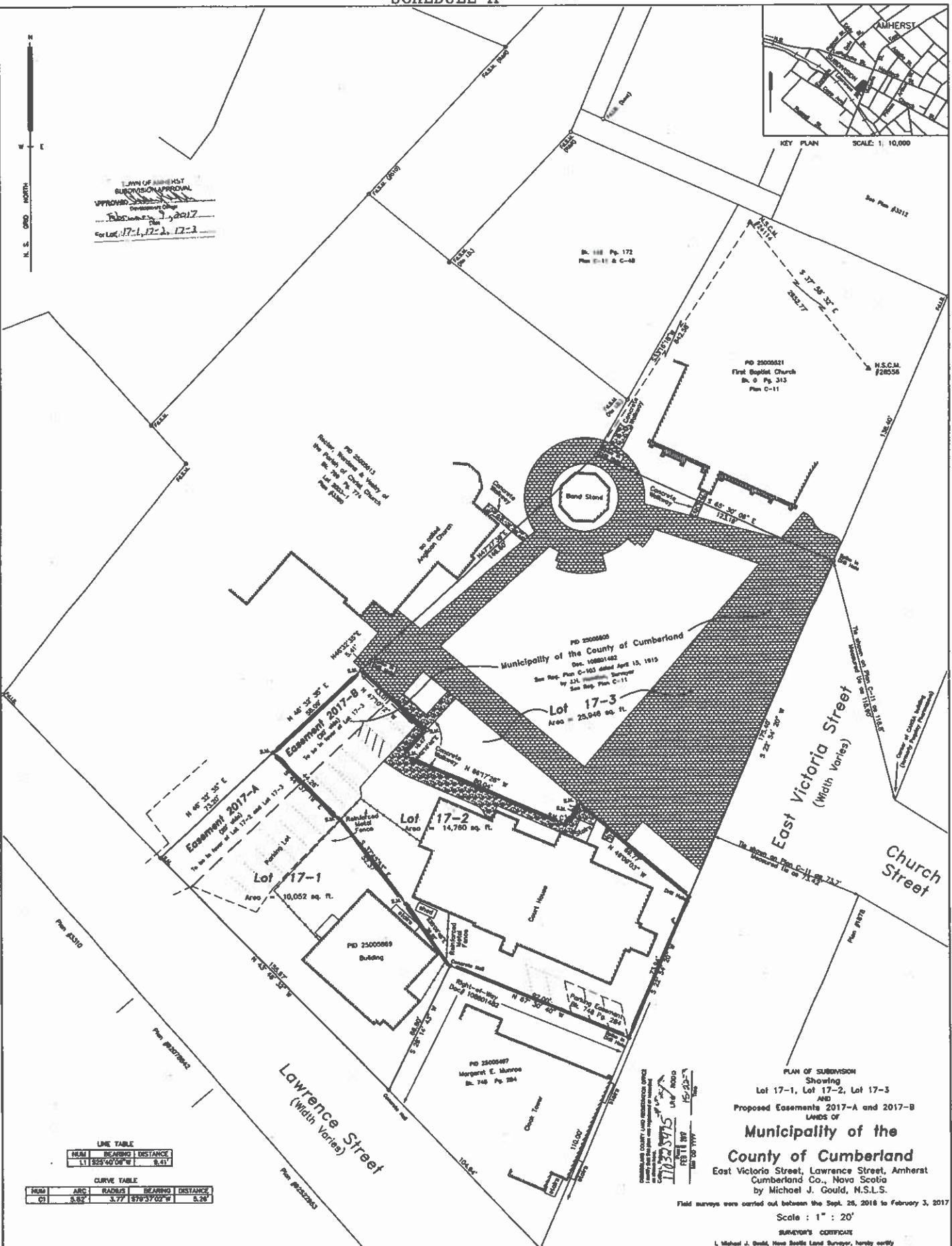
) Her Majesty the Queen in Right of
the Province of Nova Scotia represented
) in this behalf by the Minister of Transportation
and Infrastructure Renewal

) _____
) Authorized Signing Authority

SCHEDULE A



TOWN OF AMHERST
SURVEYOR GENERAL APPROVAL
APPROVED
Date: February 3, 2017
For Lots 17-1, 17-2, 17-3



LINE TABLE

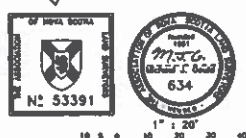
NUM	BEARING	DISTANCE
11	S25°50'04"W	8.61

CURVE TABLE

NUM	ARC	RADIUS	BEARING	DISTANCE
C1	5.82	3.77	S79°37'02"W	6.26

Legend
 (LP) denotes an iron pipe (LP) or iron bar (LB) found (No)
 (F) denotes a survey marker set or found followed by surveyors designation (J...)
 Lands dealt with by this plan shown thus: ---
 Easement dealt with by this plan shown thus: ---
 Distances shown are ground and are in feet and decimals thereof, and are between survey monuments unless otherwise indicated.
 Bearings (or Azimuths) are oriented to the N.S. Co-ordinate Grid (F.M.S. Zone 5 Central Meridian 64°30'W) and are based on RTK GPS.
 Ref. Monuments used: N.S.C.M.No.24114 N 5077460.000m E 5077460.000m
 N 5077460.000m E 5077460.000m
 N 5077460.000m E 5077460.000m

The purpose of this Plan is to subdivide the Lands of Municipality of the County of Cumberland (described in Doc. 108801482) to create Lots 17-1, 17-2 and 17-3. Proposed Easement 2017-A as shown on this Plan is to be conveyed for the benefit of Lot 17-2 and 17-3. Proposed Easement 2017-B as shown on this Plan is to be conveyed for the benefit of Lot 17-3.



PLAN OF SUBDIVISION
 Showing
 Lot 17-1, Lot 17-2, Lot 17-3
 AND
 Proposed Easements 2017-A and 2017-B
 LANDS OF
**Municipality of the
 County of Cumberland**
 East Victoria Street, Lawrence Street, Amherst
 Cumberland Co., Nova Scotia
 by Michael J. Gould, N.S.L.S.

Field surveys were carried out between the Sept. 25, 2016 to February 3, 2017
 Scale: 1" = 20'

SURVEYOR'S CERTIFICATE
 I, Michael J. Gould, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision, and that the survey and plan were made in accordance with the Land Surveyors Act, Regulations and Standards made there under.

Dated this 3th day of February, A.D. 2017
Michael J. Gould N.S.L.S.

Raynolds & Roberts Surveyors Ltd.
 23 LeFevre St. R. R. 2
 Amherst, N.S. Pictou County, N.S.
 B0T 1S0
 687-2017

Drawn by: 2. Ryan
 Job No. C-3349

SCHEDULE B

THIS LEASE made this 20th day of October, 1995.

BETWEEN THE TOWN OF AMHERST, a Municipal Corporation, situate in the County of Cumberland, Province of Nova Scotia

(TOWN)

- and -

HER MAJESTY THE QUEEN, in the Right of the Province of Nova Scotia, represented in this behalf by the Honourable Minister of Supply and Services

(PROVINCE)

WHEREAS the PROVINCE is the owner of a lot of land situate in Amherst aforesaid and bounded northerly by property of the Anglican Church of Canada, easterly by property of the First Amherst Baptist Church, southerly by the northerly margin of Victoria Street and westerly by the County Court House property, and known as Victoria Park and hereinafter called Victoria Park.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the premises and of the TOWN agreeing to care for and maintain Victoria Park in such condition that it will be an ornament and a place of beauty within the TOWN, the PROVINCE hereby demises Victoria Park to the TOWN.

TO HAVE AND TO HOLD the same unto the TOWN for a period of NINETY-NINE (99) YEARS commencing on the 1ST day of APRIL, 1995, and continuing on a year to year basis thereafter.

IT IS HEREBY FURTHER AGREED between the parties hereto that should Victoria Park or any part thereof be required by the PROVINCE for provincial purposes or the TOWN feels it is not in the best interest of the TOWN to maintain Victoria Park that this lease may be terminated by the PROVINCE or the TOWN upon twelve (12) months previous notice being given by either of the parties hereto to the other.

IN WITNESS WHEREOF TOWN OF AMHERST and HER MAJESTY THE QUEEN have caused this Lease to be executed by their respective officers duly authorized in that behalf.

TOWN OF AMHERST

Dorritt F. Amos.....
Witness

Shauna P. Burrows
Witness for the Minister
of Supply and Services

Joseph R. Gouche
MAYOR
.....
Macinnis
TOWN CLERK

Herald Malley
The Honourable Minister
of Supply and Services

SCHEDULE C

THIS LEASE made this 14 day April, 2016.

BETWEEN:

MUNICIPALITY OF THE COUNTY OF CUMBERLAND, a municipal body corporate, with Head Office at 1395 Blair Lake Road, Amherst, in the County of Cumberland, Province of Nova Scotia.

(hereinafter called the "LANDLORD")

OF THE ONE PART

- and -

HER MAJESTY THE QUEEN, in Right of the Province of Nova Scotia, as Represented by the Minister of Transportation and Infrastructure Renewal

(hereinafter called the "TENANT")

OF THE OTHER PART

WHEREAS the Tenant proposed leasing certain lands in an as is where is condition as currently used as a Court House and parking lot situated on property identified as PID 25005505, located at 54 VICTORIA STREET, AMHERST, CUMBERLAND COUNTY, containing an area of 39,000 square feet, more or less, herein referred to as "the Property", for the operation of a Court House and parking lot;

AND WHEREAS the Landlord agreed to leasing the Property for the purpose of operating a Court House and parking lot;

AND WHEREAS the Landlord and the Tenant hereby agree to enter into a Lease on the terms and conditions set out herein;

WITNESSETH that in consideration of the terms hereinafter contained the Landlord and the Tenant covenant and agree as follows:

THE LANDLORD hereby leases to the Tenant, at no cost, the Property, until such time as the Property is no longer required by the Tenant for the purpose set out herein.

THE LANDLORD AND TENANT agree that upon the Tenant no longer requiring the Property for the purpose set out herein, and upon giving SIXTY (60) DAYS written notice to the Landlord, the Tenant may terminate this Lease and return vacant possession of the building to the Landlord.

THE LEASE shall be for a period of ONE YEAR commencing on the 15th day of April, 2016 and continuing on a month to month basis thereafter.

SERVICES AND FACILITIES shall be supplied and/or paid for as follows:

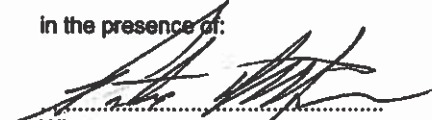
	Landlord	Tenant
Heat		X
Electricity		X
Water		X
Cleaning		X
Realty Tax		X
Building Maintenance		X
Snow Removal		X

THIS LEASE AGREEMENT constitutes the entire Lease Agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written, negotiations, representations, commitments, writing, agreements, and all other communications between the parties unless specifically addressed in the Lease Agreement.

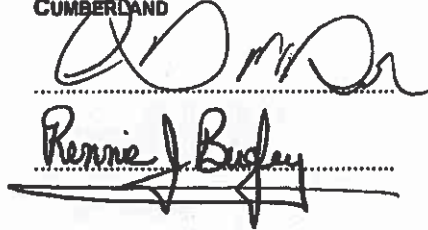
IN WITNESS WHEREOF THE MUNICIPALITY OF THE COUNTY OF CUMBERLAND and HER MAJESTY THE QUEEN IN THE RIGHT OF THE PROVINCE OF NOVA SCOTIA have caused this Lease to be executed by their respective officers duly authorized in that behalf as of the date first hereinabove written.

SIGNED, SEALED AND DELIVERED

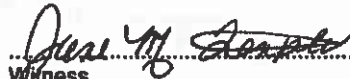
in the presence of:


.....
Witness

MUNICIPALITY OF THE COUNTY OF CUMBERLAND


.....
Rennie J. Bradley

HER MAJESTY THE QUEEN, in Right of the Province of Nova Scotia as Represented by the Minister of Transportation and Infrastructure Renewal


.....
Witness


.....

SCHEDULE E

PID 25500976

Registration County: CUMBERLAND COUNTY

Street/Place Name: EAST VICTORIA STREET / AMHERST

Title of Plan: PLAN OF SUBDIVISION SHOWING LOT 17-1, 17-2, 17-3 AND PROPOSED EASEMENTS 2017-A AND 2017-B LANDS OF MUNICIPALITY OF THE COUNTY OF CUMBERLAND EAST VICTORIA STREET, LAWRENCE STREET, AMHERST

Designation of Parcel on Plan: LOT 17-2

Registration Number of Plan: 110325975

Registration Date of Plan: 2017-02-10 15:22:29

TOGETHER WITH the benefit of a right-of-way for ingress and egress, for persons, animals and vehicles over lands now owned by Anthony J. Van de Wiel (Book 516, Page 86), said right-of-way running from the northwestern boundary of Victoria Street to the northern corner of the Van de Wiel lands and thence to the northeastern boundary of Lawrence Street and running along the Van de Wiel lands lying between the northeastern and northwestern side lines of the building on the said lands and the northeastern and northwestern side lines of said lands, said right-of-way having been reserved by the Municipality of the County of Cumberland in a conveyance made by it to Tony Van de Wiel dated June 5, 1988 which is recorded at the Registry of Deeds Office at Amherst, N.S. in Book 516 at Page 86.

SUBJECT TO an Easement granted to Anthony J. Van de Wiel by Deed dated June 15, 1988 to use and park vehicles in the first three parking spaces from Victoria Street located on the Grantors lands lying to the northeast of the lands now owned by Anthony J. Van de Wiel.

SUBJECT TO a Registration of Provincial Heritage Property at Book 444 Page 297.

TOGETHER WITH a 20 foot wide easement for vehicular and pedestrian access commencing at the eastern verge of Lawrence Street and running in a northeasterly direction across Lot 17-1 to the western bounds of Lot 17-2 as shown on a plan of subdivision entitled "Plan of Subdivision Showing Lots 17-1, 17-2, Lot 17-3 and Proposed Easements 2017-A and 2017-B Lands of Municipality of the County of Cumberland" prepared by Michael J. Gould, N.S.L.S., dated February 6, 2017, and registered at the Land Registration Office in Cumberland County on February 10, 2017 as Doc No. 110325975. This easement was reserved by the Municipality of the County of Cumberland in its Deed to 689637 N.B. Ltd. for the benefit of the lots owned by the Municipality identified as Lots 17-2 and 17-3 on the aforesaid Plan of Subdivision. Said Deed was registered on February 23, 2017, as Doc. No. 110369007.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: CUMBERLAND COUNTY

Registration Year: 2017

Plan or Document Number: 110325975

SCHEDULE F

PID 25500984

Registration County: CUMBERLAND COUNTY

Street/Place Name: EAST VICTORIA STREET /AMHERST

Title of Plan: PLAN OF SUBDIVISION SHOWING LOT 17-1, 17-2, 17-3 AND PROPOSED EASEMENTS 2017-A AND 2017-B LANDS OF MUNICIPALITY OF THE COUNTY OF CUMBERLAND EAST VICTORIA STREET, LAWRENCE STREET, AMHERST

Designation of Parcel on Plan: LOT 17-3

Registration Number of Plan: 110325975

Registration Date of Plan: 2017-02-10 15:22:29

TOGETHER WITH a 20 foot wide easement for vehicular and pedestrian access commencing at the eastern verge of Lawrence Street and running in a northeasterly direction across Lot 17-1 to the western bounds of Lot 17-2 as shown on a plan of subdivision entitled "Plan of Subdivision Showing Lots 17-1, 17-2, Lot 17-3 and Proposed Easements 2017-A and 2017-B Lands of Municipality of the County of Cumberland" prepared by Michael J. Gould, N.S.L.S., dated February 6, 2017, and registered at the Land Registration Office in Cumberland County on February 10, 2017 as Doc No. 110325975. This easement was reserved by the Municipality of the County of Cumberland in its Deed to 689637 N.B. Ltd. for the benefit of the lots owned by the Municipality identified as Lots 17-2 and 17-3 on the aforesaid Plan of Subdivision. Said Deed was registered on February 23, 2017, as Doc. No. 110369007.

***** Municipal Government Act, Part IX Compliance *****

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act
Registration District: CUMBERLAND COUNTY
Registration Year: 2017



COMMITTEE OF THE WHOLE

CDR# 2020031

Date: March 16, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: March 16, 2020

SUBJECT: **2020 Capital Paving Tender**

ORIGIN: 2020/21 Capital Budget

LEGISLATIVE AUTHORITY: 31700-001 Procurement Policy

RECOMMENDATION: That the award of the 2020 Capital Paving Tender (RFT-20-1) to the lowest compliant bidder, Costin Paving and Contracting, at their unit prices based on our estimated quantities in the total amount of \$ \$579,280 plus HST, be forwarded to the March 23, 2020 meeting of Amherst Town Council.

BACKGROUND: A tender for the 2020 capital paving program was issued with a closing date of February 27. The following two bids were received (non refundable taxes extra):

- Cumberland Paving \$ 595,770
- **Costin Paving and Contracting \$ 579,280**

DISCUSSION: The 2020 capital paving program, was approved by Council in the Capital Budget on January 27 2020. Award of the tender at the March meeting will allow for completion of the work prior to September 1, 2020.

FINANCIAL IMPLICATIONS: The approved 2020-21 capital paving budget was \$688,000 including non- recoverable taxes. The cost of the proposed work including non-refundable taxes is \$604,108 with funding approved in the 2020-21 Capital Budget. As the tender is a unit price contract based on estimated quantities the final cost will be determined by the actual quantities of material used.

COMMUNITY ENGAGEMENT: The Town issued a tender as per our Procurement Policy. A media release will be issued pending Council approval. Hand delivered written notices will be delivered to all affected residents and businesses prior to the start of projects.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to the award of this contract. The repaving of streets with asphalt will generate greenhouse gas emissions, however there is little alternative if our street infrastructure is to be maintained.



The material that will be removed through the pulverization process will be recycled for either road bed material or used in future work such as trails.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the award of this contract.

ALTERNATIVES: As both bidders were compliant with the tendering process Council has no alternative to awarding the contract to the low bidder, unless the project were to be cancelled altogether.

ATTACHMENTS:

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

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Kimberlee Jones, Municipal Clerk
DATE: March 16, 2020
SUBJECT: **ARHS Annual Bursaries and Scholarships**

Each year, as per the attached Policy 10350-19 Scholarships and Bursaries, the Town supports funding towards the post secondary educational objectives of graduating qualified Amherst students through the award of a scholarship or bursary.

