



Town of Amherst
Committee of the Whole

Date: **Monday, June 15, 2020**
Time: **3:30 pm**
Location: **Zoom Virtual Meeting**

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1. Call to Order	
1.1 Approval of Agenda	
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5. In Camera

5.1 Approval of In Camera Agenda

5.2 Approval of In Camera Minutes

5.2.1 May 19, 2020

5.2.2 June 4, 2020

5.3 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

5.4 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

5.5 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

6. Adjournment

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

Date: May 19, 2020
Time: 4:10 pm
Location: Virtual Zoom Meeting

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

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

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. Call to Order

Mayor Kogon called the meeting to order at 4:10 p.m.

1.1 Approval of Agenda

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 April 17, 2020

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To approve the minutes of the April 17, 2020 Committee of the Whole meeting as attached.

MOTION CARRIED

1.2.2 April 20, 2020

Moved By Councillor Jones

Seconded By Councillor Byrne

To approve the April 20, 2020 Committee of the Whole minutes as attached.

MOTION CARRIED

1.2.3 May 6, 2020

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

To approve the minutes of the May 6, 2020 Committee of the Whole meeting as attached.

MOTION CARRIED

1.2.4 May 11, 2020

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

To approve the minutes of the May 11, 2020 Committee of the Whole meeting as attached.

MOTION CARRIED

2. Presentations

2.1 Cumberland Business Connector Quarterly Update

Jonathan McLelland presented on behalf of the Cumberland Business Connector. He reported that since the COVID-19 pandemic their focus has been on six main areas, including:

1. COVID-19 Support for Business
2. Border Challenges
3. Cumberland Entrepreneurship Challenge
4. Forestry
5. Workforce Development
6. Economic Impact of COVID-19 and Restart Challenges

3. In Camera

Moved By Councillor Jones

Seconded By Councillor Byrne

That the Committee move to an In Camera session.

MOTION CARRIED

4. Council Direction Requests

4.1 Use of the Permanent Register of Electors

Moved By Councillor Jones

Seconded By Councillor Rhindress

That Council refer this to the May 25, 2020 regular meeting of Council for approval of the use of the Permanent List of Electors for the upcoming Municipal Elections and authorize the Chief Administrative Officer to enter into an agreement with Elections Canada to obtain said list.

MOTION CARRIED

4.2 Plebiscite

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That staff be directed to contact the Municipality of the County of Cumberland to ask if they would offer their residents who are Amherst water customers an opportunity to participate in a plebiscite as part of their October 2020 election to ask the question : ‘Should the Town of Amherst fluoridate the municipal drinking water supply? Yes or No’, and report back to Council at the regular Committee of the Whole meeting in June.

MOTION CARRIED

4.3 Library Request to Present

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

That staff be directed to contact Denise Corey to arrange a presentation to Council, preferably at the May 25, 2020 regular meeting of Council.

MOTION CARRIED

4.4 Library Funding

Moved by Deputy Mayor Christie

Seconded by Councillor Rhindress

That as it is unclear what potential impact the review of the Town of Amherst’s contribution to the operating costs of the Library will have and Council have already approved the budget and set the Mandatory Provincial Contribution Area Rate, that the funding for the Library remain as approved on February 24th and that the proposed increase be discussed during the 2021-22 Budget year based on the findings of the review by the Province.

MOTION CARRIED

4.5 Setting of the General Tax Rate

**Moved By Deputy Mayor Christie
Seconded By Councillor Byrne**

That the setting of the General Tax Rate for Residential/ Resource at \$1.187 per \$100 of assessment and Commercial \$3.987 per \$100 of assessment be referred to the May 25, 2020 regular meeting of Council for approval. The total estimated expenditures for the fiscal period April 1, 2020 - March 31, 2021 are \$14,045,827.

MOTION CARRIED

4.6 Capital Budget Carry Overs

**Moved By Councillor Byrne
Seconded By Councillor Rhindress**

That Council forward to the May 25, 2020 regular meeting of Council approval of the inclusion of carry forward projects to the Town of Amherst General Capital Budget and the Water Utility Capital Budget for the 2020-21 fiscal year. Adding the carry forward projects sets the overall General Capital Budget at \$3,505,883 (including \$1,354,932 for projects carried over) and the Amherst Water Utility Capital Budget for the 2020-21 fiscal year in the amount of \$713,000 (including \$40,000 for carryovers).

MOTION CARRIED

4.7 Property Tax Financing Policy

**Moved By Deputy Mayor Christie
Seconded By Councillor Byrne**

That Council forward the proposed COVID 19 Property Tax Financing Program Policy to the May 25, 2020 regular meeting of Council for formal approval.

MOTION CARRIED

5. Information Items

No Information Items

6. Monthly Reports

6.1 Corporate Services

Information item; no direction given or action required.

6.2 Operations

Information item; no direction given or action required.

6.3 Police Services

Information item; no direction given or action required.

6.4 Community Well Being

Information item; no direction given or action required.

6.5 Fire Services

Information item; no direction given or action required.

6.6 Planning & Strategic Initiatives

Information item; no direction given or action required.

6.7 Economic Development

Information item; no direction given or action required.

7. Adjournment

Moved By Councillor Jones

Seconded By Councillor Byrne

To adjourn the meeting at 6:20 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: May 22, 2020
Time: 11:00 am
Location: Virtual Zoom Meeting

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

Staff Present
Greg Herrett, CAO
Shelley Rector, Chief Financial Officer
Tom McCoag, Corporate Communications Officer
Cheryl Laliberte, Community Wellbeing Manager
Sarah Wilson, Manager of Financial Services
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. **Call to Order**
Mayor Kogon called the meeting to order at 11:00 a.m.
2. **Council Direction Requests**
 - 2.1 **Community Support Area Rate**
Moved By Deputy Mayor Christie
Seconded By Councillor Byrne
That the Community Support Area Rate as presented be forwarded to the May 25, 2020 regular meeting of Council for approval.

MOTION CARRIED

- 2.2 **Tax Exemption Policy Amendment**
Moved By Councillor Byrne
Seconded By Councillor MacKenzie
That Council refer the approval of the proposed revisions to the Tax Exemption Policy to the May 25, 2020 regular Council meeting.

MOTION CARRIED

**Moved By Councillor Byrne
Seconded By Deputy Mayor Christie
To direct staff to further investigate the Tax Reduction Policy as it relates
to the inclusion of the Guaranteed Income Supplement and overall
threshold.**

MOTION CARRIED

3. Adjournment

**Moved By Councillor Rhindress
Seconded By Councillor Byrne
To adjourn the meeting at 11:45 a.m.**

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

DRAFT

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

Date: June 8, 2020
Time: 3:30 pm
Location: Virtual Zoom Meeting

Members Present
Mayor David Kogon
Deputy Mayor Sheila Christie
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
Sarah Wilson, Financial Services Manager
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. Call to Order
Mayor Kogon called the meeting to order at 3:30 p.m.

1.1 Approval of Agenda
Moved By Councillor Byrne
Seconded By Councillor Rhindress
To approve the agenda as circulated.

MOTION CARRIED

2. Council Direction Request

2.1 Fluoridation
Moved By Deputy Mayor Christie
Seconded By Councillor MacKenzie
That Council forward to the June 22, 2020 regular meeting of Council for approval the plebiscite question: 'Should the Amherst Water Utility fluoridate the municipal drinking water supply? Yes or No', and further direct staff to survey water customers outside of the Town of Amherst with the above question.

