



Town of Amherst
Committee of the Whole

Date: **Monday, September 21, 2020**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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

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

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 MacKenzie
That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 May 19, 2020
Moved By Councillor Rhindress
Seconded By Deputy Mayor Christie
To approve the minutes of the May 19, 2020 Committee of the Whole meeting as attached.

MOTION CARRIED

1.2.2 May 22, 2020

Moved By Deputy Mayor Christie

Seconded By Councillor Jones

To approve the minutes of the May 22, 2020 Committee of the Whole meeting as attached.

MOTION CARRIED

1.2.3 June 8, 2020

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To approve the minutes of the June 8, 2020 Committee of the Whole meeting as attached.

MOTION CARRIED

2. Presentations

2.1 Elizabeth Smith-McCrossin

Elizabeth Smith-McCrossin, MLA for Cumberland North, spoke to Council about her concerns with the COVID-19 related provincial border closures and the hardships it is causing particularly to residents in our area. She asked for Council's support in re-opening them.

3. Council Direction Requests

3.1 Alternative Voting

Moved By Councillor Jones

Seconded By Councillor Byrne

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

MOTION CARRIED

3.2 Community Support Grants

Moved By Councillor Jones

Seconded By Councillor Byrne

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.

MOTION CARRIED

3.3 Burning Bylaw

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

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.

MOTION CARRIED

4. Monthly Reports

4.1 Corporate Services

Information item; no direction given or action required.

4.2 Operations

Information item; no direction given or action required.

4.3 Police Services

Information item; no direction given or action required.

4.4 Community Well Being

Information item; no direction given or action required.

4.5 Fire Services

Information item; no direction given or action required.

4.6 Planning & Strategic Initiatives

Information item; no direction given or action required.

4.7 Economic Development

Information item; no direction given or action required.

5. In Camera

Moved By Councillor Rhindress

Seconded By Deputy Mayor Christie

That the Committee move to an in camera session.

MOTION CARRIED

6. Adjournment

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

To adjourn the meeting at 6:15 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: June 29, 2020
Time: 3:30 pm
Location: Zoom Virtual 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
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
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 3:34 p.m.

2. REQUESTS FOR DECISION

2.1 Tax Financing Policy

Moved By Councillor Jones

Seconded By Councillor Byrne

That Council forward to the next Council meeting for approval the proposed changes to the COVID-19 Property Tax Financing Program Policy to extend the due date of applications form June 30, 2020 to July 31, 2020; and to adjust section 4.2.2 and 4.2.2.1 to allow for resource property owned by tourism operators to qualify.

MOTION CARRIED

2.2 DMAH Municipal Consultation

Discussion ensued around the NS Municipal Consultation workbook included as part of the agenda package. The CAO will summarize the discussion and provide feedback to the Department of Municipal Affairs and Housing.

3. In Camera

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That the Committee move to an In Camera session.

MOTION CARRIED

4. Adjournment

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

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

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: August 6, 2020
Time: 12:00 pm
Location: Zoom Virtual Meeting

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

Members Absent Councillor Vince Byrne

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Kim Jones, Municipal Clerk
Emily Wainwright, Administrative Assistant

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 August 6, 2020 meeting to order at 12:02p.m.

2. Information Items

2.1 Tupper Boulevard

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

2.2 Stadium Reopening

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

- 3. In Camera**
Moved By Deputy Mayor Christie
Seconded By Councillor Rhindress
That the Committee move to an In Camera session.

MOTION CARRIED

- 4. Adjournment**
Moved By Councillor Rhindress
Seconded By Councillor Jones
That the Committee of the Whole adjourn at 12:55p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: August 10, 2020
Time: 3:00 pm
Location: Zoom Virtual Meeting

Members Present
Mayor David Kogon
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Terry Rhindress

Members Absent
Deputy Mayor Sheila Christie
Councillor Wayne MacKenzie

Staff Present
Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Tom McCoag, Corporate Communications Officer
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 3:00 p.m.
2. **In Camera**
Moved By Councillor Jones
Seconded By Councillor Rhindress
That the Committee move to an In Camera session.