Staff have been contacted by the ARHS Guidance Counsellor Wade Vansnick looking for confirmation that these will once again be issued this year in the same amounts currently set out in the Policy, and if someone representing the Town will be in attendance at the graduation ceremony scheduled for Monday, June 29th, 2020. A copy of the letters are attached.

DEPARTMENT: ALL TOWN DEPARTMENTS**TITLE:** **Scholarship and Bursary Policy**Minutes reference date: 28 April 2014 25 April 2016

PURPOSE:

To establish a policy to support funding towards the post secondary educational objectives of qualified Amherst students through the award of a scholarships or bursaries.

POLICY STATEMENT:

The Town of Amherst will fund the following annual scholarships and bursaries to Amherst Regional High School with a good academic standing. The students must be Amherst residents and be involved in extra-curricular activities. The Mayor or designate will participate in the selection committee at Amherst Regional High School:

1. Robert Angus Memorial Scholarship
An annual scholarship in the amount of \$1,500 will be awarded to an Amherst student graduating from Amherst Regional High School attending a recognized post-secondary degree granting institution to be paid directly to the institution in two equal instalments for the fall and spring semesters.
2. Norman Mansour Memorial Bursary
An annual bursary in the amount of \$1,000 will be awarded to an Amherst student graduating from Amherst Regional High School attending the Nova Scotia Community College, Cumberland Campus, to be paid directly to the institution.
3. Nova Scotia Community College Bursary
An annual bursary in the amount of \$500 to be awarded to an Amherst student graduating from the Nova Scotia Community College – Cumberland Campus to be paid directly to the student.
4. Francis Smith Memorial Bursary
An annual bursary in the amount of \$500 will be awarded to an Amherst student graduating from Amherst Regional High School who was either members of the SADD program or another drug awareness or prevention program within the community. The amounts will be paid directly to the institution. It is understood that the Amherst Police Association may, on an annual basis, provide an additional bursary with the same conditions.
5. Amherst Youth Town Council Bursary
An annual bursary in the amount of \$250 will be awarded to an Amherst student graduating from Amherst Regional High School who is a member of the Amherst Youth Town Council to be paid directly to the student.
6. W. A. Reid Memorial School Trust Fund
An annual amount of \$250 will be provided to Amherst Regional High School for the purchase of teaching aids and/or prizes for creative writing to grade 11 and 12 students, in accordance with the conditions of the will of W. Allister Reid, funded partially from the W. A. Reid Trust Fund.



Amherst Regional High School

190 Willow Street
Amherst, Nova Scotia B4H 3W5
Phone: (902) 661-2540 Fax: (902) 661-2535

February 19, 2020

Town of Amherst
C/O Mayor David Kogon
98 Victoria St. East
Amherst, N.S. B4H 1X6

Dear Mr. Kogon:

Re: Francis J. Smith Memorial Bursary

Thank you for the generosity shown in the past. If there are any changes please let us know as soon as possible by e-mailing at vansnickw@ccrce.ca or mapplebeckba@ccrce.ca

Last year 2019 Scholarship in the amount of \$500.00 was offered to a student(s) of ARHS.

For your information graduation night this year will be **Monday, June 29th, 2019**. If you or someone representing this scholarship is available to present it on Graduation night please include their name and contact number in your return information.

Thank you for your continued support.

Yours truly,

Wade VanSnick,
Guidance Counsellor



Amherst Regional High School

190 Willow Street
Amherst, Nova Scotia B4H 3W5
Phone: (902) 661-2540 Fax: (902) 661-2535

February 19, 2020

Town of Amherst
C/O David Kogon
PO Box 516
Amherst NS B4H 4A1

Dear Mr. Kogon;

Re: Town of Amherst- Robert Angus and Norman Mansour Memorial Scholarships

Thank you for the generosity shown in the past. If there are any changes please let us know as soon as possible by e-mailing at vansnickw@ccrce.ca or mapplebeckba@ccrce.ca

Last year 2019 Scholarships in the amounts of \$1500.00 and \$1000 were offered to 2 student(s) of ARHS.

For your information graduation night this year will be ***Monday, June 29th, 2020.*** If you or someone representing this scholarship is available to present it on Graduation night please include their name and contact number in your return information.

Thank you for your continued support.

Yours truly,

Wade VanSnick,
Guidance Counsellor

Subject: FW: Library Funding Update - Cumberland Public Libraries
Attachments: NS Public Libraries Core Services 2018.pdf; COM002-1053 Social Impact of Public Libraries Report.FINAL.pdf; CPL FF Summary.pdf

From: Somers, Lynn M <Lynn.Somers@novascotia.ca>
Sent: February 25, 2020 4:14 PM
To: Greg Herrett <GHerrett@amherst.ca>; cao@oxfordns.ca; rbugley@cumberlandcounty.ns.ca
Cc: Smith, Stephanie N <Stephanie.N.Smith@novascotia.ca>; Denise Corey (denise.corey@cumberlandpubliclibraries.ca) <denise.corey@cumberlandpubliclibraries.ca>
Subject: Library Funding Update - Cumberland Public Libraries

On behalf of Justin Huston, Deputy Minister, Communities Culture and Heritage:

I am pleased to share with you some good news from the provincial budget tabled today, Feb. 25.

The new library funding model will be implemented in the 2020-21 fiscal year with an increase of \$2 million in annual investment from the province. The budget also includes an additional \$500,000 for an annual, application-based grant program available to libraries for innovative new projects.

Although the one-year notice was provided to municipalities, as per the Municipal Government Act (MGA), municipal funding will remain at current levels for the 2020-21 fiscal year. We will use this time to collect data from the municipalities to determine their total operating contribution to libraries. That said, municipalities can opt to start paying the increases beginning in 2020-21. This is a local municipal decision, that would be agreed upon by the municipality and the regional library board.

Included with this letter are the funding fact sheets for your individual library regions, that outline the changes to provincial, municipal, and board funding with the new funding model. These documents were sent to municipalities prior to the municipal consultations in the winter of 2019.

The amounts on the fact sheets remain the same for all library regions, except for Eastern Counties Regional Library (ECRL) and Western Counties Regional Library (WCRL). The fact sheets for these two regions have been updated to reflect the sole provincial contribution of the French language and Equity grants, as per the requirements of the Libraries Act Funding Regulations. The distribution of funds for the Province, municipalities and the library boards for these two regions reflect this change.

We are also sharing the Core Services Report (2018) and Social Impact Study (2018) as requested. These documents have been foundational to the development of the new library funding model and provide the landscape for modern public libraries in Nova Scotia.

We hope to have the innovation fund open for applications this Spring. We will communicate that widely when ready.

Thank you sincerely for your input throughout the process. This is an investment that recognizes the valuable role libraries play in building stronger communities across the province. We look forward to continuing to work with the library community to ensure Nova Scotians have an equitable, sustainable and thriving library service for years to come. Thank you for your patience while we worked through the final stages of the funding review to achieve this very positive outcome.

If you have any additional questions, please contact Lynn Somers, Provincial Librarian, at lynn.somers@novascotia.ca, or 902-424-2455.

1

Sincerely,
Justin Huston
Deputy Minister

Nova Scotia Public Libraries: Core services and their impact on the province

May 31, 2018

Prepared by the Library Core Services Working Group

Executive Summary

Beyond providing traditional books and collections, Nova Scotia Public Libraries are uniquely positioned to support government's 2018/19 budget. The impact of their core services is in direct alignment with the budget's goal of strengthening important services and supports so all Nova Scotians have opportunities to grow and succeed.

Libraries strengthen the economy by

- ensuring our province's workforce has the skills they need to remain employable, which benefits their personal economic circumstances and also means they can contribute to the tax base (Core service: supporting and promoting reading and literacy)
- providing Nova Scotians—especially those in rural communities— with the technology, programming, reliable Internet, and one-on-one support needed to access education, training, and business opportunities (Core service: providing access to technology and supporting digital literacy)
- supporting the cultural and creative sectors by providing books, programs, tools, space, and equipment that helps create a thriving creative economy (Core service: preserving and promoting culture and creativity)
- providing the space, equipment, and information navigation needed for many start-up entrepreneurs and independent business people to succeed (Core service: providing safe physical spaces that encourage community involvement)

Libraries build more resilient communities by

- enhancing self-understanding, empathy, and awareness, which leads to more engaged, tolerant, safer communities (Core service: supporting and promoting reading and literacy)
- reducing the digital divide and ensuring all members of the community, including the vulnerable, those on low or fixed incomes, in shelters or housing insecure, and seniors, have safe, equal access to technology and the Internet (Core service: providing access to technology and supporting digital literacy)
- being culture hubs—places where people of all backgrounds, ages, genders, and abilities intersect to celebrate and share their history, genealogy, stories and more—thus building connection and compassion (Core service: preserving and promoting culture and creativity)
- being a trusted “third place”—neutral ground where people and ideas come together in a safe environment and where challenging conversations can happen (Core service: providing safe physical spaces that encourage community involvement)

Libraries promote personal health and well-being by

- providing programs and resources that build health literacy, food literacy, and the ability to access and understand health information (Core service: supporting and promoting reading and literacy)

- providing the access, friendly support, and service that helps people get the information they need to take responsibility for their health (Core service: providing access to technology and supporting digital literacy)
- encouraging physical activity, creative expression, exposure to the arts, and social interaction (Core service: preserving and promoting culture and creativity)
- being a physical refuge for those seeking shelter and support (Core service: providing safe physical spaces that encourage community involvement)

Nova Scotia Public Libraries change lives for the better. Through thoughtful investment and continued partnerships, they will continue to have a positive impact on the lives of the citizens of our province for generations to come.

Introduction:

Nova Scotia Public Libraries have seen many changes since they were first formed in 1937¹, but perhaps none as radical as the past two decades.

While some may have predicted people would need libraries less often as a result of the Internet age, the opposite has been true.

In fact the public's needs and expectations of what the library should deliver are more diverse, urgent, and complicated than ever before.

Today, people come for help with technology because their job has changed and they need new skills to stay employed; for language support so they can integrate into a new society; for parenting skills so they can raise their families; and for help finding social services because they don't know where else to go.

They come for help sorting fact from fiction in an increasingly complex world. And many come because libraries are a warm, welcoming place that won't turn them away.

People come to libraries to explore art, music, science, traditions, spirituality and everything in between, and to delight in human contact that feeds the soul. They also come for what might seem like entertaining programming, and leave better able to care for themselves.

Nova Scotia's Public Libraries' historic role may have been to provide access to books and vibrant collections, but it has evolved—and continues to do so—to provide access to the tools, support, information, and social connections that spans a lifetime.

They do that through their core services of

- supporting and promoting reading and literacy
- providing access to technology and supporting digital literacy
- preserving and promoting culture and creativity
- providing safe physical spaces that encourage community involvement

In its 2018/19 budget, the Nova Scotia Government focused on strengthening important services and supports so all Nova Scotians have opportunities to grow and succeed.

The plan identified four pillars supporting that goal:

- healthy people and communities
- investing in early years and education
- safe and connected communities
- inclusive economic growth

¹ Bateson, N. *Library Survey of Nova Scotia*. 1938.

Nova Scotia Public Libraries' core services are in full alignment with those pillars. This document demonstrates how.

Core service: Libraries Support and Promote Reading and Literacy

The benefits of reading and literacy extend to every aspect of a person's life from cradle to grave. Without them, how could anyone fill out a credit application? Follow the instructions on a medicine label? Vote? Prepare a recipe? Read to a grandchild?

Yet, in 2014, Nova Scotia earned a "D" grade from the Conference Board of Canada for the number of adults in the province with inadequate literacy skills.²

Nova Scotia needs to do more to support reading and literacy, and Nova Scotia Public Libraries are uniquely positioned to help.

Libraries provide much more than a diverse collection of books and resources in a variety of formats. They provide the support and access that unlocks the possibilities within those collections.

They understand that people learn by reading, seeing, doing, and sharing, and have programs that are designed to stimulate, engage, and connect in all those ways.

Most importantly, libraries have staff who know and care about their communities and take a personal interest in helping each person who comes into the library succeed. Age, background, and status do not matter. Everyone is equal, and equally welcome at the library.

By promoting reading and literacy, libraries have an impact on our province's economy, communities, and well-being in the following ways.

Strengthening the economy

Literacy is the foundation for economic prosperity.

Nova Scotian employers need a workforce that has the right skills for today, and also has the capacity for life-long learning so they can gain the skills needed for tomorrow.

The unemployment rate for people with low levels of literacy is about 26 per cent.³

Library literacy programs, including digital skill and language development, help Nova Scotians of all ages and backgrounds enhance their employability. This includes

² The Conference Board of Canada. "Adults With Inadequate Literacy Skills." The Conference Board of Canada - Economic Forecasts, Public Policy, and Organizational Performance. Accessed May 29, 2018. [http://www.conferenceboard.ca/\(X\(1\)S\(5e5o4o4arsseet1ppcbasp0dp\)\)/hcp/provincial/education/adlt-lowlit.aspx?AspxAutoDetectCookieSupport=1](http://www.conferenceboard.ca/(X(1)S(5e5o4o4arsseet1ppcbasp0dp))/hcp/provincial/education/adlt-lowlit.aspx?AspxAutoDetectCookieSupport=1).

³ Literacy Nova Scotia. "Literacy and employment." Literacy Nova Scotia. Accessed May 29, 2018. <https://www.literacyns.ca/factsheets/Fact4.pdf>

newcomers to the province, who represent an opportunity for employers to fill skills gaps, diversify their workforces, and leverage cultural connections to open new markets.

Investing in literacy saves the province money. “The 2011 report *From Poverty to Prosperity: Literacy’s Impact on Canada’s Economic Success* placed the annual savings in social assistance alone of raising every Canadian adult to Level 3 literacy at \$542M.”⁴

Furthermore, a more productive population benefits the province through contributions to the tax base.

Improved literacy has an impact on people’s personal economic well-being as well. A Statistics Canada study, *Insights on Canadian Society: The Association Between Skills and Low Income*, noted:⁵

- the median household income for individuals who were in the lowest category of literacy proficiency (level 1 and below) was \$49,700, compared with \$84,600 among those who were in the two highest categories (level 4 and level 5).
- among individuals in the lowest category of literacy proficiency in 2012, 29% were in a low-income household (households whose income is below the after-tax Low Income Measure), compared with approximately 8 per cent for those in the two highest categories.

Nova Scotia Public Library reading programs encourage all family members regardless of age to read together—setting an example and a habit that will benefit the family for generations to come.

Building more resilient communities

By providing access to a full range of supports that build literacy and other skills, Nova Scotia Libraries are also helping to build more engaged, tolerant, safer communities.

Studies have found that reading for pleasure enhances self-understanding and empathy.⁶

⁴ Frontier College. "2017 National Forum on Literacy and Poverty." Frontier College. 2017. Accessed May 29, 2018. <https://www.frontiercollege.ca/getattachment/6f6bd77f-043f-4ce3-96a0-9a2ec2902d73/Discussion-Paper-Literacy-and-Poverty-by-Frontier.aspx>.

⁵ Statistics Canada. "Insights on Canadian Society - The Association between Skills and Low Income." *Agricultural Water Use in Canada*. February 24, 2016. Accessed May 29, 2018. <https://www.statcan.gc.ca/pub/75-006-x/2016001/article/14322-eng.htm>.

⁶ The Reading Agency. "Literature Review: The Impact of Reading for Pleasure and Empowerment." Neil Gaiman Lecture in Full: Reading and Obligation | Reading Agency. 2015. Accessed May 29, 2018. <https://readingagency.org.uk/resources/2277/>.

Conversely, low literacy and crime are related: 79 per cent of Canadians entering correction facilities don't have a high school diploma but literacy programs have proven to work, reducing recidivism by up to 30 per cent.⁷

Having literacy skills also increases a person's political and social participation, thus contributing to the quality of our democracy as well as our political, social, and civic engagement.

Promoting personal health and well-being

Library reading programs are about much more than study and self-entertainment. They literally improve people's physical and mental health.

Research has shown that children and adults who read for pleasure are happier and more confident. Reading can reduce stress and depression and build a sense of empowerment.⁸

Improved literacy levels help with everything from parenting skills and raising children to making informed decisions about their health.

Health literacy includes understanding basic health and medical terminology, as well as being able to understand instructions and protocols. This is essential when talking to a medical professional and taking medication. A person needs to be able to read and understand medication instructions and health information, and fill out consent and personal health forms, in order to get the full benefit of medical attention. This is especially true when English is not the first language.

Food literacy means being able to choose, prepare, and eat food that meets nutritional needs. "Food literacy—like learning to read—is a skill that needs to be taught, developed, and nurtured beginning at an early age."⁹

According to *Thrive! A plan for a healthier Nova Scotia*, "one in three [Nova Scotian] children and youth is overweight or obese, and rates of unhealthy eating, sedentary behaviour, and inactivity are much higher."¹⁰

⁷ Police ABC. "Target Crime with Literacy." Policeabc.ca. 2008. Accessed May 29, 2018. <http://policeabc.ca/>.

⁸ The Reading Agency. "Reading for Pleasure Builds Empathy and Improves Wellbeing, Research from The Reading Agency Finds." Neil Gaiman Lecture in Full: Reading and Obligation | Reading Agency. 2015. Accessed May 29, 2018. <https://readingagency.org.uk/news/media/reading-for-pleasure-builds-empathy-and-improves-wellbeing-research-from-the-reading-agency-finds.html>.

⁹ Nourish Nova Scotia. "Food Literacy." Menu. 2018. Accessed May 29, 2018. <https://nourishns.ca/program-resources/food-literacy>.

¹⁰ Province of Nova Scotia. "Thrive! A Plan for a Healthier Nova Scotia." Province of Nova Scotia. 2012. Accessed May 29, 2018. <https://thrive.novascotia.ca/sites/default/files/Thrive-Strategy-Document.pdf>.

While there was a time when eating in the library was unacceptable, Nova Scotia Public Libraries are now increasingly a place for enjoying and sharing food, and a source for food literacy development—something that is also important for helping people stay connected with their culture and being able to share it with others.