MOTION CARRIED

2.2 User Fee Policy

Moved By Councillor Byrne

Seconded By Councillor Jones

That Council forward the correction to the User Fee policy for fiscal 2020-21 in regard to the HST application for ice times and to insert a header that was removed stating the rates were for ice time to the next Council meeting for approval.

MOTION CARRIED

2.3 Grants to Organization

It was agreed unanimously by Council to provide funding in the amounts as suggested by staff included as part of the agenda package, with the exception of the \$10,000 request from Maggie's Place, which Council directed staff to provide further information at the June 16, 2020 Committee of the Whole. Council further unanimously agreed to provide funding in the amount of \$5,000 to the Cumberland County Transportation Services and \$500 to the Fundy Winds Marsh project.

2.4 Burning Bylaw

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

To direct staff to review the Burning Bylaw C-07 and consider amendments to permit outdoor propane heaters/propane fireplace and/or other methods of outside burning appliances that have appeared on the marketplace since the Bylaw was approved in 2002, and bring back to Committee of the Whole.

MOTION CARRIED

3. Information Items

3.1 Tax Reduction Policy Update

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That Council forward to the June meeting of Council approval of the Tax Reduction Policy as amended to increase the income threshold to \$28,000, and that the income amount be revisited each year when the budget is approved.

MOTION CARRIED

3.2 Election 2020 Update

Further to the staff memo included as part of the agenda package with regard to an all electronic election, Council were asked to send any questions they may have to the Returning Officer so she can prepare a report and recommendation for June Committee of the Whole.

4. **Adjournment**
Moved By Councillor Jones
Seconded By Councillor Rhindress
To adjourn the meeting at 5:25 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

DRAFT



COMMITTEE OF THE WHOLE

CDR# 2020055

Date: June 15, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk/Returning Officer

DATE: June 15, 2020

SUBJECT: Alternative Voting

ORIGIN: October 17, 2020 Municipal Election

LEGISLATIVE AUTHORITY: *Municipal Elections Act*. R.S., c. 300, s. 1. **Sec 146A (1)** A council may by by-law authorize voters to vote by mail, electronically or by another voting method.
Alternative Voting Bylaw A-7

RECOMMENDATION: That Council forward the proposed alternative voting solution of a full electronic voting process to the June 22nd meeting of Council for approval.

BACKGROUND: In 2018 Council approved the Alternative Voting Bylaw. At that time the intention was to do a combination electronic voting for an extended advance poll, and then traditional paper ballots only on election day.

DISCUSSION: COVID-19 has created a tremendous amount of uncertainty and has made traditional election planning a challenge.

A means of ensuring the safety of voters and staff is to consider a fully electronic election – with the convenience and safety of voting from home, either on a computer, tablet, mobile device or telephone.

I would recommend we open up voting at noon on Monday, October 5 and it would run through election day on October 17th. This would allow 12 full days of voting opportunities for citizens. A Voter Assistance Centre would be established and would be staffed during business hours, as well as a telephone help line to assist voters.

FINANCIAL IMPLICATIONS: It is anticipated that a fully electronic election will reduce the cost of the October 2020 election by \$20,000 - \$25,000. The majority of savings are in salaries and benefits (CPP, EI) of poll workers, postage, printing of ballots, supplies (voting booths, ballot boxes etc), hall rentals. There will be an increase in some budgeted amounts such as advertising, however this will be more than offset by the savings listed above. Also important to note that the budget was prepared pre-Covid and does not account for required PPE. If we were to have traditional polling stations with paper ballots it is expected that the cost of PPE for voters and staff could be in the \$5,000 range.



COMMUNITY ENGAGEMENT: There has been no community engagement

ENVIRONMENTAL IMPLICATIONS: An all electronic election will benefit the environment. No paper ballots, disposable ballot boxes, less emissions as people are not driving to the polls. As well, polling stations would require significant PPE, such as chemical sanitizers, disposable gloves, and masks which will end up in a landfill.

SOCIAL JUSTICE IMPLICATIONS: There are none

ALTERNATIVES: 1) Do not use alternative voting. 2) Use a different configuration of voting methods

ATTACHMENTS: Alternative Voting Bylaw A-7

Report prepared by: Kimberlee Jones, Municipal Clerk/Returning Officer
Report and Financial approved by:

Town of Amherst
Bylaw Respecting Alternative Voting

BE IT ENACTED by the Council of the Town of Amherst, under the authority of Section 146A of the Municipal Elections Act, R.S., c. 300, s.1. as amended, as follows:

Short Title

- 1) This bylaw shall be known as Bylaw number A – 7 and may be cited as the “Alternative Voting Bylaw.”

Interpretation

- 2) In this bylaw:
 - a) “Act” means the Municipal Elections Act, R.S., c. 300, s.1., as amended;
 - b) “advanced poll” means the Tuesday immediately preceding ordinary polling day, and either:
 - i) One other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday, the seventh day before ordinary polling day; or
 - ii) If Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
 - d) “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
 - e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
 - f) “candidate” means a person who has been nominated as a candidate pursuant to the Act;
 - g) “Council” means the Council of the Town of Amherst;
 - h) “Education Act” means the *Education Act*, 1995-1996 S.N.S..c.1 as amended;
 - i) “election” means an election held pursuant to the Act, including a school board election, a special election and a plebiscite;
 - j) “Election Officer” means an election official under the Act;
 - k) “elector” means a person:

- i) Qualified to vote pursuant to the *Act* and the *Education Act*; and
 - ii) Entitled to vote for an election pursuant to section 7 of this bylaw;
- l) “friend voter” means a friend who votes for an elector pursuant to section 9 of this bylaw;
- m) “internet ballot” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- n) “list of electors” means:
- i) Prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the *Act*, or
 - ii) The list of electors that has been completed and certified by the Returning Officer pursuant to section 50(a) of the *Act*;
- o) “municipality” means the Town of Amherst;
- p) “normal business hours” means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- q) “ordinary polling day” means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- r) “PIN” means the Personal Information Number issued to:
- i) An elector for alternative voting on alternative polling days; or
 - ii) To a System Elections Officer;
- s) “plebiscite” means a plebiscite directed to be held by the Council pursuant to Section 56 of the *Act*;
- t) “procedures and forms” means the procedure and forms established by the Returning Officer pursuant to subsection 145 (a)(4) of the *Act*;
- u) “proxy voter” means an elector who votes by a proxy pursuant to the *Act*;
- v) “regular election year” means 2016 and every fourth year thereafter;
- w) “rejected ballot” means the refusal by an elector to accept a ballot in a race;
- x) “Returning Officer” means a Returning Officer appointed pursuant to the *Act*;
- y) “seal” means to secure the ballot box and prevent internet and telephone ballots from being cast;
- z) “special election” means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;

- aa) “spoiled ballot” means an internet ballot or telephone ballot that is accepted by the elector that:
 - i) Is not marked for a candidate in a race; or
 - ii) Is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- bb) “system” means the technology, including software, that:
 - i) Records and counts votes; and
 - ii) Processes and stores the results of alternative voting during alternative polling days;
- cc) “Systems Elections Officer” means:
 - i) A person who maintains, monitors, or audits the system; and
 - ii) A person who has access to the system beyond the access necessary to vote by alternative voting;
- dd) “telephone ballot” means:
 - i) An audio set of instructions which describes the voting choices available to an elector; and
 - ii) The marking of a selection by an elector by depressing the number on a touch tone keypad.