MOTION CARRIED

3. **Adjournment**
Moved By Councillor Rhindress
Seconded By Councillor Jones
To adjourn the meeting.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: August 26, 2020
Time: 1:15 pm
Location: Zoom Virtual Meeting

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

Staff Present Kim Jones, Municipal 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 1:15p.m.
- 2. In Camera**
Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
That the Committee move to an In Camera session.

MOTION CARRIED

- 3. Adjournment**
Moved By Councillor Jones
Seconded By Councillor Rhindress
That the Committee adjourn the August 26, 2020 meeting.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR# 2020072

Date: September 21, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: September 21, 2020

SUBJECT: Year End Operating Reserve Transfer to General Operating

ORIGIN:
Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY:
MGA section 65.

RECOMMENDATION:
That Council forward the following transfer from the Operating Reserve to General Operating to the September 28, 2020 regular meeting of Council meeting for approval:

1. Withdraw from the Operating Reserve – Reserve for Mandatory Provincial Contribution Area Rate of \$13,137.92 to fund the deficit in the Mandatory Provincial Contribution Area Rate for the 2019/20 fiscal year.

BACKGROUND:
At the end of a fiscal year if there are surplus funds in the Mandatory Provincial Area Rate grouping, they are transferred to a special reserve within the Operating Reserve called Mandatory Provincial Contribution Area Rate reserve. Likewise, if there is a deficit in the fund, a request is made of Council to withdraw from the Mandatory Provincial Contribution Area Rate reserve to fund the deficit.

DISCUSSION:
As the chart below details, the regional housing expense came in over budget by \$18,767 while corrections and assessment expenses were under budget. The overall result was a deficit of \$13,137.92 in the Mandatory Provincial Contribution Area Rate.

Cost elements/Cost centers	Act. costs	Plan costs	Abs. var.
* 9470 ASSESSMENT SERVICES	117,259.92	118,767.00	1,507.08-
* 9600 PROV.CORRECTIONS	112,412.00	116,534.00	4,122.00-
* 9610 REGIONAL HOUSING	248,767.00	230,000.00	18,767.00
* 9620 REGIONAL LIBRARY	61,820.00	61,820.00	
* 9630 REG. SCHOOL BOARD	1,599,384.00	1,599,384.00	
** Unconditional Transfers	2,139,642.92	2,126,505.00	13,137.92



The Mandatory Provincial Area Rate reserve within the Operating Reserve had a balance at March 31, 2019 of \$21,281. With this request to withdraw \$13,137.92 it leaves a balance at March 31, 2020 of \$8,143. This is the first year that the reserve fund has needed to be used to fund a shortfall for the Mandatory Provincial Contribution Area Rate.

As a note, in 2020/21 the housing expense has come in under budget, which will likely add funds back to the Operating Reserve at fiscal year-end 2020/21.

FINANCIAL IMPLICATIONS:

In order to have the Mandatory Provincial Contribution Area Rate not affect the general rate, it is important to fund its deficit from the funds that have been put into the Operating Reserve for this very purpose.

COMMUNITY ENGAGEMENT:

Any community engagement would be through social media and through the publishing of our Financial Statements once approved.

ENVIRONMENTAL IMPLICATIONS:

None

SOCIAL JUSTICE IMPLICATIONS:

None

ALTERNATIVES:

1. Do not use the Mandatory Provincial Contribution Area Rate funds in the Operating Reserve and reduce the General Operating surplus at year end.

ATTACHMENTS: None

Report prepared by: Shelley Rector, CPA, CMA - CFO

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

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: September 21, 2020

SUBJECT: Adjustments to Capital Budget Funding

ORIGIN:

Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY:

MGA section 65.

RECOMMENDATION:

That Council forward approval of the following changes to the funding for the Water and General Capital Budget to the September 28, 2020 regular Council meeting for approval:

1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$114,673.80;
2. Approval of the increase of General Operating capital from revenue from \$491,535 to \$496,030.80;
3. Withdraw of \$4,000 from the Capital Reserve which represents the Trade-In-Allowance for two thermal imaging cameras against the purchase of three new thermal imaging cameras in the General Capital Fund; and
4. Withdraw from the Capital Reserve of \$33,857 to fund a portion of the new roof on the Community Credit Union Business Innovation Centre.