Finally, economic well-being often drives social and physical well-being. According to *Thrive! A Plan for a Healthier Nova Scotia*¹¹ an estimated 75 per cent of the factors that determine health lie outside the health-care system. These include education and literacy levels which affect job opportunities; and the environmental, social, economic, and cultural conditions of our society and communities.

¹¹ Province of Nova Scotia. "Thrive! A Plan for a Healthier Nova Scotia." Province of Nova Scotia. 2012. Accessed May 29, 2018. <https://thrive.novascotia.ca/sites/default/files/Thrive-Strategy-Document.pdf>.

Core Service: Libraries Provide Access to Technology and Support Digital Literacy

The Nova Scotia High-speed Internet Initiative states: “Access to quality Internet service is essential for living, working and competing in a digital world. It's an important part of delivering many of the services that matter most to Nova Scotians – health care, education and services for our most vulnerable citizens.”¹²

However, according to the Nova Scotia Department of Business’s *Review of Alternatives for Rural High Speed Internet*, 15 to 20 per cent of Nova Scotian households lack access to high-speed Internet.

In the Corporate Research Associates study, *Determining the Social Impact of Nova Scotia’s Public Libraries: Public Perception Study* (February 2018), 82 per cent of respondents said “having access to public computers, Wi-Fi, and high-speed Internet” was one of the important services offered by their regional public library.

Physical access to equipment and Wi-Fi is only one part of the digital divide— individuals need to know how to use them. Library staff provide one-on-one support and training and develop programming that help members of the community build their skills and confidence to operate the technology and navigate the Internet.

The digital world is constantly changing. Technology and platforms that seemed revolutionary ten years ago are antiquated today. Expectations of what that world can provide also never plateaus; Nova Scotians increasingly need the Internet to gain education and employment, to access government and financial services, to maintain their health, to start and grow their own businesses, and more.

Libraries keep pace with those changes by constantly keeping up with technology trends, updating programming, and encouraging lifelong learning.

By supporting digital literacy, libraries have an impact on the province’s economy, communities, and well-being in the following ways:

Strengthening the economy

Some studies suggest that every three years, 50 per cent of all workplace skills change, leaving businesses with a shortage of qualified employees and Nova Scotians who lack those skills without work.¹³

¹² Province of Nova Scotia. "Nova Scotia High-Speed Internet Initiative." Province of Nova Scotia. October 20, 2014. Accessed May 29, 2018. <https://novascotia.ca/business/internet/>.

¹³ EMP Solutions. "Employer Services." Nova Scotia Works - Employment Services Centre. Accessed May 29, 2018. <https://empsolutions.ca/employer-services/>.

Also, some forms of education—such as distance or continuing education—are offered exclusively online.

Libraries help close these gaps by providing the technology, programming, and one-on-one support Nova Scotians need to access the education and training they need to gain and maintain employment. Best of all, they provide it right in the person's home community, so there is no need for them to re-locate.

Libraries also connect Nova Scotians to new opportunities. The decline of print newspapers, in terms of both availability and subscribers, means the loss of a traditional job forum. These days, positions are advertised online, giving employers and job seekers alike a much larger field of opportunity.

Small and start-up businesses often don't have the means right away to procure their own office space. Many virtual businesses never want space or need it. All of them need a place to work, to access Wi-Fi, and to meet with prospective clients, partners, and potential employees. This is especially true for Nova Scotian businesses that have challenges getting reliable high-speed Internet in their own community.

Libraries provide free high-speed Internet access, Wi-Fi, and technology support. In rural centres, this is often the best quality connection in the community. Libraries also provide space and equipment essential to small business. Some libraries even have coffee.

Building more resilient communities

Inconsistent, or non-existent, access to technology leads to inequality in society. Libraries are safe, welcoming spaces. They support digital literacy for all member of the community, including the vulnerable, those on low or fixed incomes, in shelters, or those who are housing insecure.

Shift: Nova Scotia's Action Plan for an Aging Population recognizes that "challenges such as access, cost, literacy, and comfort with the technology are factors in the isolation of older adults."¹⁴ Libraries provide free access to technologies and have been teaching seniors how to use computers, tablets and mobiles for the past few decades. The demand for this support remains strong.

More and more businesses and organizations—including government—are reducing their physical infrastructure and moving their services online. Libraries provide reliable access and in-person support for Nova Scotians who want to renew or pay for licences and permits; apply for birth, marriage or death certificates; renew vehicle permits, pay fines and tickets; make payments to provincially monitored services, and more.

¹⁴ Province of Scotia. "SHIFT: Nova Scotia's Action Plan for an Aging Population." Province of Nova Scotia. December 10, 2017. Accessed May 29, 2018. <https://novascotia.ca/shift/shift-action-plan.pdf>.

Promoting personal health and well-being

Libraries provide access to research and programming that helps people get more information about, and take more responsibility for, their health.

This is especially critical in areas where Nova Scotians don't have easy access to a physician.

Also for a growing number of Nova Scotians, access to health care requires access to the Internet: "The government, in an effort to improve the effectiveness and efficiency of service delivery continues to expand healthcare, educational, and general services over Internet-based channels, which requires effective connections and bandwidth to access them."¹⁵

Libraries provide the connection, and the friendly support and service that helps people understand the information they receive.

Social health is important, too. Age and distance may drive families and friends apart, but social media and other forms of online communication, such as email and Skype, can help keep those linkages alive. Libraries provide democratic access to the technology along with the help so people can learn how to use it.

¹⁵ Province of Nova Scotia. " Review of Alternatives for Rural High Speed Internet." Province of Nova Scotia. 2016. Accessed May 29, 2018. <https://novascotia.ca/business/docs/Broadband-Deliverable-Report.pdf>.

Core Service: Libraries Preserve and Promote Culture and Creativity

Today, when you walk in a library, you see art hanging on the walls. You may also see a local author giving a reading in a corner, or a musician explaining her songwriting process to a group of rapt listeners. In another spot, a craftsperson is teaching his skill to the next generation.

Nova Scotia Public Libraries are vibrant, flexible, welcoming spaces where people can connect with arts, literature, music, and creativity. Through libraries, everyone can explore and share cultural identity, traditions, language—sometimes even food.

These experiences enrich lives and help develop a sense of place and individual well-being.

By preserving and promoting culture and creativity, libraries have an impact on the province's economy, communities, and well-being in the following ways:

Strengthening the economy

Culture and creativity help drive successful economies and communities. "Places with thriving cultural sectors attract people and business because they are great places to live, raise families, and work"¹⁶

Libraries support those cultural sectors by providing the books, programs, tools (such as 3D printers and recording studios) and physical spaces that result in people developing new skills, techniques, and connections that can lead to cottage industries, side businesses, and, ultimately, small businesses.

Libraries also represent infrastructure that attracts businesses and residents to an area, thus helping to create a thriving economy on a local scale.

Building more resilient communities

Libraries are critical to having a well-rounded, accepting community.

Nova Scotia is made up of diverse cultures: the Mi'kmaw, African Nova Scotians, Acadian, English, Gaelic and others. Each year Nova Scotia welcomes more immigrants and refugees.

¹⁶ Province of Nova Scotia. "Nova Scotia's Culture Action Plan: Creativity and Community." Province of Nova Scotia. February 22, 2017. Accessed May 29, 2018. <https://novascotia.ca/culture/Culture-Action-Plan--English.pdf>.

Along with these diverse cultural backgrounds, the province’s population also includes persons of differing physical and mental abilities, gender identities, and ages, as well as those who are vulnerable or housing insecure.

Libraries are open, free, and welcoming to all members of the community, respecting the dignity of all. This creates an opportunity for the full community to interact, participate in community life, encounter different perspectives, and develop empathy and compassion.

Libraries are also culture hubs—the keepers of local history and special collections, genealogy, plays, music, and more. Programs and services encourage interaction and knowledge sharing. These are experiences that challenge attitudes and foster understanding.

This is especially important for newcomers looking to establish a sense of belonging and acceptance. Libraries are often their entry point, helping them integrate into the community by being a source for everything from language services, navigation assistance, to something as simple as providing a place for children to play and make new friends.

In CRA’s *Determining the Social Impact of Nova Scotia Public Libraries* study, 77 per cent of respondents rated libraries and our services as “highly important to them personally,” 90 per cent said the library “enriches community,” and 75 per cent of respondents rated libraries as “an important meeting place for newcomers.”

Promoting personal health and well-being

Libraries provide access to so many factors that promote personal well-being.

Their welcoming spaces and free programs and services encourage human interaction, physical activity, and creative expression. People can drop in to play games, learn a new hobby, catch up with friends, listen to music, borrow sports and recreation equipment, join a makerspace, and more. Having this resource is important to all Nova Scotians, but is particularly critical in a province with one of the oldest populations in Canada.

“Keeping older adults socially connected has been described as the number one emerging issue facing seniors in Canada. Social isolation is commonly defined as a low quantity and quality of relationships with others. Poor health can lead to social isolation; it can also be a result of social isolation.”¹⁷ Further, according to the chief

¹⁷ Province of Scotia. "SHIFT: Nova Scotia's Action Plan for an Aging Population." Province of Nova Scotia. December 10, 2017. Accessed May 29, 2018. <https://novascotia.ca/shift/shift-action-plan.pdf>.

office of Age UK, “social isolation could be worse for a person’s health than smoking fifteen cigarettes a day.”¹⁸

Exposure to art is also important to well-being at any age, and libraries ensure that all members in the community have access to its benefits. Where an art gallery or symphony may require paid admission, and also might be intimidating to some, libraries offer everyone a free opportunity to engage with the arts. And no one has to dress up.

Libraries organize performer tours that expose children and families to art opportunities they may not otherwise have had. Libraries also support local and emerging authors, poets, spoken word artists, musicians, visual artists, and more by making their work available and providing them with a stage.

Exposure to the arts makes people think. It opens our minds, sometimes challenges us, and invites new questions. Best of all, art is not dependent on language—it transcends barriers.

¹⁸ Mead, Rebecca. "What Britain's "Minister of Loneliness" Says About Brexit and the Legacy of Jo Cox." *The New Yorker*. January 31, 2018. Accessed May 29, 2018. <https://www.newyorker.com/culture/cultural-comment/britain-minister-of-loneliness-brexit-jo-cox>.

Core Service: Libraries Provide Safe Physical Spaces that Encourage Community Involvement

Nova Scotia Public Libraries play an important role as “third places” in our province.

Sociologist Ray Oldenburg coined the term “third places” to describe the places where people gather that are neither their homes (“first place”) nor their work (“second place”).

Oldenburg further describes them as “providing the foundation for a functioning democracy, these spaces promote social equity by leveling the status of guests, providing a setting for grassroots politics, creating habits of public association, and offering psychological support for individuals and communities.”¹⁹

The citizens of Nova Scotia already see public libraries as the third places in their lives. In the 2018 CRA study *Determining the Social Impact of Nova Scotia’s Public Libraries*:

- 95% of participants said the library provided a safe and welcoming place for everyone
- libraries as a meeting place/place for people to meet ranked in the top three of Most Important Things about Public Libraries

Beyond being a trusted, neutral space that is both physically and socially accessible, libraries are important third places because of the other roles they fulfill. Today’s library staff are often ad hoc social workers and service/information navigators, providing programming, events, and support that have a direct impact on our province’s economy, our communities’ resiliency, and our citizen’s health and well-being.

Strengthening the economy

For many start-up entrepreneurs and independent businesspeople, libraries provide space for working, meeting, and collaborating, along with equipment and technology. Library staff are information professionals able to help navigate anything from completing incorporation paperwork to small business finance, to research needed for a business plan.

Libraries are also desirable infrastructure in a community: both businesses and residents are attracted to locations that feature a library, resulting in a stronger local economy. Real estate agents mention public libraries along with schools as being positive selling features for home and retail locations.

Nova Scotia’s creative economy is also strongly supported by libraries. Libraries provide public space to showcase writing, art, music, and dance, along with studio and

¹⁹ Oldenburg, Ray. *Celebrating the Third Place*. New York: Marlowe & Compant, 2001.

recording facilities for artists. They give communities and people a place to celebrate and learn about culture through cultural displays and programs and the promotion of cultural collections.

Building more resilient communities

As trusted third places, libraries are neutral ground where people and ideas intersect and both facilitated and informal challenging conversations happen. This builds engagement, understanding, and knowledge in the community.

They are social hubs where status does not matter, and, as such, are catalysts for building relationships between people who otherwise may not meet.

This includes the most vulnerable and those, like seniors, who are often at risk of being socially isolated. The library is the place where these people are visible, welcome, and able to interact with others on an equal basis. Their very presence opens eyes and minds around them to issues that might otherwise have gone unnoticed.

Promoting personal health and well-being

Today's library uses space to focus on a full spectrum of human needs.

Libraries use their space to expose people to art and culture and also invite participation—an experience that can enrich lives and individual well-being.

They use their space for programming on topics that benefit all members of the community at all stages of their lives—including challenging times and times of transition.

Libraries are often the first place people go to sort out fact from fiction, and to find credible, relevant information on their personal situations.

They are a physical refuge for those seeking shelter. Libraries provide a safe, dignified place with amenities not freely available elsewhere.

Libraries promote social connection and reduce isolation by giving people—including those on fixed or low incomes—a place to go and participate in programs, events, and activities for all ages. They're also a place to be socially antisocial—if someone doesn't want to participate, they are welcome to just be by themselves while still gaining the benefit of the energy and activity around them. One can choose to be alone in a library, and be comfortable doing so.

The library is an oasis filled with assets and professionals that all have one goal: helping the people of our communities lead happier, healthier lives so they can achieve their full potential.

In Closing

Through their core services, Nova Scotia Public Libraries support every person in the province at every stage of their lives.

Libraries help them to become literate, connected, lifelong learners to

- improve themselves and their opportunities
- realize their full potential
- celebrate their heritage and that of others
- lead healthier, happier lives
- be engaged citizens

In short, libraries change lives for the better, and that is a benefit that ripples out across the province.

Through thoughtful investment and continued partnerships, Nova Scotia Public Libraries will continue to have a positive impact on the lives of the citizens of our province for generations to come.

Appendix: Case Studies and Illustrations

Core Service: Supporting and promoting reading and literacy

The programs, services and stories below highlight some ways that libraries support reading and literacy:

- Shelburne and Yarmouth branches host free Super Nova camps for kids, which provide STEM (science, technology, engineering and math) learning opportunities over the summer months. The libraries provide the space and support where needed. University students gain employment experience by conducting the programs.
- Cape Breton Regional Library's Babies & Books programs include rhymes, stories, songs, and activities. The program supports early literacy and allows parents of young children to meet and converse, something that often results in new friendships. As one parent recently said, "My son met his best friend in Babies & Books – 11 years ago!"
- Adopt A Library/Wow Reading Challenge is a provincewide crime prevention initiative that includes a friendly challenge among schools to see how much can be read.
- Libraries partner with Read to Me to promote the benefits of early literacy and library programming to new parents across the province.
- The Caisse Populaire de Clare partnered with the library to provide information sessions on personal finances that helped people learn how to budget, avoid fraud, and keep their money safe, as well as the importance of filing income taxes. This dovetailed nicely into the programs for seniors and low-income earners who benefited from the Volunteer Income Tax Assistance Program.
- CART (Children and Adults Reading Together), an 8 week preschool program that is designed to teach pre-literacy skills to children and to teach their parents to continue encouraging these skills at home, is undergoing changes to accommodate the availability of more pre-primary programs in Cumberland County.
- Cape Breton Regional library loans snowshoes, cross-country skis, tennis racquets, walking poles and other fitness related equipment which are made available through partnerships with health and recreation organizations. This is an important opportunity for patrons who may not be able to afford to purchase equipment or do not want to invest in equipment when they were not sure if they would like the sport.
- Pictou Antigonish Regional Library has partnered with local fitness facilities to loan fitness passes.
- Halifax Public Libraries partners with Saint Mary's University to offer public access to university classes every term. Registered students and members of the general public enjoy learning about topics as diverse as Islam or Bollywood.
- Libraries partner with local correctional facilities to improve inmates' reading abilities.

Core Service: Providing access to technology and supporting digital literacy

The programs, services and stories below highlight some ways libraries support access to technology and the promotion of digital literacy:

- Pictou Antigonish Regional Library's partnership with Riverview Residential Home provides equipment and training to adults with intellectual and physical disabilities.
- Having a Maker Lab in the community means there is now a free space to create, invent and learn in a safe environment. Some programming examples include:
 - 3D printer programs.
 - Youth coding and science-based programs.
 - Computer training programs. For people who struggle with computers or those falling into the +65 age range

Core Service: Preserving and promoting culture and creativity

The programs, services and stories below highlight some ways libraries support culture and creativity:

- Cape Breton has a Storyteller-in-Residence program, where the library is a partner in hosting storytelling events and workshops. These sessions were very popular across the region, were intergenerational, and sparked a lot of discussion and interest in local history and lore. This resulted in many positive outcomes, including a DVD and the Isle of Story Festival.
- Film director Cory Bowles spoke in the library about his success and failures as part of the African Heritage Month programming. More than 100 people came to the talk.
- Participants made clay figures and used the library's camera to take pictures and then edited them into short movies.
- Stewiacke's teen group made a movie about recycling called *Trashy the Trashman*, which was entered into the Viewfinders International Film Festival for Youth and won 2nd place. The youth wrote, directed, and filmed the movie themselves. Today, it's available on YouTube.
- Teens at Halifax Central Library have created a podcast using the library's media studios called *It Came from the Second Floor*.
- During Pride Week in 2017, the library had a representative from the Mi'kmaq community talk about Two-Spirit Peoples. The library also hosted a Pride Storytime that was attended by nearly 50 people.

Core Service: Providing safe physical spaces that encourage community involvement

The programs, services and stories below highlight some ways that a library's physical space impacts individuals and communities:

- Winner of the national 2014 Great Places Award, "People's Place," the Pictou-Antigonish library collaborated with the community to build a library that meets the needs of the community.