Alternative Voting Permitted

- 3) Subject to the bylaw, alternative voting shall be permitted on alternative polling days.

Notification of Electors

- 4)
 - a) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - b) The notice of alternative polling days shall:
 - i) Identify the alternative polling days for alternative voting; and
 - ii) Inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - c) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

- 5)
 - a) A telephone and internet ballot shall:
 - i) Identify by the title “Election for Mayor” or “Election for Council” or “Election for School Board Member” as the case may be;
 - ii) Identify the name or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and

- iii) Warn the electors to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.
- b) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

Oath

- 6) Any oath that is authorized or required shall be made:
 - a) In the form specified by the procedures and forms; or
 - b) If the form is not specified by the procedures and forms, in the form required by the *Act*.

Electors

- 7) No person shall vote by alternative voting unless:
 - a) The person’s name appears on the applicable list of electors; or
 - b) The person is added to the applicable list of electors pursuant to section 36 of the *Act*.

Proxy Voting

- 8) A proxy voter shall not vote for an elector by alternative voting.

Friend Voting

- 9)
 - a) A friend voter shall only vote for an elector by alternative voting if:
 - i) An elector is unable to vote because:
 - (1) The elector is blind;
 - (2) The elector cannot read; or
 - (3) The elector has a physical disability that prevents him or her from voting by alternative voting.
 - ii) The elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
 - b) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
 - c) The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.
 - d) The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:
 - i) The friend has not previously acted as a friend for any other elector; and
 - ii) The friend will mark the ballot as requested by the elector; and
 - iii) The friend will keep secret the choice of the elector.
 - e) The Returning Officer shall enter in the poll book:
 - i) The reason why the elector is unable to vote;
 - ii) The name of the friend; and
 - iii) The fact that the oaths were taken.

System Elections Officer

10)

- a) A System Elections Officer shall have access to the system prior to the commencement of alternative voting during advance polling days to verify the count for each candidate is zero.
- b) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- c) A Systems Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A(4) of the *Act*.

Voting

11)

- a) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- b) The system shall put spoiled ballots in the ballot box.

Seal

12)

- a) Where alternative voting closes before the close of polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- b) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

List of persons who voted

13) Where alternative voting closes before the close of polls on ordinary polling day, the system shall:

- a) Generate a list of all electors who voted by alternative voting; and
- b) On the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.

14) A printed and electronic copy of the lists under section 13 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

15) Where alternative voting closes at the close of polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

16)

- a) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.

- b) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

Tallying of Rejected Ballots

- 17) At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Recount by system

- 18) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- 19) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
- 20)
 - a) If the regenerated count and the initial count do not match, the Returning Officer shall:
 - i) Direct one final count be regenerated by the system of the votes cast by alternative voting; and
 - ii) Attend while the final count is being regenerated.
 - b) The regenerated final count pursuant to subsection (a) shall be the final count of the votes cast by alternative voting.

Recount by Court

- 21)
 - a) For a recount, the judge shall only consider the final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate.
 - b) The final count by the system, as determined by section 19 or 20, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non alternative voting.

Secrecy

- 22) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- 23) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Other Methods of Voting

24) If voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

Severability

25) If a court of competent jurisdiction should declare any section or part of a section of this bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw and it is hereby declared that the remainder of the bylaw shall be valid and shall remain in force.

Prohibitions

26) No person shall:

- a) Use another person's PIN to vote or access the system unless the person is a friend voter;
- b) Take, seize, or deprive an elector of his or her PIN; or
- c) Sell, gift, transfer, assign or purchase a PIN.

27) No person shall:

- a) Interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- b) Interfere or attempt to interfere with alternative voting; or
- c) Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

28) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

Offences and Penalty

29)

- a) A person who:
 - i) Violates any provision of this bylaw; or
 - ii) Permits anything to be done in violation of any provision of this bylaw is guilty of an offence.
- b) A person who contravenes subsection a) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.
- c) In determining a penalty under subsection b), a judge shall take into account:
 - i) The number of votes attempted to be interfered with;
 - ii) The number of votes interfered with; and
 - iii) Any potential interference with the outcome of an election.
- d) Pursuant to section 146A of the *Act*.

- i) The limitation period for the prosecution of an offence under this bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
- ii) The Remission of Penalties Act, 1989, S.N.S. c.397, as amended, does not apply to a pecuniary penalty imposed by this bylaw.

Clerk's Annotation for Official By-Law Book

Date of First Reading: 20180226

Date of Notice of Intent to Consider: 20180309

Date of Second Reading: 20180326

Date of Advertisement/Notice of Publication _____

Date of mailing to Minister a certified copy: _____

I certify that this **Alternative Voting By-Law** was adopted by Council and published as indicated above.

 Kimberlee Jones,
 Municipal Clerk

 Date

*Effective Date of the By-Law unless otherwise specified in the text of the By-Law.



COMMITTEE OF THE WHOLE

CDR# 2020054

Date: June 15, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector CPA, CMA - CFO

DATE: June 15, 2020

SUBJECT: Community Support Grants – Maggie’s Place

ORIGIN: Annual Operating Budget, 2020-21 fiscal year

LEGISLATIVE AUTHORITY: MGA 65 confers on Council the authority to spend money for municipal purposes. Community Support Grants Policy 72000-08.

RECOMMENDATION: That Council forward the award of \$10,000 to Maggie’s Place with the condition that some of the funding combined with the \$7,345 from last year be used to create a designated youth space in the Town of Amherst with the remainder of the grants to organizations to the next Council meeting.

BACKGROUND: Last year, Maggie’s Place applied for \$2,655 for the after-school Homework Club which was done in partnership with the YReach Immigration and Settlement Services. This was the only amount Maggie’s place applied for. However, there was also significant discussion about providing funds to the organization to help with the establishment of a Youth Centre. The consensus of Council was that \$10,000 would be provided for both the Homework program and to assist in the establishment of a youth centre and that a letter would be sent to the organization including a note about the Youth Center.

A letter was sent to Maggie’s place indicating the approval of the \$10,000 and that it was to be used for their programs and to offset costs for a youth center (attached to this package).

When staff requested information for the applications this year, we became aware that the Youth Center was not yet operating. We requested that the funds provided to Maggie’s Place be held in reserve and that a plan be developed for the youth center and utilization of the funds over the next six months. We then experienced COVID 19 which has further delayed this process.

We note that in the application for 2020-21 from Maggie’s place (attached in this package) she is requesting \$10,000 to “secure and develop a designated youth space in the Town of Amherst (A Youth Drop In)”. They anticipated receiving \$9,000 from other sources. They have kept the \$7,345 as deferred revenue until a designated space for youth is secured and the money can be used to set up a space.



DISCUSSION:

Staff note that the application submitted by Maggie’s Place for the 2020-21 year indicated they are applying for \$10,000 and that their plan is to use the funding for a Youth Center. Staff have confirmed with Sarah MacMaster via telephone that this is correct.

Options:

1. Provide a grant of \$10,000 to Maggie’s place with the condition that some of the funding combined with the \$7,345 from last year be used to create a designated youth space in the Town of Amherst.
2. Provide Maggie’s Place with \$10,000 as part of policy and that the only conditions be those requiring them to meet the requirements of the Policy each year (Financials, application, and reporting). For clarity, this means there would be no requirement for them to create a youth center or space, but they COULD use the funds for this purpose should that be their preference.