BACKGROUND:

Both the Water and General Operating Budgets had a surplus for the March 31, 2020 year end. During the 2017/18 audit, it was recommended that Council formally approve any changes to how Capital Projects are funded at year end. In keeping with that, these items are basically year-end housekeeping items that we are bringing forward to Council to ensure transparency and compliance with the audit recommendation.

DISCUSSION:

The following are the changes made to the Water Capital Budget for year-end purposes:



Town of Amherst		
2019/20		
Water Operating Transfer Details		
	Budget 2020	Actual 2020
Transfers to Water Capital		
Cap fr Revenue - Water Op	40,000	114,673.60
		-
		-
Total Transfer to Water Capital	\$ 40,000	114,673.60
Capital from Revenue was used to fund (or partially fund) the following projects:		
New Service truck - did not purchase	-	49,506.00
Backhoe	-	15,806.00
Fire Hydrant Replacement	12,500	10,428.60
Water Meter Replacement	12,500	14,000.00
Monitoring Wells	15,000	-
Water main - Taplin Drive	-	18,727.00
Water main - Edgewood Drive		6,206.00
	40,000	114,673.60

Prior to the adjustments listed above, the surplus in water was \$119,359. The budgeted amount for capital from revenue was \$40,000. In keeping with the Town's philosophy of paying for capital projects in cash whenever possible, staff adjusted capital from revenue from \$40,000 to \$114,673.60 to pay for the above noted Capital projects. This will result in not having to borrow as much for the Water Utility which in turn results in interest savings (discussed in financial implications below).

The additional \$4,495.80 general operating capital from revenue was used to fund the legal fees for the land purchased on Tupper Blvd from NSBI.

There was an adjustment for the trade-in-allowance for two thermal imaging cameras against the purchase of three new thermal imaging cameras in the General Capital Fund. The sale of the two old thermal imaging cameras had to be accounted for and the gain on sale was put into the Capital Reserve and then removed to be applied against the value of the three new thermal imaging cameras.

The final change in funding source related to the Community Credit Union Business Innovation Centre new roof. There were excess funding remaining from carry over projects that are completed underbudget so rather than borrowing for the full cost of the roof, \$33,857 was funded from the Capital Reserve equal to the amount carry over projects were underbudget. The \$25,643 remaining cost of the new roof was funded from capital from revenue from projects being under budget. This change in funding source is being approved for transparency purposes as the total capital reserve funding in the capital budget was below the amount that was approved by Council as part of the capital budget process.

FINANCIAL IMPLICATIONS: There is no actual increase in the capital budget as a result of these approvals, we will decrease our borrowing in the Water Utility from \$698,082 to \$580,394 which results in the Water Utility saving approximately \$40,000 in interest costs over the next fifteen years. The savings by not borrowing long term debt for the Community Credit Union Business Innovation Centre roof is approximately \$25,000 over 15 years.

COMMUNITY ENGAGEMENT: Any community engagement would be through social media and through the publishing of our Financial Statements once approved.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES:

1. The Town can borrow the funds for the Capital Projects per the original Capital Budget.

ATTACHMENTS: None

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



COMMITTEE OF THE WHOLE

CDR# 2020066

Date: September 21, 2020

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: September 21, 2020

SUBJECT: Resolution for Pre-Approval of Debenture Issuance

ORIGIN:

2019-20 Capital Budget

LEGISLATIVE AUTHORITY:

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

RECOMMENDATION:

That the Resolution for Pre-Approval of Debenture Issuance in the amount of \$1,044,090 for long term financing be referred to the September 28, 2020 meeting for Council’s approval. The long term financing funds the following projects; \$446,033 for the water main replacement on Willow Street from Spring Street to East Pleasant Street, \$134,361 for a backhoe in the water department and in general capital \$463,696 for Willow Street paving and curb (from Spring to East Pleasant), culvert and sanitary sewer (from Walter Purdy to Oceanview).