- Sarah, a young woman in her 20s, (not her real name) recently told a staff member that she came to the library daily when she was in her teens. Her family was going through a very difficult time, and for Sarah the library was a place where she could feel safe. She said she didn't know what would have happened to her had she not had the library.
- The Eastern Counties Regional Library has seven community gardens focused on growing food that can be shared with library users.
- Members of the Truro Police Service gave a talk about bullying and what to do if a child is being targeted for this behaviour. The session generated much discussion amongst the parents. One parent, whose son was the bully, said she had been at a loss as to how to handle it. The other parents in attendance got to see how complex an issue bullying can be.
- A Climate Change presentation at the Annapolis Valley Regional Library gathered 10 per cent of a town's population and resulted in a town-formed Environmental Advisory Council.
- Free tax help is available at libraries for low-income taxpayers. Tax volunteers help complete tax forms.
- Death Cafes are frank conversations about preparing for eventual death to the fore. People are encouraged to think about, and prepare for, the business of leaving this life and the impact it would have on others. The grieving process, the emotional impact, as well as the practical and financial impact of death are explored.
- Libraries have partnered with local grocery stores to offer healthy cooking classes.
- A woman with challenges/barriers helps with the library's Toddle and Tumble program. The library benefits from the extra help with crafts and snack preparation, and the volunteer has a meaningful experience and gets out in the community more often.
- Halifax Public Libraries have been providing programs and entertainment, free Wi-Fi and information support alongside the Mobile Food Market, a bus that travels to areas of Halifax that have poor access to healthy food.
- Libraries are a partner in the YREACH program providing information, orientation and settlement support to immigrants and temporary foreign workers and their families who are new to communities across the province of Nova Scotia and helping to build awareness and understanding among cultures.

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Determining the Social Impact of Nova Scotia's Public Libraries Public Perception Study

February 2018

Prepared by:



Study Objectives & Methodology

Nova Scotia's nine regional public libraries offer services across 80 branches, in communities throughout the province. These branches are an integral part of communities, regardless of size, supporting personal learning and literacy, across ages and backgrounds. Moreover, these libraries support culture and communities by acquiring resources in multiple formats and making accessible books, materials and information and technology, and provide a wide array of programs and services, and support opportunities for community engagement and collaboration.

To provide a broad assessment of the social impacts of public libraries in Nova Scotia Communications Nova Scotia (CNS) and Communities, Culture and Heritage commissioned Corporate Research Associates Inc. to undertake a public perception study with residents across the province. In particular, this study aimed to understand how residents use the public library system, and examine the cultural, social and educational impacts libraries have for users, their families and their communities. Accordingly, this survey included only those who had visited a public library, or used the services of a public library, within the past 18 months.

To meet study objectives, and provide a statistically reliable measure of public opinion, a random telephone survey was conducted with residents aged 16 years or older. A total of 1,005 random surveys were collected with residents who had visited a public library in Nova Scotia or used public library services within the past 18 months.

The following report presents the findings of the study and includes an executive summary of results, as well as a detailed analysis of findings.

Random Telephone Survey

- 1005 completes
- Residents who had recently visited a public library or used a public library service
- The survey was available in English only

Field Dates & Survey Length:

- November 1st - November 29th, 2017;
January 18th - February 8th, 2018
- Fourteen (14) minutes

Findings from the **Social Impact of Nova Scotia's Public Libraries – Public Perception Study** show that Nova Scotia's public libraries are positively perceived and hold considerable importance to those who use them, particularly for those living outside the Halifax region. Respondents generally believe that the public library meets an important need of the community.

Nova Scotia's public libraries are a staple among those who use them. Public libraries are visited frequently by library goers, and usage is generally consistent across the province. In fact, survey respondents most often last visited the library at least monthly, if not more frequently. The use of public library services outside of a library building, such as downloading books, using the library website or an outreach program is common. That said, services available outside of a library building are used far less frequently than services used within the building. Nova Scotia's public libraries may want to consider promoting the services available outside of library buildings in order to increase overall usage. In terms of visiting public library branches, library goers primarily visit the public library alone, though it is not uncommon for a library visitor to be accompanied by a child.

Books and reading materials are the cornerstones of Nova Scotia's public libraries, highlighting the importance of Nova Scotia's public libraries maintaining or expanding collection offerings. Having access to books is the top mention to explain why public libraries are personally important, as well as the most important thing about public libraries both personally and for the community. Further, borrowing books is the main purpose library users visit a public library, though some interesting regional variations can be noted. Specifically, residents of Central Nova Scotia are more likely than those living elsewhere to report visiting a library with the purpose of using a computer. Not surprising then, these residents also place a higher importance on having accessible public computers and high speed internet at public libraries than residents of other regions.

Women are especially invested in Nova Scotia's public library system, ranking public libraries with higher personal importance than men and also scoring all library services to be more important. Overall, the services offered by Nova Scotia's public libraries are considerably important to all those who use the libraries, especially the provision of programs and services for children and youth. Variations in service importance exist across the nine regional public library branches. With that in mind, Nova Scotia's Public Libraries may want to consider prioritizing the availability of certain services within each regional branch based on the importance placed on such services by those who frequently visit or obtain services from those branches.

Finally, underscoring the important role public libraries play, a majority of respondents indicated they would have no other place to access similar services or experiences if public library services were no longer available in their community. By contrast, a minority reportedly would access such services or experiences over the Internet or at a university.

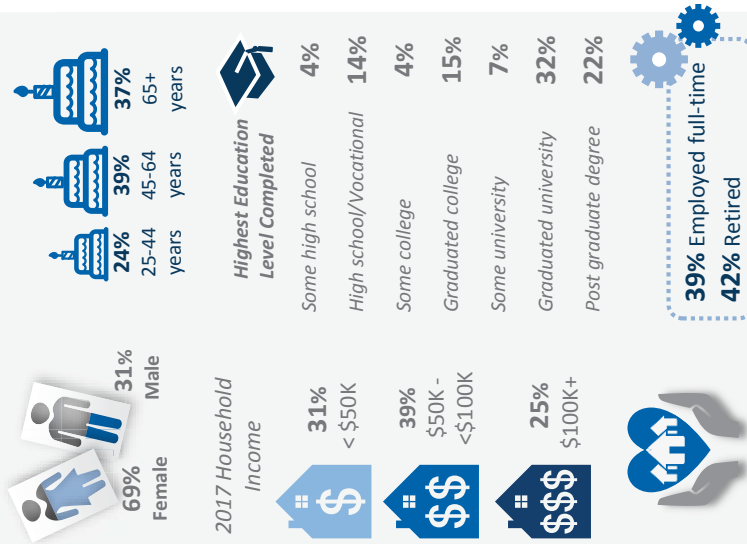
The following infographic provides key highlights of the study.

2017-18 Social Impact of NS Public Libraries

Key Highlights

Methodology: 1005 telephone surveys
Data Collection: November 1st – 29th, 2017 and
January 18th – February 8th, 2018.

Demographics



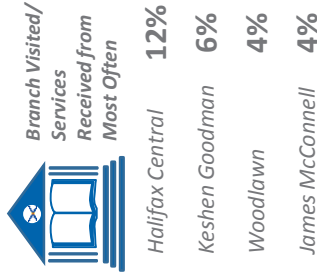
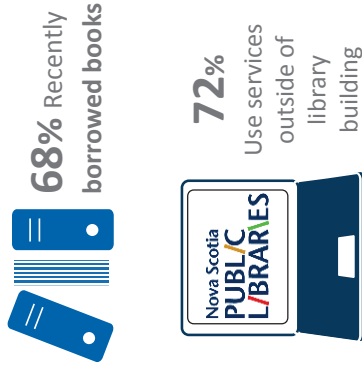
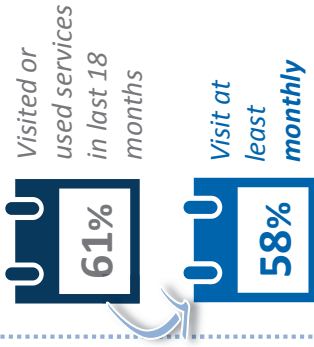
Lived in Community
< 1 yr - 5 yrs 12%
6 - 15 yrs 24%
16 yrs + 62%

89% Born in Canada

23% Would have another place to **access similar services**

35% Internet
31% University

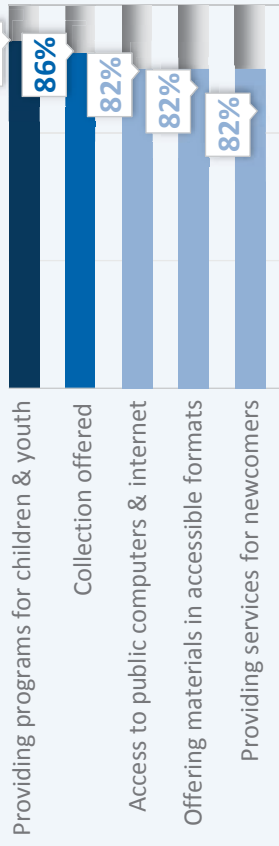
Usage



Importance and Value

(Ratings of 8-10 on 10-pt scale)

Importance of Services



77% Rate libraries & the services they provide as **highly important** to them personally

Only 18% Believe **more** could be done to meet community needs



Public Library Usage

Importance of
Public Libraries

Demographics

Incidence of Nova Scotia's Public Library Use

Six in ten Nova Scotians have visited a public library or used public library services within the past 18 months.

As mentioned, this study included only respondents who had reportedly visited a library or used public library services within the past 18 months. Given that such usage was a requirement for the study, the qualifying survey question effectively provides a measure of incidence of public library service usage.

- As outlined in the table below, results of the qualifying question show that six in ten (61%) Nova Scotians have visited a public library or used public library services within the past 18 months, with usage being most prevalent in Halifax. Further, females are more likely than males to make use of library service. Usage of library services declines slightly with age, with those 55 years of age and older being somewhat less likely than younger residents to have used library services within the past 18 months.

Use of public library within the last 18 months

	Region				Age			Gender	
	Halifax (n=623)	Cape Breton (n=295)	Central NS (n=306)	Valley/ South Shore (n=539)	16-34	35-54	55+	Male	Female
Yes	71%	46%	58%	53%	63%	65%	56%	54%	66%
No	29%	54%	42%	47%	37%	35%	44%	46%	34%

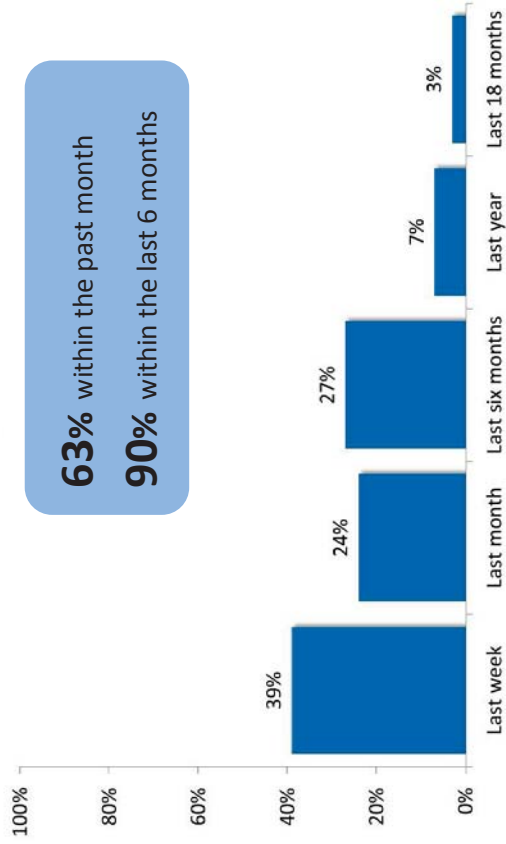
Q.1: Have you visited a public library or used public library services such as a public library website or book mobile in the last 18 months? (n=1763)

Last Public Library Visit

Most of those using library services have visited a public library or used its services within the past month.

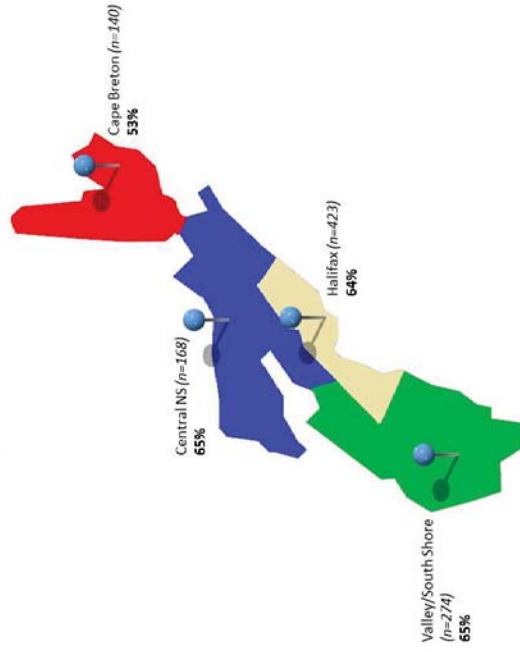
- Of those who have visited a public library or used its services in the past 18 months, most (63%) have done so **within the past month**, while four in ten respondents last visited a public library or used public library services **within the last week**. Of note, those residing in Cape Breton are less likely than other Nova Scotians to have visited a public library recently. Specifically, these respondents most often indicated their last visit was within the last six months, while respondents living in other parts of the province were most likely to have visited within the last week. (Table 2)

Last Visit to a Public Library/Use of Public Library Services



Q.2: When did you last visit a public library or use public library services? Would that be within the... (n=1005)

Last Visit to a Public Library/ Usage of Public Library Services % Within the Past Month, by Region



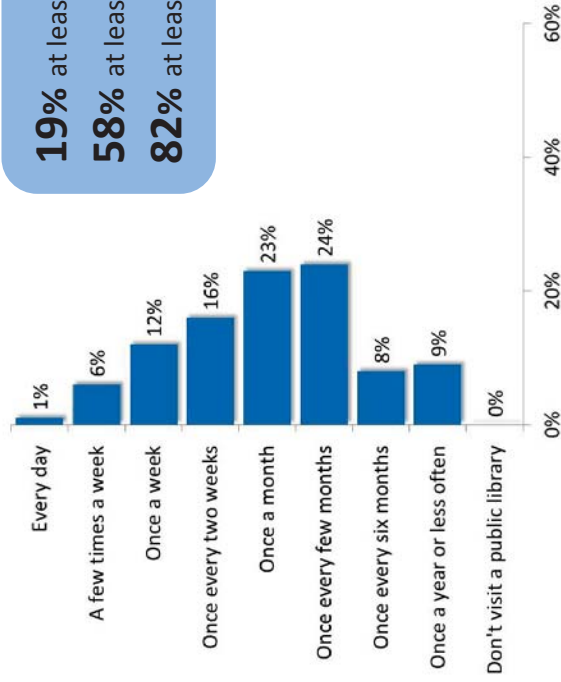
Q.2: When did you last visit a public library or use public library services? Would that be within the...

Public Library Visit Frequency

Library goers tend to visit a public library regularly.

- When considering how often residents visit public libraries in Nova Scotia, findings show the vast majority visit **at least once every few months**. More than half reportedly visit the library **at least monthly**. By contrast, less than two in ten of those using library services visit a public library once every six months or less often. Findings are generally consistent across the province. (Table 3)
- Those aged 16-34 years visit a public library more frequently than those aged 35 years or above.

Frequency of Public Library Visitation



Q.3: How frequently do you visit a public library? Would that be... (n=1005)

Frequency of Public Library Visitation % At Least Monthly, By Region



Q.3: How frequently do you visit a public library? Would that be...

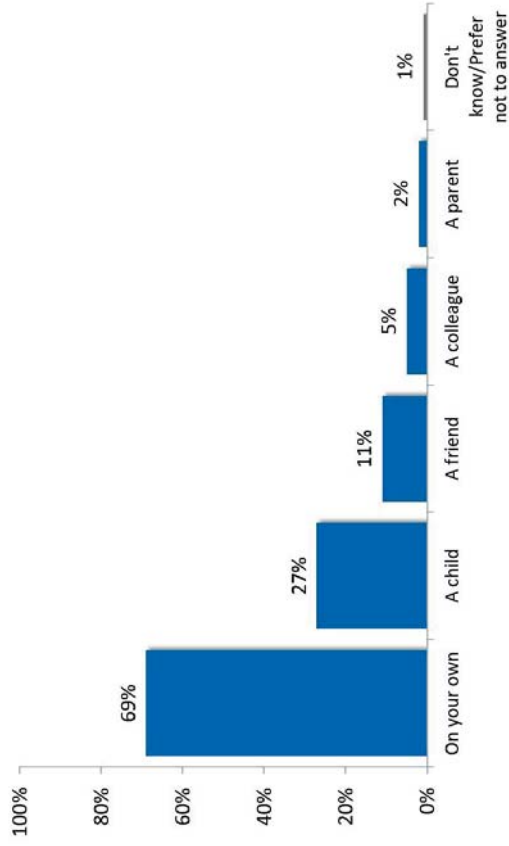
Accompaniment When Visiting a Public Library

Most of those using library services visit a public library on their own.

- Those who visit the public library most often **visit on their own**. That said, visiting a public library with a **child** is also commonly mentioned, followed by visiting with a **friend**. Visiting a public library alone is typical across all audience groups. That said, there are some notable variations when it comes to accompaniment. Halifax residents, those with some post secondary education, and those between the ages of 16-34 years are more likely than others to visit a library with a friend. Further, Halifax residents and, perhaps not surprisingly, those between the ages of 35-54 years old are most likely to report visiting a library with a child. (Table 4)

Typically Visit a Public Library With

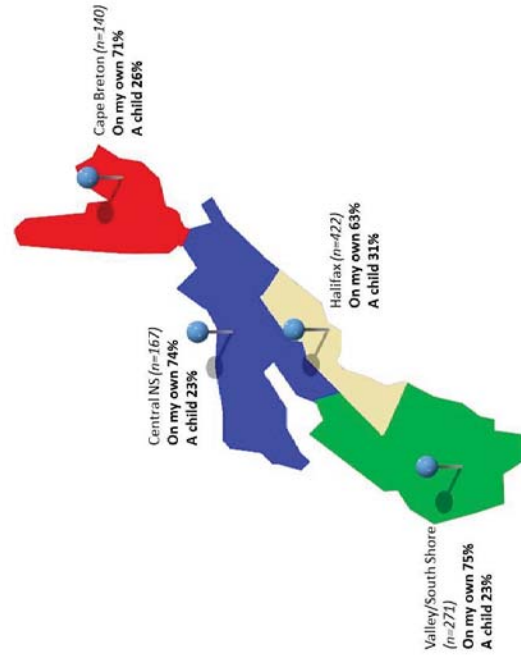
Among Those Who Visit a Public Library



Q.4: [DO NOT ASK IF 'DON'T VISIT A PUBLIC LIBRARY' IN Q.3] With whom do you typically visit a public library? Would that be with... (n=1000)

Typically Visit a Public Library With

By Region



Q.4: [DO NOT ASK IF 'DON'T VISIT A PUBLIC LIBRARY' IN Q.3] With whom do you typically visit a public library? Would that be with...