FINANCIAL IMPLICATIONS: \$10,000 of the grant funds would be spent regardless of the option chosen. There is a potential impact in that another community group may request funding for a Youth Center in future grant applications.

COMMUNITY ENGAGEMENT: Social media will be utilized to communicate the information, as well as the Town’s budget document.

ENVIRONMENTAL IMPLICATIONS: none are anticipated at this time.

SOCIAL JUSTICE IMPLICATIONS: These tax exemptions provide support to organizations who are providing services to allow increased social justice in our community.

ALTERNATIVES: Options are provided in the discussion section.

ATTACHMENTS:

1. 2020-21 Application from Maggie’s Place
2. 2019 Letter and Application for Maggie’s Place

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

Date: Feb. 18, 2020

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: Maggie's Place - A Resource Centre for Families
Full Mailing Address: P.O. Box 1149 Amherst NS B4H 4L2
Contact Person: Sarah MacMaster
Email Address: Sarah@maggiesplace.ca
Telephone: 902-667-7250

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ 10,000

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

To secure and develop a Designated Youth Space in the Town of Amherst. (A Youth Drop In)

4. Please attach a **budget** for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

Local youth have a safe place to go and feel supported in their community. Activities and mentors would be available to be with youth. Increased volunteerism, community pride, increase well being for young people in our community.

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY
<u>Dept of Justice</u>	<u>\$ 6000</u>
<u>Municipality of Cumberland</u>	<u>\$ 1500</u>
<u>YMCA of Cumberland</u>	<u>\$ 1500 - in kind</u>

7. How many volunteers contribute to this event or festival: 6





June 26, 2019

Maggie's Place
11 Elmwood Dr
Amherst, NS B4H 4L2

Dear Ms. McMaster,

At a meeting held Tuesday, May 21, 2019, Amherst Town Council approved the Town's annual Community Support Grants. Council approved \$10,000.00 for Maggie's Place which is intended to address all related applications by your organization under our Supports Grants Program, as well as the submission on the establishment of a "place for youth".

A presentation of grant cheques will be arranged in the near future. We will be in touch with you with a date and time, and to invite a representative of your organization to attend and be presented with your cheque.

You should be aware that Town Council is considering significant changes to the Community Support Grants Policy. Some of the changes under consideration may impact the amount of future grants and/or the manner in which they are disbursed.

If you have any questions concerning this funding support, please contact Shelley Rector, Chief Financial Officer at 902-694-3959.

Yours very truly,

Kimberlee Jones
Municipal Clerk



TOWN OF AMHERST
COMMUNITY SUPPORT GRANTS POLICY

NUMBER 72000-08
Page 7 of 7

Date: January 31, 2019

COMMUNITY SUPPORT GRANTS
TOWN OF AMHERST
REQUEST FOR FINANCIAL SUPPORT

RECEIVED

FEB 06 2019

Corporate Services

Amherst, N.S.

1. ORGANIZATION INFORMATION:

Name of Organization: Maggie's Place - A Resource Centre for Families (Cumberland)
 Full Mailing Address: P.O. Box 1149 Amherst NS B4H 4L2
11 Elmwood Drive Amherst NS B4H 2G7
 Contact Person: Sarah MacMaster
 Email Address: Sarah@maggiesplace.ca
 Telephone: 902-667-7250

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED

\$ 2,655

3. What is the purpose for the funding requested? (Community Event; Tournament - Provincial / National / Invitational; Festival, etc.)

Homework Club
To provide support to students of all ages with homework and language skills development. The priority population for this project would be newcomers but would be open to all Amherst students.

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. Please attach all documents that support the funding request.

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

We expect to reduce anxiety around schoolwork, build supportive relationships with students, promote self-esteem and develop mentors/volunteers. Homework Club will serve as a safe and supportive space for students to seek support.

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY
<u>Maggie's Place</u>	<u>\$ 1000</u>
<u>YReach</u>	<u>\$ 1400</u>

7. How many volunteers contribute to this event or festival: 2-4





COMMITTEE OF THE WHOLE

CDR# 2020056

Date: June 15, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: June 15, 2020

SUBJECT: Bylaw C-7 "Fires and Burning of Materials Bylaw"

ORIGIN: At the June 8th, 2020 Committee of the Whole meeting, staff was directed to review the current bylaw C-7 "Fires and Burning of Materials By-law" and recommend amendments.

LEGISLATIVE AUTHORITY: MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION: It is recommended that amendments to bylaw C-7 "Fires and Burning of Materials Bylaw" be considered and direction be provided to staff to proceed with the process of amending this bylaw.

BACKGROUND: The current bylaw was adopted by council in 2002. The intent of this bylaw was to establish requirements around the ignition, setting fire to or burn any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

DISCUSSION: During the review of this bylaw it was determined that amendments are required to bring the current bylaw up to date. Besides requesting a "Special burning permit" from the Fire Chief, there were no other provisions in the bylaw to allow for the use of ULC or CSA approved outdoor propane/natural gas heaters, propane/ natural gas fireplaces or other types of approved outside appliances that can be readily purchased for use.

This proposed amendment establishes a requirement to have a person placed in charge of a fire. This person would be the owner of the property upon which the burning would take place, or a person who has been designated by the owner to conduct the burning as defined. The person in charge of a fire shall be at least 19 years of age or older and shall be present at all times, while the fire is burning or embers are smoldering, and shall remain there until the fire is completely extinguished. This person shall also have the ability to act quickly in the event that an issue of incident occurs in relation to the fire.

In addition, this proposed amendment incorporates CSA and ULC approved appliances and recommends that these not require inspections or permitting under this bylaw, unless the intended fire and burning of materials does not comply with the requirements of the bylaw.

This proposed amendment also provides a progressive fine structure be implemented and applied when enforcing the requirements of this bylaw, and defines detailed requirements around preventing the spread of fire by defining spacing requirements between the fire and



adjacent buildings and/or combustibles, limiting the size and height of the pile of combustibles being burnt, and fire control measures that need to be in place.

It is extremely important that we provide requirements around the use of fire within our community, with the goal of ensuring limited impact to our residents, visitors, properties, and the environment.

FINANCIAL IMPLICATIONS: Amending this Bylaw will have no significant financial implications on the Town of Amherst.

COMMUNITY ENGAGEMENT: This review has come forward as a result of citizens approaching members of Council with regard to modernizing the by-law.

ENVIRONMENTAL IMPLICATIONS: With the acceptance of these bylaw amendments there is potential for environmental implications, as it relates to the products of combustion.

SOCIAL JUSTICE IMPLICATIONS: Acceptance of this policy will have no social justice implications on the Town of Amherst.

ALTERNATIVES: Council may choose to:

1. accept these recommended changes
2. provide further direction to staff
3. not accept these recommended changes.

ATTACHMENTS:

1. Current Town of Amherst Bylaw C-7 “Fires and Burning of Materials Bylaw”
2. Proposed change to Town of Amherst Bylaw C-7 “Fires and Burning of Materials Bylaw”

Report prepared by: Greg Jones, Fire Chief
Report and Financial approved by:

TOWN OF AMHERST

FIRES AND BURNING OF MATERIALS BY-LAW

SHORT TITLE

1. This By-Law shall be known as the Fires and Burning By-Law.

DEFINITIONS

2. In this By-Law, “**Out of doors**” means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning out of doors.

FIRES AND BURNING OF MATERIALS

3. No person shall ignite, set fire to or burn any materials, articles or substances whatsoever, out of doors, within the limits of the Town of Amherst, except as provided by this By-Law.