BACKGROUND:

Municipalities requiring debenture funds from the Municipal Finance Corporation (MFC) in the fall of 2020 are required to make a written commitment by November 13, 2020. This is the time for the Town to secure the long-term borrowing for the Willow Street project (water and general) and the water backhoe totaling \$1,044,090.

The pre-approval resolution sets the maximum interest rate at 5.5%, the amount of \$1,044,090 and the term not to exceed 15 years.

DISCUSSION:

A Temporary Borrowing Resolution related to these projects was approved by Council on February 24, 2020 and by the Minister of Municipal Affairs and Housing on April 17, 2020 in the amount of \$1,209,332. The actual amount required now that the projects are complete is \$1,044,090. There was another capital project listed on the Temporary Borrowing Resolution that the Town was able to fund through capital from revenue and reserves.

FINANCIAL IMPLICATIONS:

Annual debenture principal and interest payments commencing in 2021/22 fiscal year. Other items:



1. Additional debt service for general & water:
 - a. General – will be approximately \$49,461 in principal and interest based on estimated interest rate of 4%.
 - b. Water – approximately \$66,388 in principal and interest based on estimated interest rate of 4%.
2. Debt payment completion - In 2022/23 there is approximately \$110,000 falling off in General and \$15,000 in Water as the debentures will be paid in full.
3. Impact of the debt borrowing on our Financial Condition Indicators (FCIs) would impact the Debt Service Ratio:
 - a. General: before new debt = 7.25% and after new debt = 7.59%
 - b. Water: before new debt = 5.21% and after new debt = 8.17% (Note that for Water, this is a larger increase because Water had such low annual debt payments (\$116,755) and this new debt adds approx. \$66,000 annually in payments.)

COMMUNITY ENGAGEMENT:

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

ENVIRONMENTAL IMPLICATIONS:

There are no specific environmental implications associated with this borrowing.

SOCIAL JUSTICE IMPLICATIONS:

There are no specific social justice implications associated with this borrowing.

ALTERNATIVES:

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

ATTACHMENTS:

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rates
Copy of the Temporary Borrowing Resolution approved by the Minister on April 17, 2020.

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

Name of Unit: TOWN OF AMHERST

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

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

AND WHEREAS the resolution of council to borrow for the capital purposes of water systems, water equipment, street paving, curb, storm sewer and sanitary sewer systems required for a municipal purpose was approved by the Minister on the 17th day of April, 2020;

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

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the **Town of Amherst** borrow by the issue and sale of debentures a sum or sums not exceeding **\$1,044,090.00 (one million and forty-four thousand and ninety dollars)**, for a period not to exceed **15 (fifteen)** years, subject to the approval of the Minister;

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

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the 28th day of September, 2020.

GIVEN under the hands of the Mayor and the Clerk of the Town of Amherst this ____ day of _____, 2020.

Mayor

Clerk

TOWN OF AMHERST
TEMPORARY BORROWING RESOLUTION

\$1,209,332

File No. 19/20-01
Capital: Various

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

AND WHEREAS the Town of Amherst has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Million Two Hundred Nine Thousand Three Hundred Thirty-Two Dollars (\$1,209,332) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Million Two Hundred Nine Thousand Three Hundred Thirty-Two Dollars (\$1,209,332) in total from any chartered bank or trust company doing business in Nova Scotia;

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

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

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

Department of Municipal Affairs and Housing	
Recommended for approval of the Minister	
	
Deputy Minister	
APPROVED this	17 day
of	April 20 20
	
Minister of Department of Municipal Affairs and Housing	

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the 24th day of February 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this 27th day of February 2020.