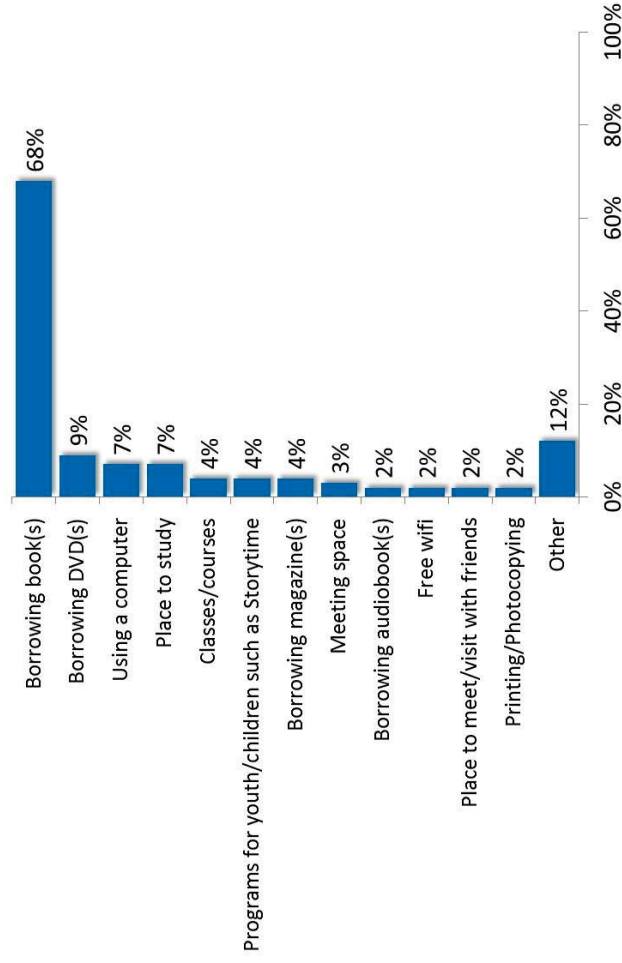
Purpose of Most Recent Public Library Visit

While library goers visit the library for many reasons, borrowing books is the primary activity.

- Survey respondents were asked to identify for what purpose they last visited a public library. The vast majority cited **borrowing a book** as the reason why they last went to the library. Other reasons mentioned less commonly include **borrowing DVDs, using a computer, or for a place to study**.
- Borrowing a book was the primary purpose for all audience groups. Interestingly, Central NS residents are more likely than those residing elsewhere to report last visiting a public library to use a computer. Computer use is also mentioned notably more frequently by those aged 16-34 years old and those earning less than \$50,000 in annual household income compared to their counterparts. Additionally, respondents aged 16-34 years old and men are most likely to report recently visiting the library to study. Finally, those born outside of Canada are more likely than those born within Canada to have borrowed a DVD during their most recent visit.

Recently Visited a Public Library For

Key Unaided Mentions



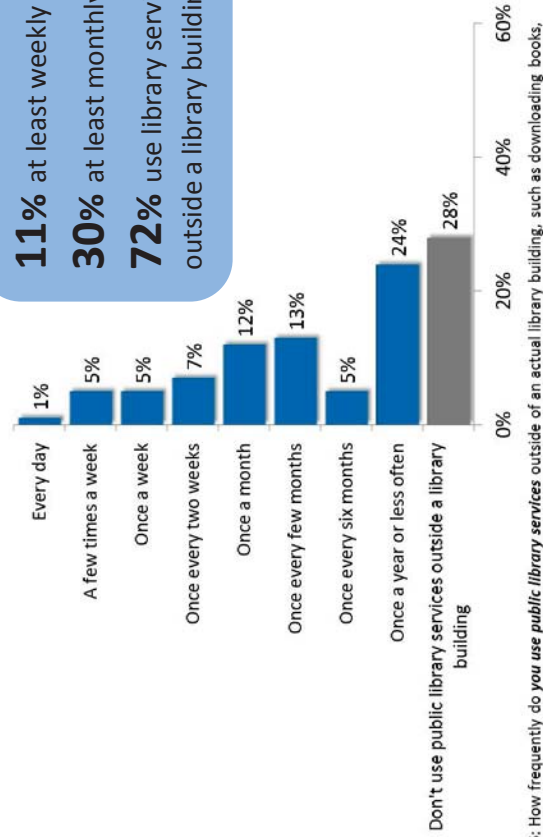
Q.5: Most recently, what have you gone to a public library for? (n=1005)

Frequency of Service Use Outside a Library Building

The vast majority make use of library services outside a public library building, although less frequently than services obtained during library visits.

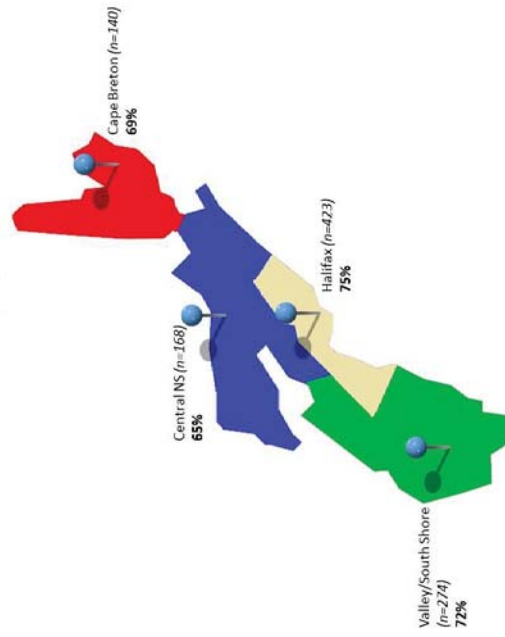
- While three in ten library users **do not use public library services outside a library building** (such as downloading books, using the library website or an outreach program), it is interesting to note that the vast majority of library users (72%) do. Among those who reportedly use such services, frequency of use is moderate, with three in ten using such services **at least monthly**, and only one in ten at least weekly. Further, one-quarter reported to use public library services outside a library building once a year or less often. (Table 6)
- Affluent library goers are most likely to use public library services outside of a library building. Meanwhile, residents of Central NS and those who are less educated are least likely to report using these services.

Frequency of Using Public Library Services Outside a Library Building



Q.6: How frequently do you use public library services outside of an actual library building, such as downloading books, using the library website or an outreach program? Would that be... (n=1005)

% Who Use Public Library Services Outside of a Library Building By Region



Q.6: How frequently do you use public library services outside of an actual library building, such as downloading books, using the library website or an outreach program? Would that be...

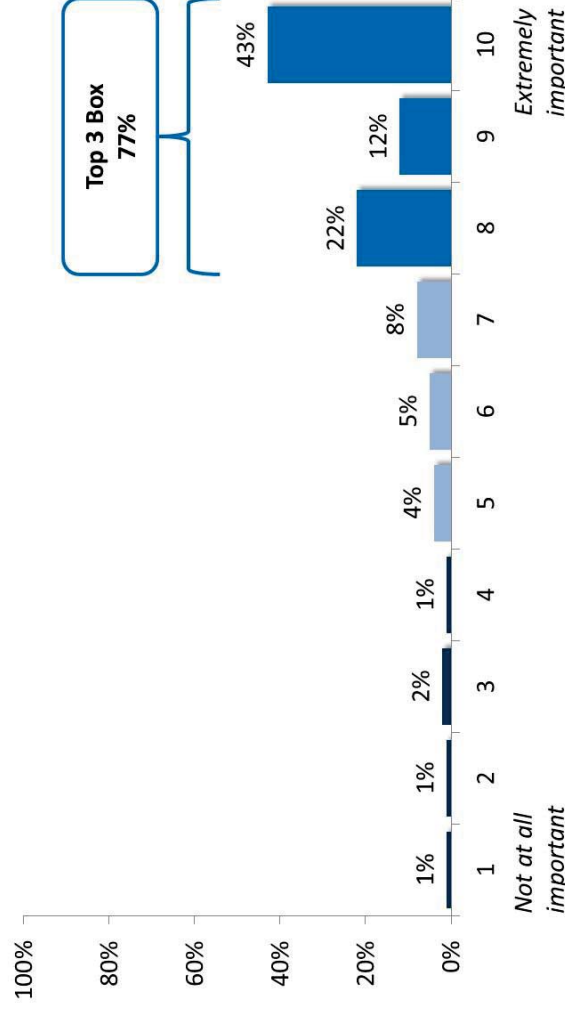
Personal Importance of Public Libraries

Public library services are deemed highly important to those who use them.

- Findings confirm that public libraries are highly important to those who use them. Specifically, four in ten respondents cite that the public library is **extremely important** to them. Further, more than three quarters of residents using library services consider them to be highly important. (Table 7)
- Importance of public libraries and the services they provide increases with age. Additionally, residents of Central Nova Scotia deem public libraries to be more personally important than those who live elsewhere in the province. Women also consider the library to be of greater personal importance than men.

Personal Importance of Public Libraries and Services They Provide

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely Important



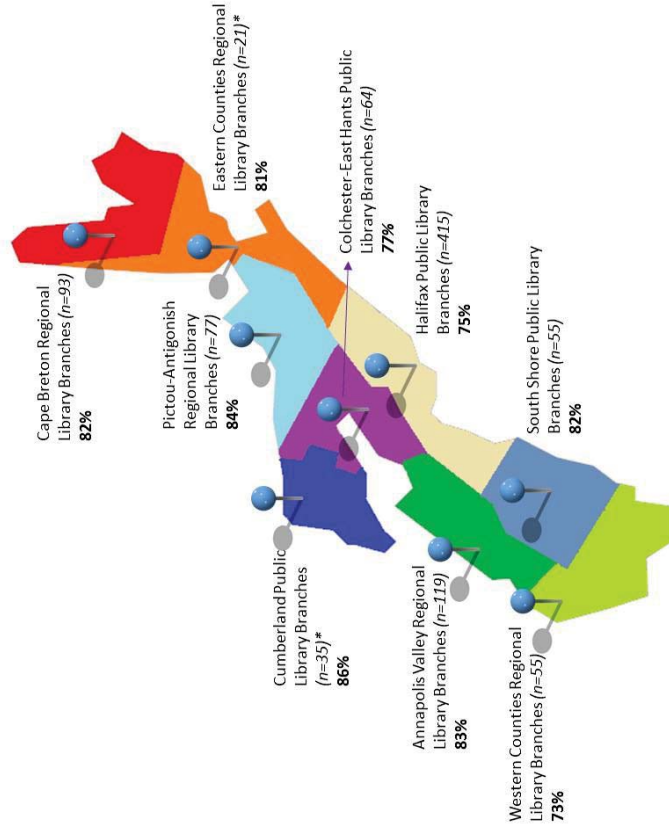
Q.7: How important are public libraries and the services they provide to you personally? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)

Personal Importance of Public Libraries - by Regional Public Library Branch

- When considering the personal importance of public libraries across the regional public library branches, some differences are evident. In particular, as outlined below, those who frequent the Cumberland Public Library branches and the Pictou-Antigonish Regional Library branches place greater personal importance on public libraries and the services they provide while those who use the Western Counties Regional Library branches and the Halifax Public Library branches report public libraries as being less personally important.

Personal Importance of Public Libraries and Services They Provide

By Public Library Branch Region, Top 3 Box (Ratings of 8-10)



Q.7: How important are public libraries and the services they provide to you personally? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

*Caution: Small sample size.

Public Library Usage

**Importance of
Public Libraries**

Demographics

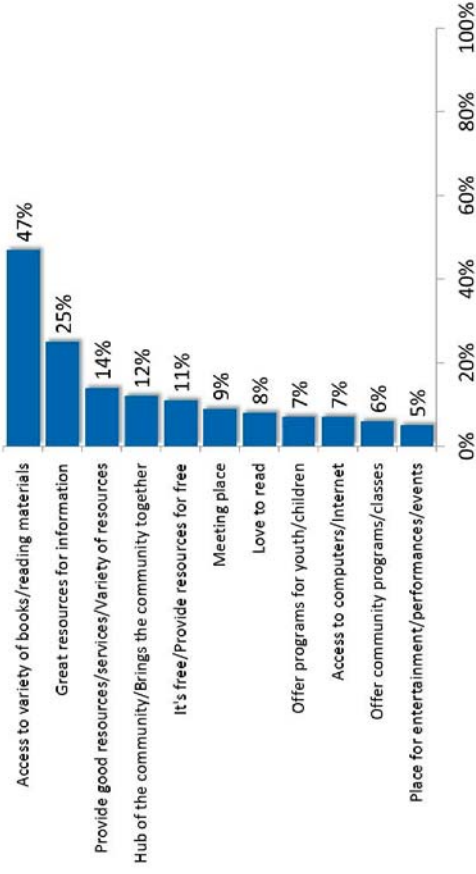
Reasoning for Personal Importance Score

Having access to a variety of books and reading material is the most common rationale for finding public libraries and their services to be of personal importance.

- Those who rated public libraries and their services as highly important (scores of seven or higher) who were asked to indicate why they are of such importance. Respondents most often referenced the **access to a variety of books/reading materials**, followed by the fact that **libraries are great resources for information**. Other reasons were mentioned by less than two in ten respondents. (Table 8a)
- Those who indicated public libraries and their services were of less personal importance (a score of one to six), attributed that lack of personal importance to the fact that they **use their own computer/Internet for information or to download books**, followed by the rationale that they **don't use libraries very much**. Other reasons were mentioned by less than two in ten respondents. (Table 8b)

Reasons Public Libraries and Their Services are Personally Important

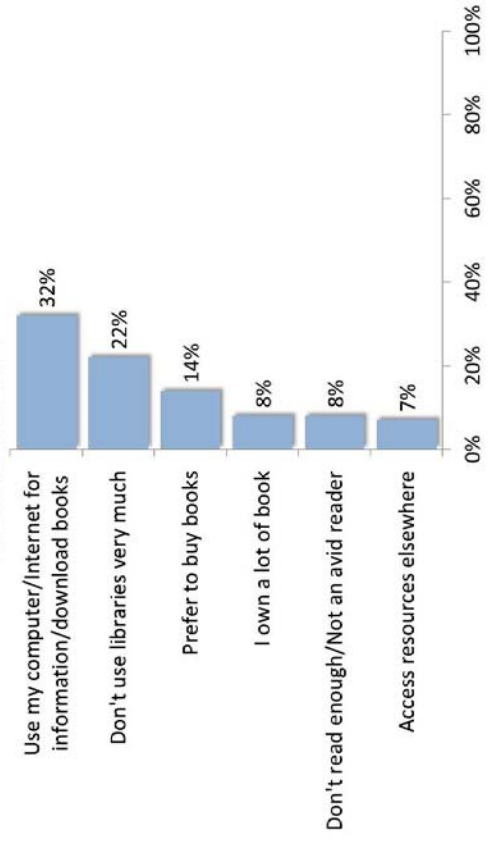
Key Unaided Mentions Among Those Who Rated Personal Importance of Public Libraries and Their Services from 7-10



Q.8a: [IF 7 OR HIGHER IN Q.7] In a few words, why are public libraries and their services important to you personally? (n=860)

Reasons Public Libraries and Their Services are Personally Not That Important

Key Unaided Mentions Among Those Who Rated Personal Importance of Public Libraries and Their Services from 1-6



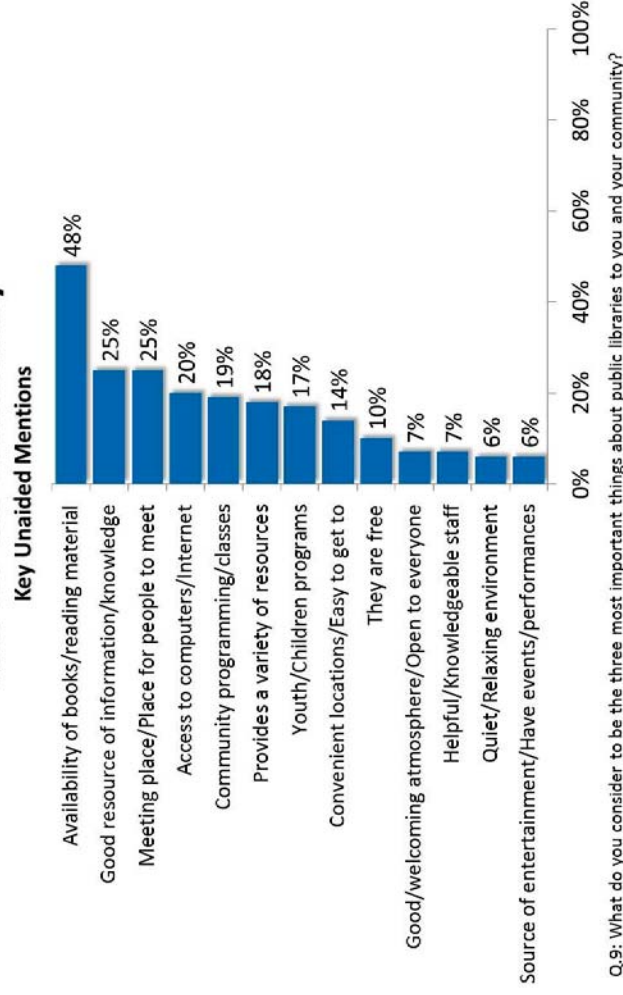
Q.8b: [IF 6 OR LOWER IN Q.7] In a few words, why are public libraries and their services not that important to you personally? (n=145)

Most Important Things About Public Libraries

The three most important things about public libraries, both personally and for the community, include the availability of books / reading material, being a good resource of information, and a public meeting place.

- When considering the three most important things about public libraries both personally and for their communities, respondents most commonly mentioned the **availability of books/reading material**, followed by **public libraries being good resources of information/knowledge**, and libraries as being a **meeting place/place for people to meet**. (Table 9)
- When considering responses across audience groups, some notable variations appear. Specifically, residents of the Valley/South Shore and those aged 16-34 years were more likely than their counterparts to mention **access to computers/Internet** as one of the top three most important things about public libraries. Additionally, those living in Cape Breton were far more likely to cite **youth/children programs** than those residing elsewhere in the province. Finally, women are far more likely than men to mention **community programming/classes**.