EXCEPTION FOR BARBECUES

4. This By-Law shall not apply to the setting on fire or burning of charcoal or other flammable materials commonly used for the purpose of a barbecue or similar outdoor cooking, when intended only for the purpose of food preparation.

SPECIAL BURNING PERMIT

5. The Fire Chief may, from time to time, issue a special permit to an applicant and may prescribe within the permit:
 1. The number of people required to supervise the burning;
 2. The conditions under which the fire may be set;
 3. The types of materials that will be permitted to be burned;
 4. The hours and day on which burning shall take place;
 5. The location at which the fire may be set.

PENALTY

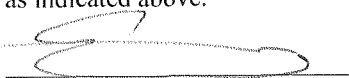
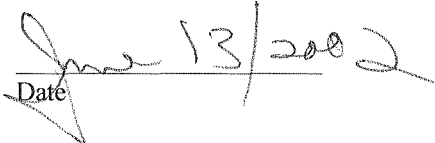
- 6. Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.

EXCEPTION

- 7. This By-Law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst Fire Department in the performance of his duties.

REPEAL

- 8. All Fires and Burning of Materials by-laws of the Town now in force are hereby repealed and this by-law substituted therefor.

<u>Clerk's Annotation For Official By-Law Book</u>	
	Date of first reading: April 22, 2002
	Date of advertisement of Notice of Intent to Consider: May 1, 2002
	Date of second reading: May 27, 2002
	Date of advertisement of Passage of By-Law: June 12, 2002
	Date of mailing to Minister a certified copy of By-Law: June 13, 2002
<p>I certify that this FIRES AND BURNING BY-LAW was adopted by Council and published as indicated above.</p>	
 _____ Clerk	 _____ Date

NOTICE OF PUBLICATION

SUBJECT: **TOWN OF AMHERST FIRES AND BURNING OF MATERIALS BYLAW (C-7)**


At the May 27, 2002 meeting of the Amherst Town Council, following first and second reading of a proposed Town of Amherst Fires and Burning of Materials Bylaw (C-7) a motion to repeal the existing bylaw and replace it with the above mentioned new bylaw was approved.

The object of the bylaw is to prohibit the igniting, setting fire to or burning of materials, out of doors, within the limits of the Town of Amherst. There is an exception for barbecues and a provision to make application for a burning permit with conditions. The complete bylaw may be inspected and/or a copy obtained at the office of the Town Clerk, Confederation Memorial Building, Ratchford Street during regular business hours.

Ed Childs, CA
Town Clerk

THIS IS TO CERTIFY that the foregoing is a Notice of Publication regarding the approval of a new Fires and Burning of Materials Bylaw as published in the local paper on **June 12, 2002.**

Given under the hand of the Town Clerk and under the Seal of the Town of Amherst this 13th day of June, 2002.



Ed Childs, Town Clerk

TOWN OF AMHERST

DRAFT - FIRES AND BURNING OF MATERIALS BY-LAW (C-7)

1. SHORT TITLE

This By-Law shall be known as the Fires and Burning By-Law.

2. DEFINITIONS

In this By-Law,

“**owner**” has the same meaning as in the Municipal Government Act;

“**Recreational outdoor burning appliance**” means an appliance that is approved by CSA (Canadian Standards Association) or ULC (Underwriters’ Laboratories of Canada) and is designed to contain a small fire for recreation and entertainment purposes, equipped with a spark arrester and includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

3. FIRES AND BURNING OF MATERIALS

No person shall light, ignite, start, allow or cause to be lit, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air, except as permitted by this bylaw within the limits of the Town of Amherst.

For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning outdoors. This means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. No person shall burn rubber tires, oil, plastic, petroleum products or domestic waste, such as leaf and yard waste including grass and grass clippings, twigs, and house and garden plants; and construction or demolition material, including saw dust, wood shavings, planking, siding, wood beams, plastic and rubber.

Only recreational outdoor burning appliances may be used throughout the Town of Amherst without permit as long as they meet the requirements of this bylaw. Further, the user of these types of appliance shall ensure that the manufactures operating instructions for these appliances are followed and a copy is retained and readily available upon request. In the case where the manufactures operating instructions are stricter than the requirements of defined in this bylaw, then the position and operation of the appliance shall comply with the manufacturer’s instructions, followed by the remaining requirements of this bylaw.

4. PERSON IN CHARGE OF THE FIRE

There shall be a person designated as being charge of the fire. This person shall be the owner of the property upon which the burning is taking place, or a person who has the owner consents to conduct the burning. The person in charge shall ensure that:

- a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call 911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;
- b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

- c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;
- d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the case where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;
- e. Where the recreational outdoor burning appliance burns wood instead of natural gas or propane:
 - o it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8"). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
 - o In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
 - o The fire shall does not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner's enjoyment of his or her property;
- f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.
- g. Recreational outdoor burning appliance shall not be placed on wooden decks or combustible surfaces or under an air supported structures; and that only one recreational outdoor burning appliance is used on a property at a time;
- h. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;
- i. No fire is to be ignited when the wind velocity may jeopardize the ability to control and contain the fire;
- j. Shall ensure that no fires are ignited when a "Non-burn day – Burning is not permitted" indicator is issued for the Cumberland region, by the Nova Scotia department of Lands & Forestry, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations.

5. SPECIAL BURNING PERMIT

In addition, to the requirements and allowances defined in this bylaw there may be a situation where the burning of materials is not defined within this bylaw. In these cases, an application for special burning permit shall be requested by making application to the Fire Chief.

The Fire Chief may issue a special burning permit to an applicant and may prescribe additional requirements within the permit. The Fire Chief, in issuing a permit may specify conditions upon which the permit is granted.

The Fire Chief, in considering an application for a permit may refuse to issue a permit if the Fire Chief is not satisfied that the proposed burning complies with the other provisions of this Bylaw or if the Fire Chief is not satisfied that the proposed burning could be carried out safely. The Fire Chief may revoke a permit issued under this bylaw at any time.

6. AUTHORITY

The Fire Chief or anyone who is directed by the Town of Amherst to enforce this bylaw shall have control over the prevention and suppression of fires governed by this bylaw; and may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.

Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property, or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw.

7. PENALTY

Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.

A fine can be applied on an individual by anyone who is directed by the Town of Amherst to enforce this bylaw as follows:

- a. First offence: 250.00
- b. Second offence: \$500.00
- c. Third offence: \$1,000.00
- d. Fourth offence: \$1,500.00

8. EXCEPTION

This By-Law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst fire department in the performance of their duties.

9. REPEAL

All Fires and Burning of Materials by-laws of the Town now in force are hereby repealed and this by-law substituted therefor.

Monthly Report

Corporate Services

June 2020

CORPORATE SERVICES – In early June staff started to gradually return to working in the office instead of from home. This is a phased in approach as some staff remain working from home. Work continues with the regular financial services requirements including budgets and year end as well as dealing with COVID-19 related issues and analysis like the Tax Financing Program.

FINANCIAL – The final segments of the general operating budget were approved by Council on May 25 and the Community Support Area Rate was set as well. Final allocation of grants will be determined in the next few weeks. Staff have begun some of the year end tasks in preparation for the year end audit.

Staff have been busy preparing for the Property Tax Financing Program. The accounting software SAP has been updated with a loan program and staff have prepared on internal procedure and customer applications. The deadline to apply for the Property Tax Financing Program is June 30.