Mayor



Clerk

TOWN OF AMHERST
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$1,209,332

File No. 19/20-01
Various Purposes, Capital

Willow Street – Spring to East Pleasant – water main replacement
(water utility)

\$ 449,332

Water – backhoe (water
utility)

\$ 150,000

Willow Street – Spring to East Pleasant – sanitary sewer, curb,
sidewalk, culvert, paving

\$ 535,000

Community Credit Union Business Innovation Centre – new roof

\$ 75,000

Total Temporary Borrowing Resolution - Town of Amherst

\$ 1,209,332.00



COMMITTEE OF THE WHOLE

CDR# 2020065

Date: September 21, 2020

TO: Mayor Kogon and Members of Council

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

DATE: September 21, 2020

SUBJECT: COVID 19 Property Tax Financing Program Policy

ORIGIN: Staff/CAO recommended based on final billing being due September 30th.

LEGISLATIVE AUTHORITY: Municipal Government Act Sections 111, 122 and 113

RECOMMENDATION: That Council forward the proposed change to the due date of applications for the COVID 19 Property Tax Financing Program Policy from July 31, 2020 to October 31, 2020 to the September 28, 2020 regular meeting of Council for approval.

BACKGROUND: The Town of Amherst, like every other municipality, faces still faces some uncertainty because of the COVID-19 pandemic. The Town and Council are grateful to the residential and commercial taxpayers of the Town who were able to pay their tax bills and did.

Although the Town's outstanding accounts receivable is not as high as anticipated, there are those who still may face the challenge of how to pay their tax bill for this year. The final tax bills were sent in August with a due date of September 30, 2020.

From a collection perspective, it is difficult to know who may need the assistance of the program until after September 30 which is when our final tax bills would be due.

DISCUSSION:

Staff are recommending that the due date for applications be adjusted to October 31, 2020 to allow those who may require the program to participate in it. We currently have four properties utilizing the program and the amount financed is \$127,674.57 (\$130,343.76 including interest). At the time of setting the deadlines for the program, we were uncertain how many residents and businesses would participate in the program and wanted to ensure we could apply and receive sufficient funding from the Municipal Finance Corporation.

Final tax bills were sent out in August and we are uncertain regarding the ongoing impacts of COVID 19 on taxpayers. In addition, we would like to be able to have the program available as staff make collection calls during the month of October.

As a reminder, the proposed policy allows qualifying taxpayers the opportunity to pay their 2020/21 taxes over 24 months at an interest rate of 1.35%.



Residential taxpayers will be required to establish that they have been impacted by providing documentation establishing that they have either been laid off due to COVID-19 or are in receipt of the Canada Emergency Response Benefit (CERB).

Commercial taxpayers, who are assessed at \$2 million and under, or are operating a tourism operation will be required to establish financial hardship due to COVID-19 by submitting relevant sales data.

FINANCIAL IMPLICATIONS: This is a program whereby the Town sets up a loan for the taxpayer and funds it by borrowing from the Nova Scotia Municipal Finance Corporation at a low interest rate.

COMMUNITY ENGAGEMENT: Inserts have been sent with the July statements letting taxpayers know about the program. There will be a social media from the approval at the meeting and staff will also make taxpayers aware of the program when making collection calls.

ENVIRONMENTAL IMPLICATIONS: None identified at this time.

SOCIAL JUSTICE IMPLICATIONS: The implementation of this policy may allow individuals and families significantly impacted in an economic sense by COVID 19 and opportunity to remain in their homes in a time when they might otherwise be in jeopardy of losing it to tax sale.

ALTERNATIVES:

1. Do not extend the deadline and only process the applications received to date.

ATTACHMENTS:

Proposed policy

Report prepared by: Shelley Rector, CPA, CMA – Chief Financial Officer
Report and Financial approved by: GD Herrett, CPA, CA - CAO