Most Important Things About Public Libraries Personally and for the Community



Importance of Services Offered

Considerable importance is placed on all services offered by Nova Scotia's public libraries, most notably the provision of programs for children and youth.

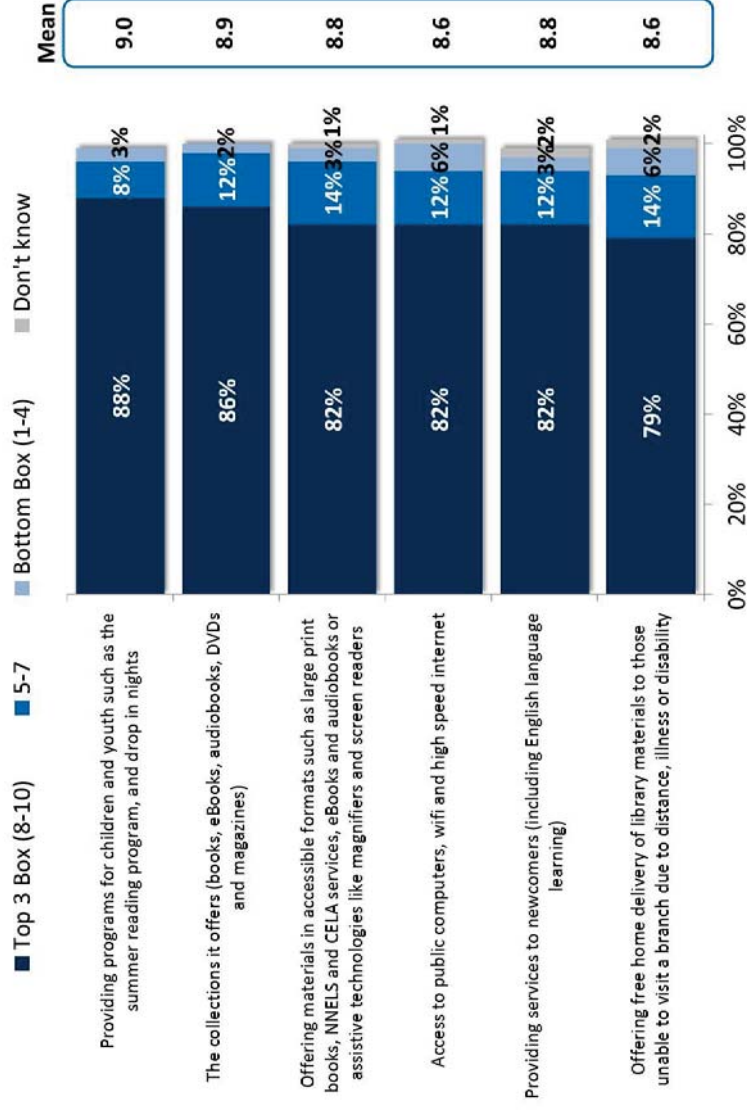
Survey respondents were asked to rank the importance of 17 different services offered by Nova Scotia's public libraries on a scale of 1-10, with '10' being extremely important and '1' being not at all important. The following three slides show the level of importance placed on each service, ranked in order of perceived importance.

- Overall, all of the services listed are deemed highly important. That said, the **provision of programs for children and youth** is of considerable importance, generating an average rating of 9 out of 10. Other services rated with very high importance include the **collections offered at the library, the availability of materials in accessible formats, access to public computers, wifi, and high speed internet**, and **the provision of services to newcomers**. Eight in ten also consider it to be very important to offer **free home delivery of library materials to those unable to visit a branch**. (Tables 10a-q)

- Across the province results are generally consistent, on each service shown in the graph to the right.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important



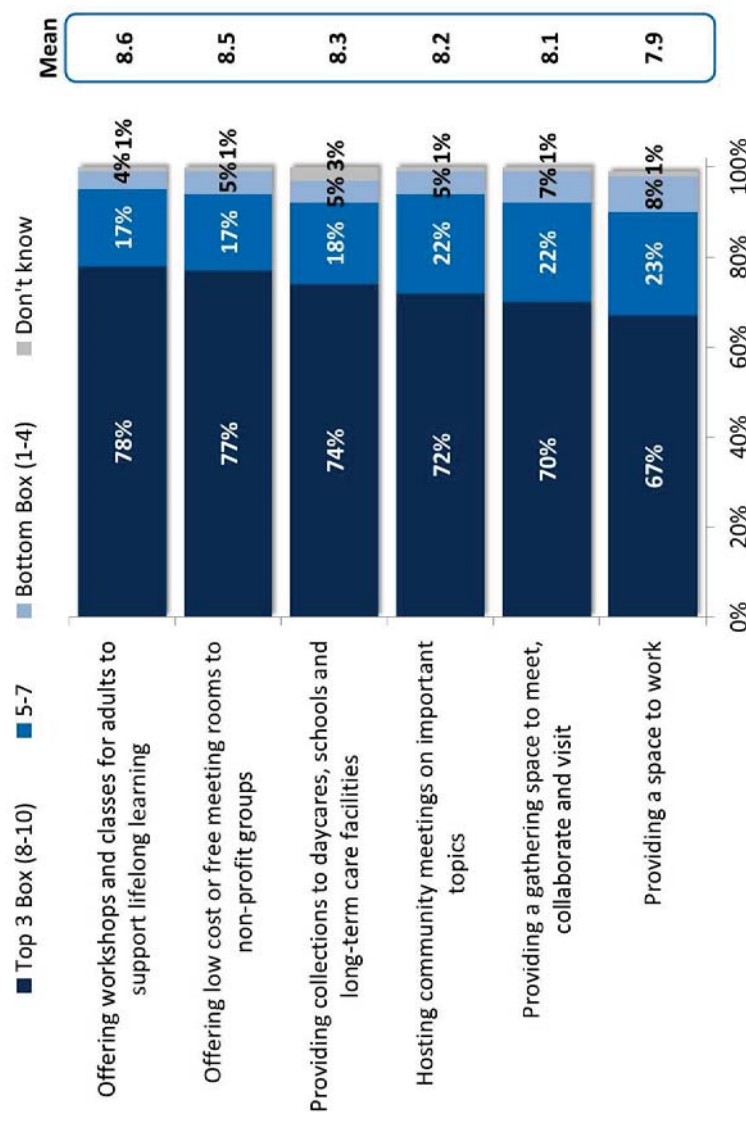
Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)
 Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Importance of Services Offered (cont'd)

- As shown in the graph to the right, the vast majority of library service users also place significant importance on **offering workshops and classes for adults, offering low cost or free meeting rooms for non-profit groups and providing collections to daycares, schools and long-term facilities**. Further, most consider **hosting community meetings, being a gathering place to meet and providing a space to work** to be highly important.
- Of note, on all accounts, very few residents deem such services not important.
- Across the province results are generally consistent for each service, although those in Cape Breton place greater importance on providing collections to daycares, schools and long-term facilities than those in other regions.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important



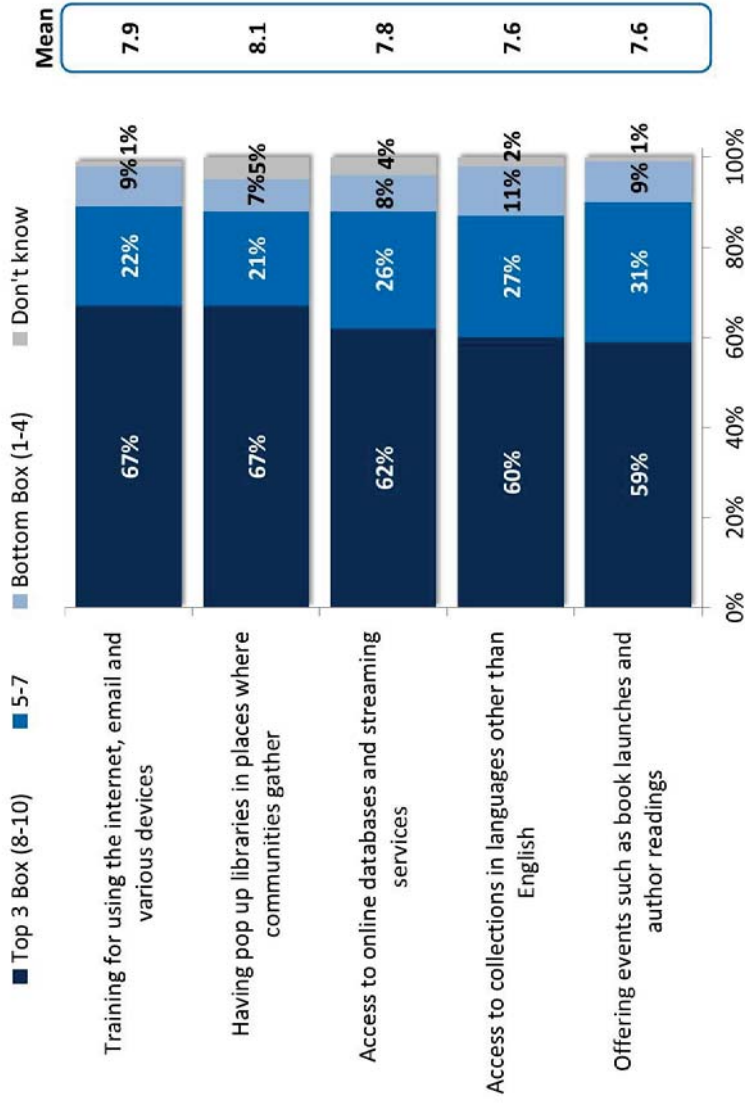
Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)
 Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Importance of Services Offered (cont'd)

- At least six in ten library users consider each of the remaining services important.
- Some variations in the level of importance of each service can be seen across different audience groups. Of note, across services, women place a higher importance on each service than men. Residents of Cape Breton consider the accessibility of collections in languages other than English to be of greater importance than those residing elsewhere. The same is seen among those who were not born in Canada compared to those who were.
- Access to public computers, wifi and high speed internet is considerably more important to those living in Central Nova Scotia. Training for using the Internet, email and various devices becomes more important with age and is of lower importance to those living in Halifax than those living elsewhere. The provision of a gathering space to meet, collaborate and visit and the provision of a space to work both decrease in importance with age. Findings suggest that service use may vary across audience groups.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important



Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)
 Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Importance of Services Offered by Use of Services Outside a Library Building

Key differences exist in level of perceived importance of library services between those who use public library services outside of a library building and those who do not.

As shown in the table to the right, some key differences exist between those who use public library services outside of a library building and those who use services only in a library building.

- Of note, those who use library services outside of a library building typically place greater importance on non-traditional library services. In fact, those who use public library services outside of a library building deem offering materials in accessible formats, providing services to newcomers, offering free home delivery of library materials to those unable to visit a branch, providing collections to daycares, schools, and long-term care facilities, and access to online databases and streaming services to be notably higher in importance than those who do not use public library services outside of a library building.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important
Top 3 Box (8-10)

	Overall (n=1005)	Use services outside of library building (n=720)	Do not use library services outside of library building (n=285)
Providing programs for children and youth	88%	88%	88%
The collections it offers	86%	87%	81%
Offering materials in accessible formats	82%	85%	75%
Providing services to newcomers	82%	84%	78%
Access to public computers, wifi and high speed internet	82%	81%	84%
Offering free home delivery of library materials to those unable to visit a branch	79%	81%	73%
Offering workshops and classes for adults to support lifelong learning	78%	78%	76%
Offering low cost or free meeting rooms to non-profit groups	77%	78%	74%
Providing collections to daycares, schools, and long-term care facilities	74%	76%	69%
Hosting community meetings on important topics	72%	73%	69%
Providing a gathering space to meet, collaborate and visit	70%	70%	69%
Providing a space to work	67%	68%	64%
Training for using the internet, email and various devices	67%	67%	68%
Having pop up libraries in places where communities gather	67%	67%	66%
Access to online databases and streaming services	62%	64%	56%
Access to collections in languages other than English	60%	61%	58%
Offering events such as book launches and author readings	59%	60%	56%

Q.10a-c: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

Importance of Services Offered by Regional Public Library Branch

The various services offered by Nova Scotia's public libraries are valued differently by those who frequent different regional library branches.

- As shown in the following tables, some variations in the level of importance of the services offered by Nova Scotia's public libraries can be seen across the regional branches. Differences of 10 points or more above overall (i.e. higher importance) are highlighted in green, while those 10 points or more below (i.e. lower importance) are highlighted in red. Findings suggest that those in the south shore region place greater importance on *offering free home delivery of library materials*, while those in the eastern counties place lower importance on other key services.

Importance of Services Offered by NS's Public Libraries: Comparison by Regional Public Library Branch

Rating on 10-pt Scale: 1=Not at all important; 10=Extremely important
Top 3 Box (8-10)

	Overall (n=1005)	Nova Scotia Regional Public Library Branches								
		Annapolis Valley (n=119)	Cape Breton (n=93)	Colchester-East Hants (n=64)	Cumberland (n=35)*	Eastern Counties (n=21)*	Pictou-Antigonish (n=77)	South Shore (n=55)	Western Counties (n=55)	Halifax (n=415)
Providing programs for children and youth	88%	87%	89%	87%	91%	76%	87%	91%	95%	89%
The collections it offers	86%	84%	85%	86%	94%	86%	83%	87%	85%	85%
Access to public computers, wifi and high speed internet	82%	77%	81%	87%	91%	81%	87%	80%	89%	80%
Offering materials in accessible formats	82%	84%	85%	80%	86%	90%	79%	85%	80%	81%
Providing services to newcomers	82%	79%	82%	81%	80%	76%	87%	78%	80%	84%
Offering free home delivery of library materials	79%	83%	84%	75%	83%	67%	79%	89%	82%	78%
Offering workshops and classes for adults	78%	77%	83%	80%	83%	62%	79%	71%	84%	77%
Offering low cost or free meeting rooms to non-profit groups	77%	74%	75%	77%	77%	67%	82%	84%	78%	78%

Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

*Caution: Small sample size.

Importance of Services Offered by Regional Public Library Branch

- Similarly, as shown below, those in western counties place greater importance on *training* and *providing a space to work*, while those in the Pictou-Antigonish area also deem providing a *space to work* to be more important. Similarly, those in Cumberland place greater importance on *offering access to online databases and streaming services*, while Cumberland and Cape Breton residents consider *offering events such as book launches* more important.
- Users of the **Western Counties Regional Library branches** place a higher importance on training for using the Internet, email and other devices, and providing a space to work when compared to overall findings.

Importance of Services Offered by NS's Public Libraries: Comparison by Regional Public Library Branch

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important
Top 3 Box (8-10)

	Overall (n=1005)	Nova Scotia Regional Public Library Branches									
		Annapolis Valley (n=119)	Cape Breton (n=93)	Colchester -East Hants (n=64)	Cumber- land (n=35)*	Eastern Counties (n=21)*	Pictou- Antigonish (n=77)	South Shore (n=55)	Western Counties (n=55)	Halifax (n=415)	
Providing collections to daycares, schools and long-term care facilities	74%	75%	77%	77%	74%	71%	62%	80%	69%	73%	
Hosting community meetings on important topics	72%	67%	80%	67%	77%	52%	79%	67%	76%	72%	
Providing a gathering space to meet, collaborate and visit	70%	68%	73%	72%	69%	76%	68%	64%	62%	74%	
Training for using the Internet, email and various devices	67%	71%	72%	72%	74%	67%	70%	67%	84%	63%	
Providing a space to work	67%	61%	63%	59%	60%	62%	79%	69%	78%	67%	
Having pop up libraries in places where communities gather	67%	69%	71%	69%	74%	43%	69%	65%	64%	67%	
Access to online databases and streaming services	62%	62%	67%	56%	80%	52%	64%	56%	58%	61%	
Access to collections in languages other than English	60%	62%	65%	52%	57%	62%	60%	62%	55%	60%	
Offering events such as book launches and author readings	59%	61%	72%	48%	74%	67%	61%	55%	62%	56%	

Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

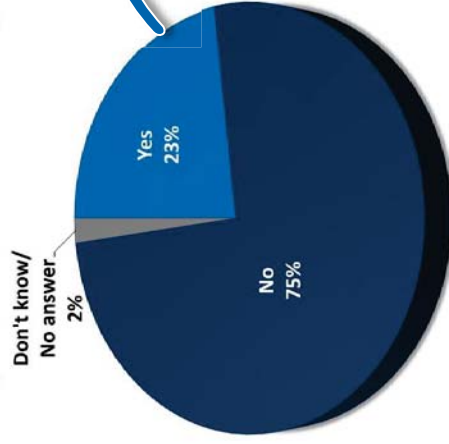
*Caution: Small sample size.

Places Providing Similar Services or Experiences

If public library services were no longer available, the vast majority of residents would reportedly have no other place to access such services. Others, however, would rely on the Internet or universities.

- If, hypothetically, public library services were no longer accessible, the majority of respondents indicated that they **would not have another place to access similar services or experiences**. Those who reportedly would have an alternative most commonly cited the **Internet**, closely followed by a **university**. Fewer respondents mentioned a **book store** or a **community centre**. Remaining sources, including a **college**, **public schools** and **recreation centres**, were each mentioned by less than one in ten respondents. (Tables 12 and 13)
- Men were more likely than women to indicate having somewhere else to access the services and experiences available from a public library. That said, when considering access to specific sources, women mentioned book stores, community centres, and colleges more often than men. In terms of regional differences, Cape Breton residents were more likely to cite the Internet than those living elsewhere, while those in Halifax most frequently referenced a university. Additionally, accessing a university for services or experiences was mentioned notably more often by those who were not born in Canada than by those who were.