On Accounts Receivables March, April and May interest has been set at zero for outstanding balances on property tax accounts. March, April, May and June interest have been set at zero for outstanding balances on water/sewer accounts. Customers were encouraged to pay their property tax and water/sewer bills on the due dates to aid in cash flow for the Town of Amherst.

2020 ASSESSMENT APPEALS – As of June 1, 2020, there were 77 accounts who have appealed their assessment, 51 of these are complete, 8 have withdrawn and 18 are outstanding.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of June 1/20	Pending as of June 1/20	Withdrawn as of June 1/20	Outstanding Appeals as of June 1/20	Appeals Successful as of June 1/20	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	52	\$11,464,800	40	0	2	10	17	\$ 573,600	\$ 8,458	0
Commercial	25	\$27,012,600	11	0	6	8	8	\$ 188,100	\$ 8,379	1
TOTAL	77	\$38,477,400	51	0	8	18	25	\$ 761,700	\$ 16,837	1

2020 SPRING TAX SALE – There will not be a spring tax sale.

2020/21 INTERIM PROPERTY TAX BILLS – The interim property tax bills are calculated as 50% of the total property tax bill for 2019/20. The interim tax bills were due on May 29.

WATER / SEWER BILLING – The fourth quarter water / sewer bills were mailed out at the end of April and are due on June 30. Flat water /sewer bills were mailed out in early June with a due date of July 6.

CUSTOMER SERVICE TRACKING – E11 – There was a total of 137 opened cases in May and 109 cases closed. The categories with the most opened/closed cases opened in May related to water quality issues and applications for development/building permits.

HUMAN RESOURCES – Staff continue to move forward with acquiring access to electronic paystubs. Testing was completed in May and staff will be providing on-boarding communication with staff throughout the month of June. The COVID 19 pandemic highlighted the need to have alternate means of providing staff with their pay information if in-person distribution of paper pay statements was not possible.

Given the COVID 19 pandemic, there are no open/active competitions at this time. Staff continue to provide support to all staff for group insurance/benefit information, claim processing, pension reporting, etc., as needed.

PROCUREMENT – Staff began working from home on March 17 due to the COVID-19 pandemic and can perform all functions from home. Staff continue with preparing procurement documents for both capital projects and operational requirements needed when the budget is approved. Procurement is reviewing scopes and working with the departments to have procurements readied for final approval to release.

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Capital														
Anticipated Procurement from Capital Budget: 26														
Scopes for capital received in the month	5	7	4	1	2	3	1	2	2	2	5	0	1	4
All procurement:														
Total new scopes of work received in month	12	12	16	9	5	4	7	6	8	6	8	11	9	6
Released to the public in the month	10	15	17	9	7	3	9	6	7	4	5	10	8	6
Closed during the month	9	12	14	10	7	8	10	7	7	3	5	10	9	6
Awarded by par/council during the month	6	7	21	4	5	10	15	9	6	1	6	9	8	7
Open at the end of month (released month a, closed month b)	2	5	4	4	6	1	2	4	5	4	5	1	4	5

INFORMATION SERVICES (IS) – A new storage appliance was installed for backups. A new fibre line was installed at the Amherst Police Department. Staff assisted the RCMP in doing a physical site assessment of the Amherst Police Department as part of the NACAR agreement update.

Working with staff as they transition back to the work place.

IS Cases/Incidents Stats

	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020
Opened	46	50	26	33	28	71	27	46	38	36	116	61	56
Closed	47	51	30	27	32	65	37	51	34	36	118	59	57

Monthly Report

Operations

June-2020

COVID-19

As of May 4th all full time employees are reporting to work for regular duties. In order to help ensure social distancing in the workplace some shift times have been staggered. Seasonal employees have not yet been called back and summer students have not been hired. All essential services are being provided as are most non-essential services, although some levels of service have been scaled back.

Our Building Inspector / Dangerous Unsanitary Premises Administrator continues to process permit applications and dangerous / unsightly complaints which have been moved on-line. Outdoor inspections continue with additional protocols while indoor inspections are approved on a case by case basis when proper protocols can be achieved (building vacated etc.).

Plans are being developed for the future opening of our recreation facilities.

Staff completed the following standard operational work:

- Bi-weekly sampling at the WWTF
- Weekly water sampling
- Lift station maintenance
- Changing chlorine cylinders and rotating the chlorine booster pump
- Maintaining service cuts
- Maintained the closure of parks due to COVID-19
- Solid waste collection from on street receptacles and parks
- Sanitation of Town Hall and Community Credit Union Business Innovation Center

Other work completed in May:

- Crosswalk and centerline painting have commenced
- Completion of the LaPlanche River Lift Station Upgrades
- Street sweeper is being utilized as needed
- Storm sewer line installed on Robert Angus Drive (Capital)
- Storm sewer line replaced on Academy Street (Capital)
- Various repairs to lawn damage caused by previous pipe work
- Mowing of our parks and green spaces has commenced
- Preparation of flower beds is well underway
- Commencement of repairs to Robbs Baseball Fields
- Repair of four sinkholes caused by failure of corrugated steel storm lines
- Commencement of street spreader patching by our contractor

Upcoming / ongoing projects for June:

- Academy Street sidewalk replacement (capital)
- Complete center line and crosswalk painting

- Commence bike sharrow painting
- Hand patching of streets
- Tree maintenance
- Planting of flower beds
- Hanging basket installation
- Continue repairs to Robbs Baseball Fields
- Commencement of Albion Street water main replacement (Capital)
- Commencement of capital paving program (Capital)
- Installation of Sidewalk on Academy Street (Capital)

Monthly Report

Police Services

June 2020

PROFESSIONAL DEVELOPMENT/TRAINING

As a result of Covid-19 issues, most of the training for May 2020 was cancelled. We did have training planned for May 2020, but these initiatives were cancelled due to the risk and covid-19 guidelines. Planned training included:

- Use of Force Instructor Course: Cst Walsh and Cst Hebert are our new Use of Force Training instructors. They were scheduled to attend the Atlantic Police Academy from April 27th to May 8th. We will be working with the Academy and a Dept of Justice Focus group to ensure that we have the required instructor training;
- Major Incident Response Course: We had arranged training for our Supervisors' and 2 IC's in relation to responding to major incidents and the role of the initial critical incident responder who often has to act as an Incident Commander. This course was scheduled for the end of May, and was going to be hosted by APD for our own members, but we were also going to sell seats to other agencies. This course provides supervisors with the tools they need to be an 'initial' incident commander and covers all aspects of the role and includes role playing and scenarios as part of the curriculum;
- APD Warrants Course: We had arranged to have Sergeant Graham, with the assistance of other experienced members, design a warrant writing course for our frontline officers. This course was developed by Sgt Graham and was to cover the basic requirements for writing warrants, establishing grounds and including ongoing exercises in gathering information and preparing warrants in a number of different scenarios.

TMR2 Training: Our dispatch and admin staff participated in online TMR2 training which covered numerous subjects relating to our new radio systems, the capabilities of the system and how to properly use it. This training was provided via the Zoom platform and included dispatchers and staff from other dispatch services and fire departments

PERSONNEL

During the Month of May two retired members of the Amherst Police Department passed away. Constable Bill Bird passed away on May 6th and Sergeant Charlie Amos died on May 23rd. To honour their memory, Town of Amherst flags were at half-mast from May 26th to May 28th.