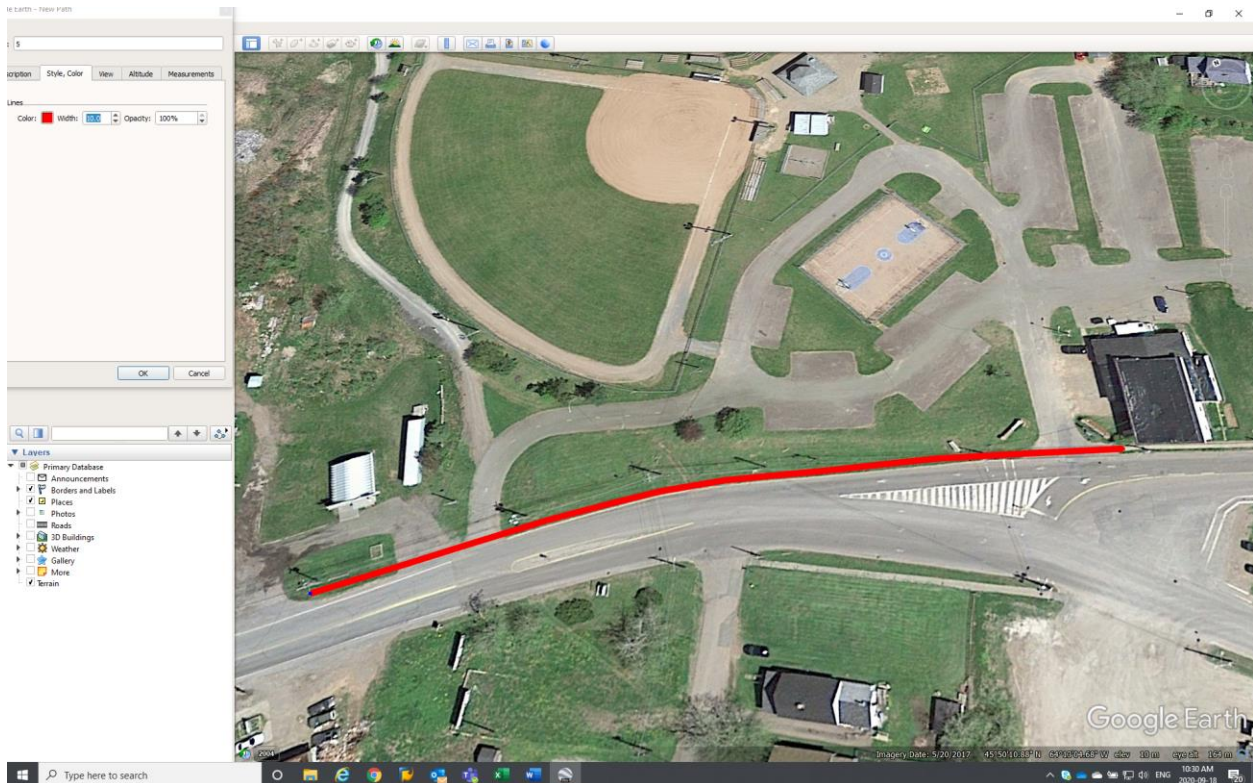
MEMO

TO: Mayor Kogon and Members of Council
FROM: Jason MacDonald, Deputy CAO - Operations
DATE: September 21, 2020
RE: LaPlanche Street Sidewalk

Staff have had a request to estimate the cost of the extension of the sidewalk on LaPlanche Street to the Town Boundary.

This work can be completed by Town crews, but it is not straightforward due to the need to cut and fill the bank in front of the Robbs Baseball Complex as well as the telephone poles and Town signage in the area. The estimated cost of the work is \$20,000 and can be included in the 2021/2022 Capital Budget deliberations.

This sidewalk would also help link the Downtown to the trail system just north of the baseball complex.