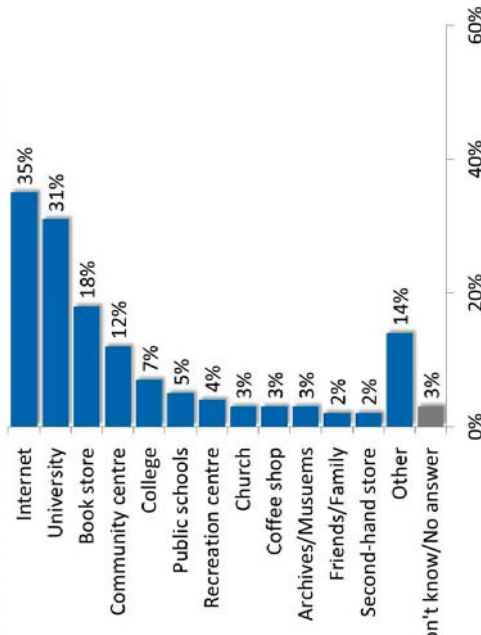
Another Place to Access Similar Services or Experiences if Public Library Services Were No Longer Available



Q.12: Hypothetically, if you no longer had access to public library services, is there another place where you could access similar services or experiences? (n=1005)

Places to Go to Access Similar Services if Public Library Services Were No Longer Available

Total Unaided Mentions Among Those Who Would Have Another Place To Go



Q.13: [IF 'YES' IN Q.12] Where would you go to access such services if you no longer had access to public library services? (n=228)

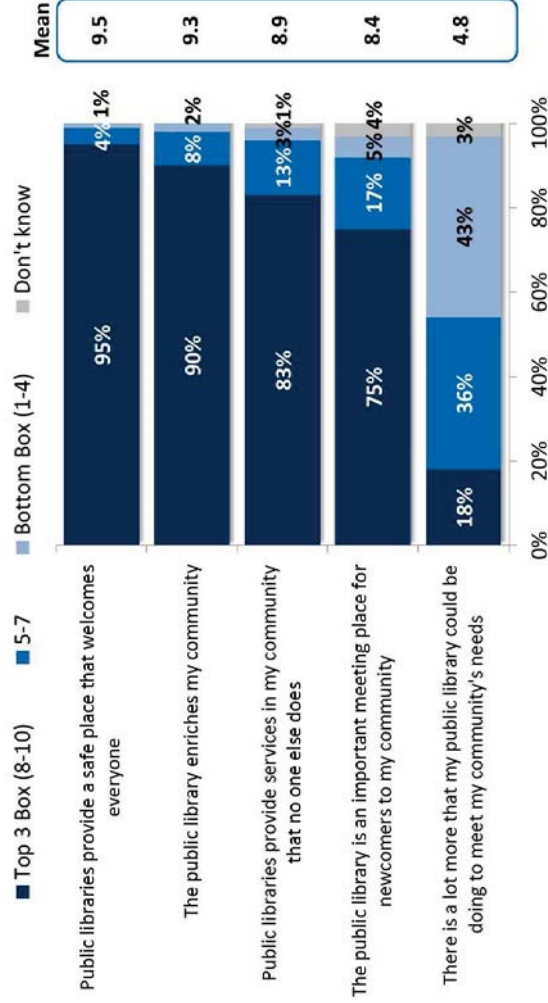
Perceptions About Nova Scotia's Public Libraries

Nova Scotia's public libraries are considered welcoming to all and as enriching its communities. Public libraries are deemed to provide services that no one else does.

- Survey respondents were presented with a list of statements and asked to indicate to what level they agree or disagree with each. The statement that **public libraries provide a safe place that welcomes everyone** was most highly agreed with, followed closely by **the public library enriches my community**. Opinions are generally consistent across the province. (Tables 14a-e)
- Overall, strong agreement with each statement is evident, with the exception that **there is a lot more my public library could be doing to meet my community's needs**. This further underscores library users' positive perceptions of public libraries and their services.
- When considering the statement **there is a lot more that my public library could be doing to meet my community's needs**, agreement is most prevalent among those aged 55 years and above, residents of Cape Breton, lower income earners, those with less formal education and those not born in Canada.

Perceptions About Nova Scotia Public Libraries

Rating on 10-pt Scale: 1=Completely Disagree, 10=Completely Agree



Q.14a-e: I am going to read a number of statements about how you may or may not feel about Nova Scotia's public libraries. Using a scale of '1' to '10' where '1' is completely disagree and '10' is completely agree, please indicate the extent to which you either agree or disagree with each of the following statements. (n=1005)

Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Public Library Usage

Importance of
Public Libraries

Demographics

Public Libraries Visited Most Often

Overall, survey respondents most often visit or receive services from the Halifax Central Library.

- The table shown below outlines key public library branches visited most often by survey respondents. Overall, the **Halifax Central Library** is the public library branch visited or used for services most often. (Table 15)
- When considering library branches located in specific regions of the province, the Halifax Central Library is again most frequented in the Halifax region. Meanwhile, the James McConnell Memorial Library is most frequented by residents of Cape Breton. Central Nova Scotia Residents most often mention the Antigonish Town & Country Public Library branch, followed closely by the Colchester-East Hants Public Library branches, and the New Glasgow Public Library. At the same time, Valley/South Shore residents most frequently mention the Wolfville Memorial Library, followed closely by the Margaret Hennigar Public Library.

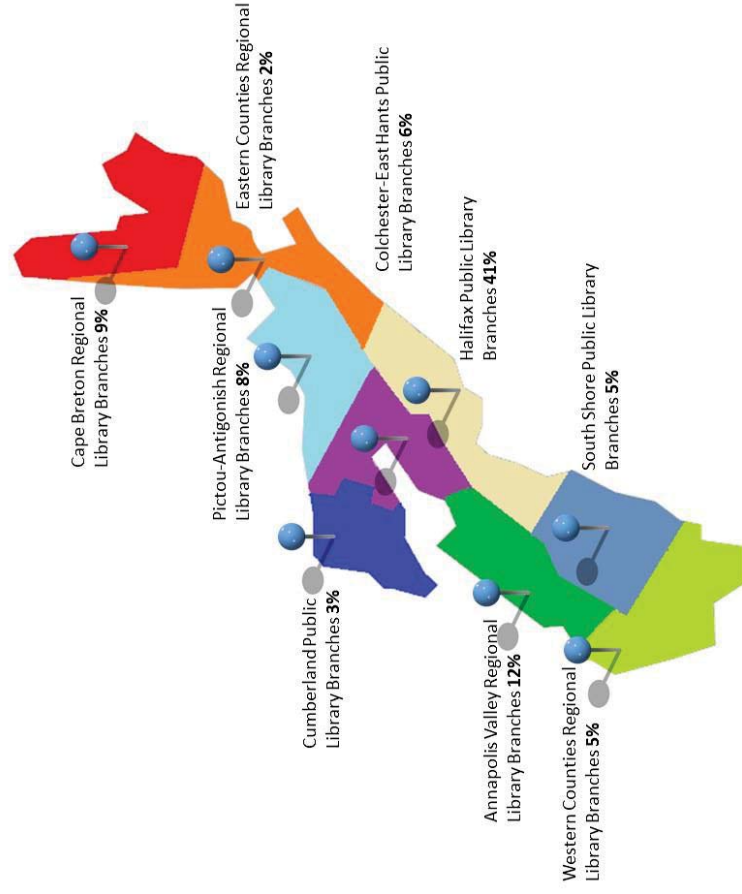


Public Library Branch Visited/Services Received From Most Often Key Unaided Mentions	(n=1005)
Halifax Central Library	12%
Keshen Goodman Public Library	6%
Woodlawn Public Library	4%
James McConnell Memorial Library	4%
Sackville Public Library	3%
Tantallon Public Library	3%
Cape Breton Regional Library branches	3%
Antigonish Town & County Public Library	3%

Regional Public Library Branch Visitation / Usage

- The following map depicts the regional branches of Nova Scotia's public libraries visited or used by survey respondents. As would be expected, given the distribution of survey respondents, **Halifax Public Libraries branches** were visited most often. More than one in ten made use of **Annapolis Valley Regional Library branches**, while one in ten visited the **Cape Breton Regional Library branches** or the **Pictou-Antigonish Regional Library branches**. All other regional branches were visited less frequently. (Table 15)

Visitation/Usage of Regional Public Library Branches (n=1005)



Public Library User Demographics

Nova Scotia's public library users tend to be well educated and employed, earning varied levels of annual household income.

- Nova Scotia Public Library users tend to be well educated, with over one-half reporting to have at least a university degree. Annual household income levels are more mixed, though the majority of survey respondents report earnings of \$50,000 or more per year. Respondents are mostly employed as well, either full-time or part-time. That said, a large minority are retired. (Tables 16, 17, 20)



Highest Level of Education Completed	(n=1005)
Some high school	4%
Graduated high school/vocational	14%
Some community/technical college	4%
Graduated community/technical college	15%
Some university	7%
Graduated university	32%
Post graduate degree	22%
Household Income in 2017	
Less than \$25,000	9%
At least \$25,000, but less than \$50,000	18%
At least \$50,000, but less than \$75,000	19%
At least \$75,000, but less than \$100,000	15%
\$100,000 or more	21%
Refused	14%
Don't know/No answer	3%



- Regional demographic differences are apparent. Specifically, those living in the Halifax area are far more likely to hold a post graduate degree than those residing elsewhere in the province. At the same time, Valley/South Shore residents are least likely to have a university degree or higher. Considering higher income earners are also the most educated respondents, it is not surprising that Halifax residents are more affluent than those residing elsewhere. Halifax residents are also most likely to be employed full-time, while Cape Breton has the highest proportion of retired public library users.



Employment Status	
Employed full-time (at least 30hrs/week)	39%
Employed part-time (less than 30hrs/week), by choice	8%
Employed part-time (less than 30hrs/week), not by choice	2%
Not employed, but actively looking for full-time work	1%
Not actively look for work due to other family obligations	1%
Retired	42%
Not at actively looking for work	4%
Refused	2%

Public Library User Demographics (cont'd)

Survey respondents are often long-term community residents.

- Survey respondents are typically long-term residents of their communities, with the majority reporting residence of 16 years or more. Respondents are more likely to have been born in Canada, with only one in ten reporting a birthplace outside the country. Those born outside of Canada are more likely to reside in the Halifax or Valley/South Shore regions. (Tables 18 and 19)
- Interestingly, Cape Breton and Central NS residents tend to have lived in their communities longer than those residing elsewhere, with seven in ten respondents reporting having lived in their communities for 16 years or longer in each of these regions. Perhaps unsurprisingly, those not born in Canada have resided in their communities for a shorter amount of time than those who were born in Canada. That said, the majority of those not born in Canada have lived in their community for at least the past 11 years.



Lived in community		(n=1005)
Less than a year		2%
Between 1 and 2 years		3%
Between 3 and 5 years		7%
Between 6 and 10 years		13%
Between 11 and 15 years		11%
16 years or longer		62%
Born in Canada		
Yes		89%
No		11%



Cumberland Public Libraries Board - Formula Funding Model

Proposed Effective Date: 2020 - 2021

	Funding Ratio	Old Model	New Model	\$ Increase	% Increase
Provincial	71%	\$550,000	\$775,400	\$225,400	41%
Municipal	26%	\$201,400	\$283,900	\$82,500	41%
Board	3%	\$23,200	\$32,800	\$9,600	41%
Total Available	100%	\$774,600	\$1,092,100	\$317,500	41%

Population:	
2017 Population	30,118
Old Model	31,995
Population Change	(1,877)

- “2017 Population” figures are from July 2017 estimates from the 2011 Census
- “Old Model” population figures were 2009 estimates from the 2006 Census

Staffing:			
	Number of positions	Salary Rate	Staffing cost
Base Staffing:			
CEO	1	\$92,500	\$92,500
Deputy CEO	1	\$82,500	\$82,500
Finance/Bookkeeper	1	\$45,000	\$45,000
Administrative Support	1	\$35,000	\$35,000
Community Engagement	1	\$62,500	\$62,500
IT Support	1	\$62,500	\$62,500
Other Staff:			
Scalable Staff	14	\$37,000	\$518,000
Staffing Total	20		\$898,000

- Total salary costs for “Base Staffing” is a set rate of \$380,000 per region
- “Scalable Staff” is calculated at 1 Staff per 2,200 (the “Average Rural Staffing Ratio Per Capita”), at an average salary of \$37,000

Operating Costs:	
Base Amount:	\$15,000
Per capita total:	\$45,200
Total:	\$60,200

- Operating cost per capita rate is \$1.50

Collections Costs	
Base Amount:	\$7,800
Per capita total:	\$105,400
Total:	\$113,200

- Collections costs per capita rate is \$3.50

Other Factors:	
• Staff Technology:	\$8,000
○ Calculated at \$400/staff member annually	
• Public Access Computers:	\$12,700
○ Based on a 3-year annual refresh cycle. Calculated at \$1,000/existing PAC divided by 3	
• French Language & Equity Programming:	Not Applicable

Comparison between current and proposed Municipal Unit Contributions

Municipal Unit	2015-16 % of Total	2015-16 Share of Total	Proposed % of Total	Proposed Share of Total	\$ Change	% Change
Co. of Cumberland	0.4998	\$100,665	0.6561	\$186,267	\$85,601	85
Amherst	0.2969	\$59,794	0.3075	\$87,299	\$27,506	46
Oxford	0.0370	\$7,459	0.0364	\$10,334	\$2,875	39
Parrsboro	0.0435	\$8,769				
Springhill	0.1227	\$24,713				
	1	\$201,400	1	\$283,900	82,500	41

- Parrsboro has ceased to exist as a municipality
- Springhill has ceased to exist as a municipality

Monthly Report

Corporate Services

March 2020

CORPORATE SERVICES – Final preparations of documents and information for the budgets for the remaining two rates are underway (Community Support Area Rate and General Rate).

There are six businesses at various stages who are using the Commercial Development Support By-law.

FINANCIAL – Staff presented the Third Quarter Financial Report as well as the financial forecasting to year end at the Audit Committee meeting on February 20. The 2020/21 operating budgets for the Mandatory Provincial Area Rate, Sewer and Solid Waste were approved at the February 24 Council meeting. Staff are working on the remaining 2020/21 operating budgets (Water Utility, Community Support Area Rate and General Rate), with anticipated approval of some segments in March and the remaining in early April.

Monthly reporting for the Cumberland Business Connector has been provided.

2020 ASSESSMENT APPEALS – The 2020 appeal inventory and summary report were received from PVSC on March 2nd. As of March 1, 2020, there were 78 accounts who have appealed their assessment, six of these are complete and four have withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of March 1/2020	Pending as of March 1/2020	Withdrawn as of March 1/2020	Outstanding Appeals as of March 1/2020	Appeals Successful as of March 1/2020	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	53	\$ 12,539,200	1	0	0	52	1	\$ 20,100	\$ 333	0
Commercial	25	\$ 27,012,600	5	0	4	16	5	\$ 128,900	\$ 6,305	0
TOTAL	78	\$39,551,800	6	0	4	68	6	\$ 149,000	\$ 6,638	0

2020 SPRING TAX SALE – There will not be a spring tax sale as there are no properties eligible.

TAX EXEMPTION POLICY – Letters were sent to all accounts in the Tax Exemption Policy in January requesting a copy of their most recent financial statements and a questionnaire. The financial statements are being reviewed as part of the budget process. There is a new application this year for the Cumberland County Transition House.

WATER / SEWER BILLING – The third quarter water / sewer bills were due on February 28, 2020. Staff continue to concentrate on resolving accounts with zero consumption. There were 16 water meters replaced as part of this project as well as several meter repairs.

CUSTOMER SERVICE TRACKING – E11 – There was a total of 67 opened cases in February and 63 cases closed. The categories with the most opened/closed cases opened in February related to compost bin replacement/repairs and water meter appointments.

HUMAN RESOURCES – All year end payroll reporting has been completed and all T4 & T4A's were distributed on February 20. Summer student competitions were posted in mid-February for the Parks, Recreation and Business summer students. The competitions will remain open until screening commences at the beginning of April. A six-month term position for an Active Living Coordinator was posted late February. Screening for qualified applicants will begin the week of March 16.

PROCUREMENT – Staff continued working on finalizing the last of the capital procurement projects for 2019-2020. The remaining 2019-2020 capital and operational projects are in progress. The first four capital procurements for 2020-21 were approved early in January, with the remaining capital budget having been approved at the end of January. Procurement is reviewing scopes and working with the departments to have procurements released.

	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Capital													
Anticipated Procurement from Capital Budget: 25 (2019) and 4 (2020)													
Scopes for capital received in the month	1	4	5	7	4	1	2	3	1	2	2	2	5
All procurement:													
Total new scopes of work received in month	5	8	12	12	16	9	5	4	7	6	8	6	8
Released to the public in the month	7	4	10	15	17	9	7	3	9	6	7	4	5
Closed during the month	5	8	9	12	14	10	7	8	10	7	7	3	5
Awarded by par/council during the month	10	6	6	7	21	4	5	10	15	9	6	1	6
Open at the end of month (released month a, closed month b)	2	5	2	5	4	4	6	1	2	4	5	4	5

INFORMATION SERVICES (IS) – Server upgrades – Migrated all ESET Antivirus clients off server toa-srv4. This server is ready to be decommissioned. Migrated all personal computers and servers from ESET Antivirus versions 4 and 5 to version 7. The storage device at APD, that is used for server backups, failed. This device was scheduled to be replaced in the 2020/21 capital budget. Submitted a PAR to purchase a replacement this fiscal year.

IS Cases/Incidents Stats

	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020
Opened	NA	21	54	46	50	26	33	28	71	27	46	38	36
Closed	NA	12	48	47	51	30	27	32	65	37	51	34	36

Monthly Report

Operations

March-2020

Public Works

Approximately 10 tonnes of recycled asphalt was used to repair potholes in the month of February. The streets crew have also been using EZ Street cold mix asphalt to repair potholes.

The utility crew removed the remaining Christmas lights from South Albion Street, put up banners for African Heritage month, and repaired or replaced compost bins.

There were 4 snow events in February which required plowing of streets, sidewalks, and parking lots.

- February 04, 2020 – 10 cm
- February 10, 2020 – 15 cm
- February 12, 2020 – 10 cm
- February 28, 2020 – 10 cm

Snow was hauled from downtown streets February 14, 2020 and snow was hauled from town owned or leased parking lots the week of February 17 to 21, 2020.

The salt truck was out almost daily as the trend of fluctuating temperatures continued. 268 tonnes of salt were purchased in February bringing the total volume of road salt purchased this winter to 1497 tonnes. Sidewalks were salted 7 days in February.

There were 2 broken water mains in February;

- West Victoria at Copp Avenue – 6” cast iron main cracked
- 12 Westminster Avenue – 6” cast iron main cracked

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

The sewer crew have been doing their typical bi-weekly sampling at the Treatment Plant and the regular cleaning of the Terrace Lift Station. The sewer crew have also been keeping catch basins and culverts clear of snow ice to prevent flooding.