Constable Bill Bird started with APD in January of 1968 and was with APD until 2000, serving his community as a police officer for 32 years. Bill was well known around town and loved people and being involved in the community. He especially had a love for music and spent many afternoons at the Legion playing or hosting a hootenanny here or there. He was also heavily involved on Wednesday nights at Dick's Jamboree at Hertz Hall. He loved to have fun and loved to see others having fun as well. We're going to miss him that's for sure.

Sergeant Charlie Amos started with the Amherst Police Department in 1969. Charlie was known as 'The King' around the office and loved to play practical jokes and have fun in general. For anyone that had the pleasure to work with Charlie, you'd know that a night shift would include some of the stories about he and Sgt Devine when they were younger and were known for playing practical jokes on Chief Plump who was just as good as taking a joke as he was at giving one. He will be greatly missed.

OPERATIONAL

Covid-19 Adjustments: In March, as result of the Covid-19 pandemic, the Amherst Police Department made numerous adjustments to ensure that essential services were not interrupted and to mitigate staff illness. Many of the steps taken included collapsing specialty sections onto the platoons.

As a result of the loosening of restrictions and flattening of the curve, some of these changes were reversed. Sgt Graham was returned to Major Crime in the middle of May and both SCEU members were returned to their duties during the last week in May. Both Cst Wood and Cst Harrison continue to work 12-hour shifts, all day shifts, to support the platoons during the day as we have seen an increase in occurrences during the day shifts. We will monitor the occurrences and may return them to the regular schedule later in June. At this time, our admin and dispatch staff continue to work a slightly 'modified' schedule and our front counter service remains closed until further notice.

Half Mask Respirators: As a result of the requirement for Personal Protective Equipment, our frontline members are being provided with Half-Mask respirators. Constable Michelle Harrison and D/Chief Tim Hunter have been provided with the training to properly fit our members and each member is being provided with a respirator and 2 filters. We have also been provided with policy and protocol examples that we can utilize and refer to when developing our own policies

Bear complaints: Over the course of the last month, APD has received numerous complaints concerning bear in or near residential areas. On May 3rd, APD and DNR attended the area of Mallard Drive, as a mother bear with cubs was frequenting the area. 'Bear-Bangers' were used to frighten and discourage to bears from coming back to the area. On the afternoon of May 27th, APD attended Costin Drive as reports were received of a mother bear getting into compost bins while three bear cubs napped in the trees. APD members used bear-bangers to scare the bears off. Later in the evening, another bear and 2 cubs were reported in the area of Kent Drive and Cornwall Street. Members used the vehicle air horn and sirens to scare the bears from the area. On May 28th, it was clear that the bears on Costin Drive were going to continue to return to the residential area. APD spent a considerable amount of time in the area monitoring the bears and ensuring the public was safe. On the evening of May 29th, DNR were able to safely tranquilize and capture the mother bear. After several hours they also successfully captured the cubs and were able to remove them from the area in hopes of transporting them to another location. Social media was used (Facebook and Twitter) to keep the public informed of the issues, concerns and efforts to deal with the bears.

Break and Enter – Moore Automotive: On May 19th, shortly after midnight, Amherst Police arrested Donald Arthur Pipes following a break and enter into the compound at Moore Automotive and Recreational Store. The arrest was made after officers observed a man break into and enter the compound at Moore Automotive and Recreational Store. The man attempted to flee but was caught after a brief foot chase. Pipes faces several charges arising from the incident including: break and enter, resisting arrest, two counts of theft of a motor vehicle, damage to property, possessing break and enter tools and breaching a court order. Pipes faces additional charges stemming from a theft that happened at a local business on April 22, 2020. In that incident, Pipes allegedly refused to stop for police and fled the scene in a motor vehicle. The charges include possession of stolen property, theft, dangerous operation of a motor vehicle, resisting arrest, fleeing police and breaching a court order. He also faces charges relating to alleged thefts that happened in the Amherst area on April 20, April 18 and April 15, 2020, as well as charges from other jurisdictions. Pipes was remanded. He is scheduled to appear in court at a later date to face the charges.

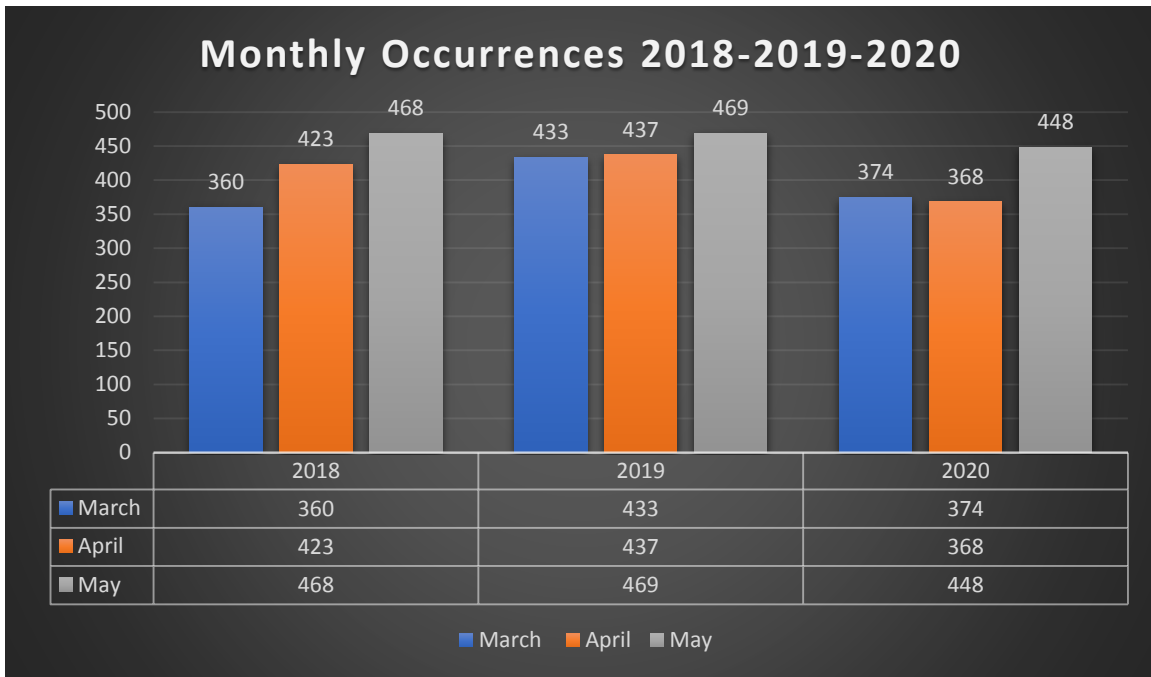
Mental Health Session: On Wednesday May 20th, Chief Pike of the Amherst Police Department and Chief Jones of the Amherst Fire Department hosted a virtual mental health session with employees and staff of the Town of Amherst. The session entitled “*We will get through this together*” considered the extra stress that the Covid-19 Pandemic has added to the lives of our employees and their families and covered topics and information relating to good and poor mental health, mental illness, the Mental Health Continuum Model and how stress can affect us in a variety of ways. The session provided tips for dealing with stressful incidents, self-calming Techniques’ and the assistance that is available through EAP for not only us, but for our families.