Seasonal public works employee Leonard Brine was called back to work for 2 weeks in February. Leonard is a licensed electrician and worked to repair an electrical issue at the wellfield. He also performed maintenance work at Town Hall, APD, AFD, and began the preliminary work for the installation of the LaPlanche River Lift Station channel monster.

The water department replaced corroded piping at the library in conjunction with the heating system upgrades. The labor cost to have this work contracted out would have been \$4000.00

There were no major mechanical issues with the equipment during the month which gave the mechanic an opportunity to perform preventative maintenance on fleet vehicles.

Staff are currently planning for the in-house portions of the capital projects this season.

Horticulture

The RFPs for both the hanging baskets and bedding plants closed on February 21, 2020. Additional RFPs will soon be circulated for improvements to the parks and greenspaces throughout town to create more usable public spaces. Preparations are well underway for spring, which will include staff training, equipment tune-ups and preparations, and the acquisition of tools and equipment as needed.

Recreation Facilities

During the month of February we hosted three events under the No Fee Ice Program. The Novice Jamboree saw 10 teams from across Nova Scotia play in a three-day tournament and used 20.5 hours under the program worth a total of \$2029.50. There was an estimate of 140 hotel rooms booked for the event and each team saved \$175.00 off their registration fee. The Nova Scotia Provincial Figure Skating Championships was a two-day event and they also used 20.5 hours under the program worth a total of \$2029.50. It was estimated that 140 hotel rooms were booked for the event. Each participant in the competition saved \$45 dollars off their registration fee. Finally, during the last weekend in March we hosted the Pee Wee A Regional Play downs. Eight teams played in the tournament over two days and used 19 hours under the no fee ice program worth a total of \$1881.00. It was estimated that 50 hotel rooms were booked per night during the tournament.

Upcoming events at the stadium include:

Ramblers in the Playoffs!

Mar.6-8: Pee Wee AA Regional Play Downs

Mar. 13-15: Bates / Merrill Friendship House League Hockey Tournament

Mar. 27-29: Bantam C Regional Play Downs

Unfortunately, this week we received the news that the IIHF has cancelled the Women's World Hockey Championship. We had announced last month that our stadium would be hosting Team Finland Women's National Hockey Team. We remain hopeful that we will still be in the plans for a rescheduled event next year.

Outdoor Skating Rink

Inconsistent weather had created some issues but overall the facility is being used by citizens when weather permits. The facility will be closed for the season after March Break.

Monthly Report

Police Department

March 2020

PROFESSIONAL DEVELOPMENT/TRAINING

Standardized Field Sobriety Testing – February 3rd to 6th: Constable Jeff Goodwin attended 4 days training in Dartmouth for SFST. SFST training is imperative for processing drivers who may be impaired by either drugs or alcohol. This 4-day training covers detection of impaired drivers and recognizing the signs of intoxication and using roadside physical testing and observations to formulate grounds to pursue criminal charges. This training is a result of funding made available for Drug Impaired Driving Investigation from the Federal and Provincial governments.

OPERATIONAL

Major Crime – Staffing: For three weeks during February, Cst Randy Babineau was assigned to assist Sergeant Graham in the Major Crime Unit. The unit continues to be very busy with follow up required on investigations that warrants and/or other complex investigational techniques. Extra support and assistance was also received from the patrol unit as well as Street Crime with specific tasks.

TMR2 – Trunked Mobile Radios: On February 14th, Chief Dwayne Pike and D/Chief Hunter travelled to Halifax to meeting with Bell and NS Public Safety representatives to review and test the new radio system for the Amherst Police Department. The meeting consisted of reviewing the specs for the portable radios, the mobile radios and the base station radios to ensure that the build was as ordered and that the assigned talk groups were correct.

TMR2 – Installation: On February 26th and 27th, technicians from Bell attended and installed the new radio system at the Amherst Police Department, including installing the car radios and dispatch. The new system is now in use and provides APD with multiple operational channels and complete interoperability with other Police and public safety agencies in the Maritimes.

Arrest of 22-year old Male: A 22-year old Amherst male has been arrested and is in custody for numerous charges relating to a series of thefts from vehicles, damage to mail-boxes and frauds. Police had received numerous complaints on February 27th that led to the arrest of the 22-year old who had been remanded into custody pending a bail hearing. In total, for incidents over the past few months, the male is facing over 31 charges which include breach of probation, theft, trespassing at night, fraud, failure to comply with release conditions, possession of property obtained by crime and disguised with intent to commit offense. Two other people are also facing charges in the incidents. The matter remains under investigation.

CRIME PREVENTION/SCHOOL RESOURCE

Pilot Project: Cst Harrison has been involved in a pilot project focused on breaking the cycle of poverty while building resilient families at the same time. Funding for the project came as a direct result of community conversations held throughout Cumberland County in the Spring of 2018

FIRST AID/Re-Cert: On February 10th, Cst Harrison attended CAN-U for a First Aid/CPR Recertification

MADD Information Booth/Free Skate: On February 16th, Cst Wood attended the free skate at the Amherst Stadium and set up a MADD information booth. The booth also included the MADD impaired vision goggles and bean bag toss.

Sexual Assault Audit: On February 19th, Cst Harrison, along with Domestic Violence Coordinator, Lydia Quinn, presented on the 2019 Sexual Assault Investigation Audit that focused on APD Sexual Assault investigations for the 2016-17 years. The audit had been completed in February 2019 and found that APD investigations meet the required standard, and decisions made are evidence-based. Recommendations included that investigators make proactive referrals to community resources regardless of whether charges are laid or not and that prior to conclusion, all sexual assault investigations are reviewed by a designated member to ensure that scoring is completed correctly, that all avenues of investigation are exhausted, that decisions are evidence-based and that a trauma-informed approach is utilized.

Presentation to ARHS Class: On February 20th, Cst Harrison worked with Christina Chitty to provide presentations to students at ARHS concerning “Healthy Relationships in Youth” and openly discussed topics that included cannabis use, domestic violence, consent and sexual assault.

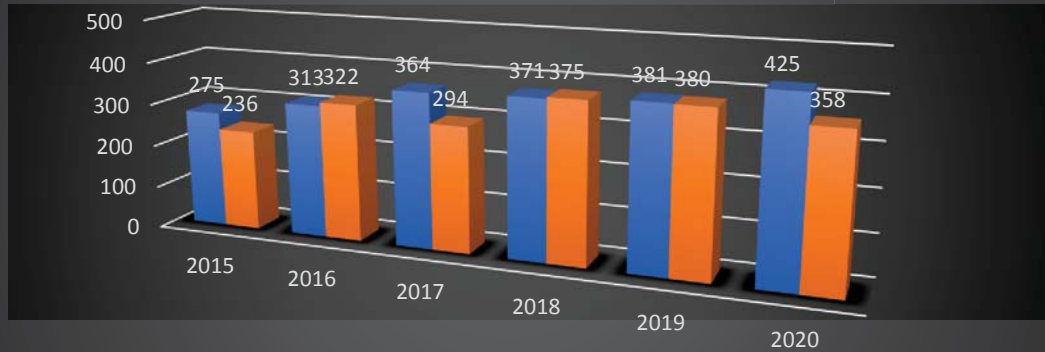
Coffee and Conversation – Maggie’s Place: On February 26th, Cst Wood and Cst Harrison attended Maggie’s place and spoke with a group of approximately 20 parents. Topics included Police and Crime Prevention initiatives as well as breaking down the barriers between the public and the police.

YMCA Youth Drop-In: On February 26th, Cst Wood and Cst Harrison took the ‘Youth Drop-in’ to the Rambler game at the Amherst Stadium. This is the first time that group had any kind of outing outside the YMCA

OPERATIONAL STATS – February 2020

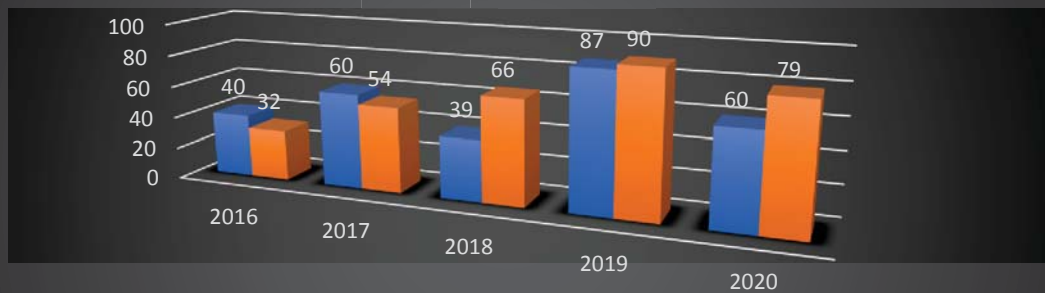
Occurrences:	358	Criminal Code Charges:	79
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	0	CBCA:	1
Traffic Tickets:	18	Traffic Written Warnings:	23
Vehicle Checks:	107	LCA:	0
Foot Patrol Hours:	51h 10m	Bike Patrol Hours:	0

Occurrences - 2015-2020 Month of January & February



	2015	2016	2017	2018	2019	2020
■ January	275	313	364	371	381	425
■ February	236	322	294	375	380	358

Criminal Charges 2016 - 2020



	2016	2017	2018	2019	2020
■ January	40	60	39	87	60
■ February	32	54	66	90	79

■ January ■ February

Monthly Report

Community Well Being

March-2020

Community Well Being

The 6th Annual Winter Carnival happened February 11-17. Events were well-attended and well-received. Town-sponsored events included: Launch Party, Athletic Achievers Awards, Mentalist Experience, Outdoor Family Skate with Horse & Wagon Rides, Family Bowling, Chili Challenge, Indoor Walking Track Challenge, and Flag Day Ceremony.

The Terms of Reference for the Accessibility Advisory Committee was approved by Council. A request for applications for Community Members for the Committee has been posted.

Council approved the recommendations for the Volunteer of the Year nomination and the Youth Volunteer of the Year nomination. Plaques will be presented to the 2 volunteers by Council at the March Council meeting.

Community Engagement

1. The following events/committee meetings were attended:
 - a. MPAL meeting with Active Living Coordinator and the Regional Manager and the Physical Activity Consultant of Communities, Culture and Heritage;
 - b. Attended the Valentine's Day Run;
 - c. Attended most of the Winter Carnival events to network and increase level of visibility;
 - d. Poverty Reduction Advisory to Council Committee;
 - e. Presented Town of Amherst items to Jillian Ross, McDonald's employee chosen from thousands across the nation to represent at a Florida Expo;
 - f. Local Leader Team for the NS Quality of Life Initiative;
 - g. Networking meeting with Denise Corey Chief Librarian, Cumberland Public Libraries;
 - h. Held a Carnival Debriefing with the Community Wellbeing Team;
 - i. Extensive planning sessions with the Active Living Coordinator to plan for the upcoming year; and
 - j. Attended various committee meetings: Kids of Steel, Fundy Connect, Health Promoting Schools, Valentine's Day Run
2. The Community Wellbeing Manager began drafting a policy for the distribution of Amherst promotional items.
3. Attended a poverty reduction related webinar on "Asking our Communities: A Journey to Understand Participation and Involvement" and circulated the slideshow to The Advisory Committee on Poverty Reduction.

Culture, Events and Marketing

1. The Culture, Events and Marketing Coordinators attended Fundy Connect Training to learn tools on how to better promote Amherst events through Fundy Connect.

2. Preliminary meeting held on Women's Worlds Pre-Competition Training Camp - Team Finland. Supported with a web banner, colouring pages for the schools and Facebook posts.
3. The Culture, Events and Marketing Coordinators managed and coordinated Winter Carnival activities and events, including Athletic Achievers, Chili Challenge, Family Skate and Wagon Rides, The Mentalist Experience, Flag Day and support to partners for their events hosted at CCUBIC.
4. Met with Chief Jones to discuss the Korean War Plaque upcoming unveiling.
5. Attended the Events Nova Scotia Strategy Conference to learn about the Nova Scotia Event Strategy and to collaborate with other communities on successes, challenges and new future ideas.
6. Project planning and implementation happened for the upcoming French Toast Festival. Connected with Spring Street Academy, Cumberland North and West Highlands to discuss them hosting a French Toast Breakfast or Lunch. Recruited businesses to participate.

Active Living

1. After-School Skating program which is offered 4 days a week from 2:45pm- 3:45pm has had an average of 20-25 participants. Healthy snacks are provided weekly.
2. Walkers participated and enjoyed the Winter Carnival Indoor Walking Challenge surpassed the goal of 1239km, with a total of over 1700km. Other activities offered during the Winter Carnival included recreational skating, pickleball, curling, bowling, yoga, self defense, Taoist Tai Chi, free swimming, running, and outdoor play.
3. The Equipment lending program had high numbers. Snow shoe were signed out 32 times, while 182 helmets and 51 pairs of skates were used this month.
4. Friday night fun attendance for February was 58 for ages 5-8 year olds with an average of 20 each night and 67 for ages 9-14 year old's with an average of 22 each night. Out of the total of 125 participants, 9 of them were from the County.
5. The Active Living Coordinator completed the Girls at Bat program training. The Jays Care Foundation provided participants with take home tools, a coach's manual and equipment to assist with the program.
6. Cumberland County partners met to discuss the planning of a County-wide Equipment Swap. The swap will take place in three locations: Amherst, Pugwash, and Parrsboro in May. Residents will be asked to donate gently used sporting equipment, including cleats and sneakers.
7. The Living Well Program for older adults began February 19th, with 26 participants enrolled. The program offers 30 minutes of physical activity, 15-minute social time with a healthy snack, and a 40-minute guest speaker each week on wellness topics. Wellness topics for February sessions were Stress to Rest and Frauds and Scams.
8. A ParticipACTION grant application was submitted for \$1,000 to support a Community Roller Skating Disco event at the Amherst Stadium in June as part of the ParticipACTION Community Better Challenge.

Monthly Report

Fire Department

March-2020

RESPONSE #'s (February)

Town of Amherst – 6 events

- 1 Structure fire
- 1 Smell of smoke / Air quality check
- 3 Monitored alarm activations
- 1 Motor Vehicle Accident

Contract area (District 2) – 3 events

- 1 Flue fire
- 1 Motor Vehicle Accident
- 1 Smell of smoke / Air quality check

OPERATIONS

Fire Inspection - 5 fire inspections were completed during this period.

Weekly Training - Weekly training focused on Structural fire fighting ensemble inspections, Food and nutrition session, Electric vehicle response training and skills development at the company level.

Fire Simulator – On Feb 13th the Amherst Fire Department assisted the Oxford fire department with their weekly training, by means of providing a simulated fire and smoke-filled environment with our fire simulator. This was a great opportunity to partner with one of our mutual aid partners in training.

Incident Safety Officer (ISO) Course – On February 8th and 9th fourteen members of the department took part in a two-day Incident safety officer course. Following this course, the members created and presented a presentation to their peers on the duties and operational functions of the incident safety officer.

Annual Burn Treatment Curling - On Feb 21st and 22nd the Amherst Fire Fighters Association held its annual burn treatment curling event at the Amherst Curling Club. This event consisted of twenty-two teams, scheduled over a 3 draw, 8 teams per draw format. Funds raised from this event will be presented to the Nova Scotia Burn Treatment Society at an event in April, in Halifax.

Community Support - The department assisted with taking care of the check point during the Valentine's run.

SAFETY

COR Session for Municipalities - On Feb 19th Chief Jones attended a COR session in New Glasgow, which was presented by Construction Safety Nova Scotia. This session was attended by other municipal units who are in the process of obtaining COR certification or who have already obtained it. This session focused on looking at strategies and best practices to becoming COR certified.

Monthly Report

Planning and Strategic Initiatives

March-2020

The notification process is now complete for planning decisions made by Council in recent months including an amendment to the zoning at 13 West Pleasant Street, amendments to signage regulations, and a development agreement for 2 Abbott St. Staff will be updating planning documents to reflect the amendments, and executing the development agreement.

A decision from the NSUARB on NSPI's application for the Smart Grid Implementation Project is expected in April.

Staff are in the process of developing a detailed Community Energy Strategy project plan for Council's future consideration.

The Stadium solar PV system installation is tentatively scheduled for the end of March. Installation of the panels and some of the electrical equipment will take approximately one week, after which time NSPI will conduct a 'rough-in' inspection before the remainder of the system is installed. The contractor is working with Stadium staff to ensure operation of the facility is not interrupted.

At Council's direction, staff have provided a report with options around joining the Blue Dot campaign that promotes a healthy environment as a human right.

Staff, along with Mayor Kogon, attended an introductory briefing for the Chignecto Isthmus Climate Change Adaptation Comprehensive Engineering and Feasibility Study. The 'goal' of the study is to perform an engineering assessment of existing infrastructure and to identify viable options to protect and sustain the Chignecto Isthmus Trade Corridor. Staff also attended a second technical briefing with the study consultants and the Chignecto Climate Change Collaborative.

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

Monthly Report

Economic Development

March 2020

1. Tourism Strategy: The Tourism Nova Scotia 30 second highlight video was reviewed, and feedback was sent back.
2. Business Retention and Expansion Visits: On February 3, 2020 the BDO and CFO met with the District Manager and Manager of Frank & Gino's to discuss how business is going in Amherst.
3. Committee Related Work:
 - a. Team Cumberland: met on February 18, 2020 and discussions included:
 - i. a workplace initiative program through Cumberland Business Development Corporation;
 - ii. NS Business Inc (NSBI) export achievement awards are June 11/20;
 - iii. a Forestry Innovation Rebate Program;
 - iv. CANSA's unveiling at the Museum for African Heritage Month;
 - v. NS Department of Agriculture is offering two new programs;
 - vi. NSCC is offering new programs for next year; and
 - vii. ACOA is hosting a Food & Beverage conference in Halifax, SMU internships with graduating students, and clean growth programs.
 - b. Labour Force Committee: met on February 21, 2020.
 - i. The Cumberland County Labour Force Project is moving forward. The goal of this project is to increase labour force participation and re-engagement of disengaged labour market participants.
4. Exploratory discussions are ongoing with the potential Youth Co-op Program, Industrial Athletes at the Amherst High School.
5. The Amherst Business Directory is 50% complete and is ongoing.