CRIME PREVENTION/SCHOOL RESOURCE

On May 29th, Cst Michelle Harrison read a book on Facebook called “The Kissing Hand” for children. The post reached over 9000 people, was shared 94 times and had 27 positive comments. While Michelle continues to work shiftwork during the Covid-19 Pandemic, she continues to focus on her role as the youth Liaison Officer for the Amherst Police Department. Constable Harrison and Cst Wood continue to work a 48 hour/12-hour day schedule to support the platoons during this time.

OPERATIONAL STATS

Occurrences:	448	Criminal Code Charges:	58	HPA:	2
Impaired by Alcohol:	1	CDSA:	8		
Impaired by Drug:	0	CBCA:	0		
Traffic Tickets:	8	Traffic Written Warnings:	4		
Vehicle Checks:	48	LCA:	1		
Foot Patrol Hours:	2h 8m	Bike Patrol Hours:	0		



Monthly Report

Community Well Being

June 2020

Community Well Being - The Community Well-being Manager is part of the internal committee which is providing resumption guidelines for the Town and continues in the role as Resource Unit Leader, with daily logs and IAPs. The Community Well-being Manager is communicating and messaging well-being emails to all staff and Council. Health and well-being challenges continue. Oversight of the well-being team and planning for online activities to boost the community.

Community Engagement

1. The following events/committee meetings were attended:
 - a. Cumberland Region Tourism Marketing (CRTM) Advisory meeting
 - b. Follow-up engagement with organizations regarding Community Check-in
 - c. A webinar on The Power of One: The Role of an Individual in Systems Change
 - d. A webinar on Ramping Up as The Curve Flattens: Adapting Your Business and Staff to Customer Expectations
 - e. Released a public call-out for applications for the Accessibility Advisory Committee
 - f. Attended a webinar on Inclusion Policy: Starting the Conversation
 - g. A webinar on Addressing Global Issues Starts with Community
2. The Community Well-being Manager worked with the Business Development Officer and the Well Being team to develop marketing and social media for the Local Loves You Back Campaign
3. Work on researching and gather poverty reduction strategies from across the country
4. The Community Well-being Manager contacted applicants for the Community Support Grants to establish if events were still happening and status of applications.

Culture, Events and Marketing

1. Created June Social Media Proposal: Researched content ideas and visiting other social media accounts from various municipalities. Themed weeks for June are Bike week, Pride week, Wellness week, and Dad week.
2. Implemented May Social Media Proposal with Mental Health Week and Gardening Week. Worked with Horticulturalist to provide video on helpful gardening tips.
3. Worked on a Winter Staycation brochure
4. Compiled materials to create a video for Pride Week and Indigenous Peoples Day
5. Rolled out Gourmet Foodie Fest contest and received 32 entries between Facebook, email and Instagram to rave reviews.
6. Worked with the BDO to create the Amherst Loves You Back Facebook page, poster and graphics.

7. Created Do Good in your Neighbourhood Facebook post. Received 20+ nominations, FB post seen 4000 times.
8. Created Backyard BBQ Contest with graphic. Well received on Facebook with numerous entries. Team up with Highland Market for the prize, a donated \$50 meat package.

Active Living

1. Learn 2 Lead online sessions offered this month include:
 - a. 3-part gardening series
 - b. 2 Simply for Life Cooking sessions
 - c. Goal Setting with Patrick Manifold
 - d. Productivity with Patrick Manifold
 - e. COVID 19 Panel Business Q & A
2. The MPAL Annual report was completed and submitted for 2019-20
3. The MPAL planning and implementing tool was completed for the 2020-21 year. Major initiatives focused on free play, drop-in activities, expanding our equipment lending program, and less structured movement.
4. On May 26, 2020 the Active Living Coordinator attended the virtual PAPE session. Discussion topics included facing COVID-19 challenges and sharing ideas to support less structured movement and social distancing in the coming months

Monthly Report

Fire Department

June 2020

RESPONSE #'s (May)

Town of Amherst – 8 events

- 1 Electrical fire
- 1 Structure fire
- 1 Vehicle fire
- 2 Smell of smoke / Air quality check
- 1 Monitored alarm activations
- 1 Assist police
- 1 Motor vehicle accident

Contract area (District 2) – 8 events

- 1 Power lines on fire/Arching
- 2 Motor vehicle accident
- 1 Monitored alarm activations
- 1 Open burning
- 3 Wildland fire / Open land

Weekly Training, Recruit Training & Meetings

The department continues to adjust to the pandemic environment and adapt our operational objectives to meet the changing needs during this pandemic. This includes adjusting the services we provide to ensure that we respect the physical distancing requirements and provisions of the provincial state of emergency order.

We have been able to maintain a social and operational contact with all of our members by using video conferencing to establish a means to communicate as a group, while ensuring that physical distancing is achieved. On June 11th, the department started face to face company-based training in groups of ten (10) members, while respecting physical distancing requirements.

Professional Development

Numerous members of the department have completed various online training programs with the Nova Scotia Fire Fighters School. This training included the following courses: Hazardous materials awareness training, Hazardous materials operations training, Incident Scene Safety Officer training, Managing Company Tactical Operations, Incident Command System 200 training and Anhydrous Ammonia Response.

In addition, numerous members took part in online refresher training for the trunk mobile radio system with Nova Scotia Public Safety and Field Communications. This program was a refresher on the operational requirements for using the TMR2 system and its interoperability capabilities.

Fire Prevention

The Amherst Fire Department, in partnership with local businesses and Community Safety Net, are once again planning a family resource guide to educate grade four students in relation to fire safety. The department is finding that this initiative provides young people in our service area with effective tools for preventing and reacting to fires. It also offers parents practical ideas on keeping their home fire safe.

Monthly Report

Planning & Strategic Initiatives

June-2020

Land use planning consultation and Development Permit services continue remotely. Development and Building Permits, as well as Property Complaint forms, can now be completed and submitted on the town website. Despite the Covid-19 pandemic, year-to-date development permits are off to a strong start both in terms of the number of permits issued and the estimated value of investment. Given the number of projects in the planning stages, particularly in the residential sector, staff anticipate 2020 building activity in Amherst will experience a significant increase over the previous three years.

In support of the Incident Command Structure established during the pandemic to ensure continuation of town operations, planning staff have been providing logistical support. This work provides coordination of town facility sanitation, communications support, and the supply of personal protective equipment.

With approval from the UARB for NSPI's Smart Grid Implementation, NSPI is now starting to put its project implementation plan in action. Staff have received a draft lease agreement for the solar garden, which will be reviewed by staff and brought to Council for consideration.

Installation of the solar PV system at the Stadium is underway. The photovoltaic panels and associated equipment have been installed on the roof, and the preliminary inspection by NSPI was completed successfully. Detailed planning for solar systems on the Fire and Police Stations has begun.

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

Monthly Report

Economic Development

June-2020

The BDO has kept a close relationship with the business community providing weekly COVID-19 updates and relaying information from the Cumberland Business Connector and the Chamber of Commerce. Businesses appreciate the updates and are finding them useful.

The BDO contacted various businesses over the last month to get a sense of how they are dealing with COVID 19 and challenges they are facing.

The Amherst Loves You Back campaign Facebook page was launched. This campaign will allow the TOA to support local businesses and services reaching a large social media audience boosting visibility for potential customers.

The BDO co-hosted an online COVID-19 Panel Q & A session with the Cumberland Business Connector as part of the Learn 2 Lead virtual series. The panelist included 3 professional chartered accountants and a representative from CBDC. There were 25 participants on the zoom session.

The joint CED strategy with the County of Cumberland and the Cumberland Business Connector is 70% complete.