MEMO

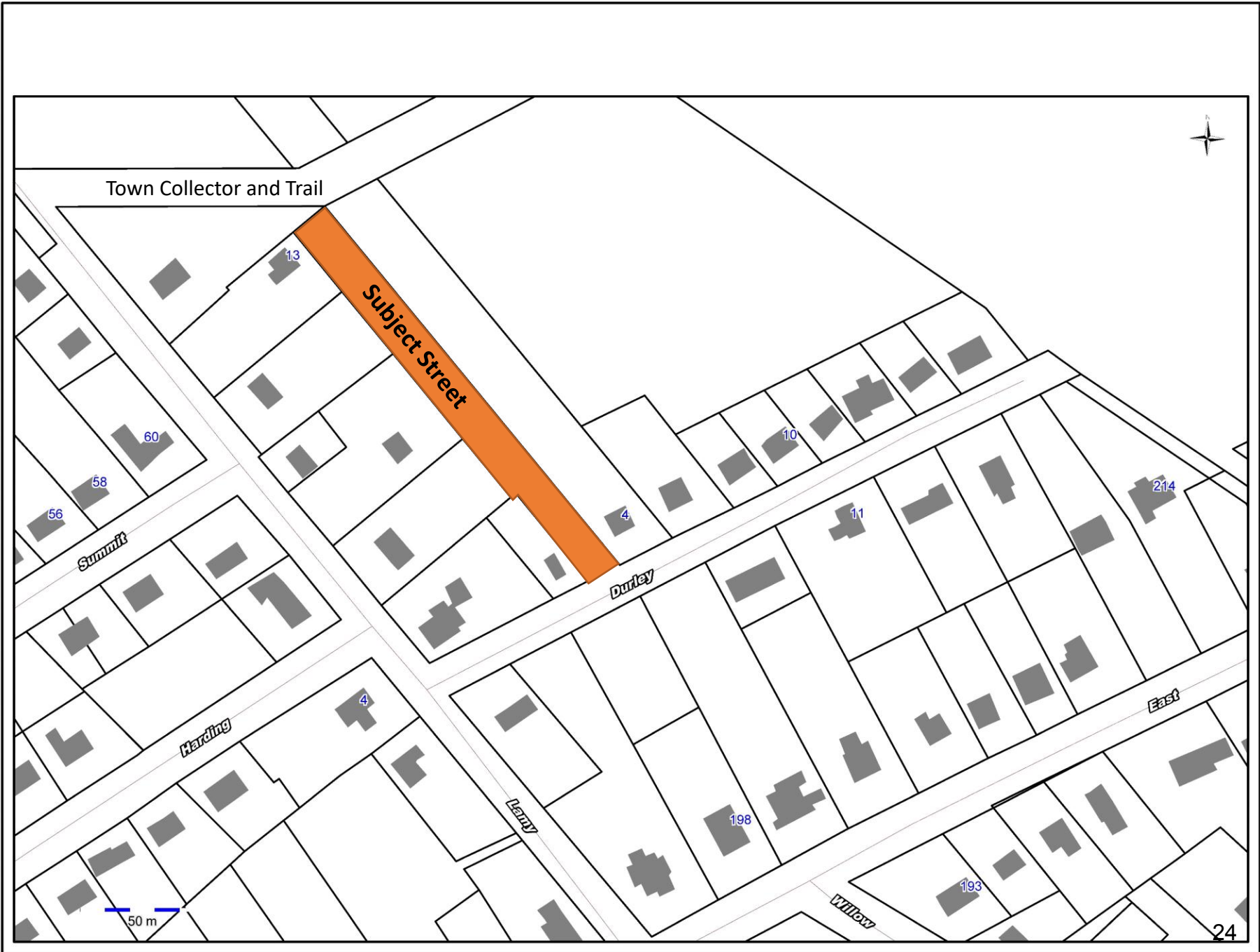
TO: Mayor Kogon and Members of Council
FROM: Jason MacDonald, Deputy CAO - Operations
DATE: September 21, 2020
RE: **Drover Street Request**

A number of residents of Durley Street have written to the Town to request that the Town declare the undeveloped Drover Street surplus and sell the land to the adjacent property owners.

Drover Street is an undeveloped street that runs from Derby Street north towards the marsh. It is currently grass and trees – there is no Town infrastructure on the property.

At this point we do not know how the large tract of vacant land to the north and east of Drover Street will be developed, and this street may be of some future use for accessing this future development. Therefore, staff feel that it is premature to permanently ‘close’ this street and declare the property surplus with the purpose of disposing of it.

The resident request as well as a location map are attached.



June 29, 2020

Mayor and Council

Town of Amherst

We, the property owners whose properties abut the street known as Drover (or Dover) Street, hereby request that the Town permanently close the named street and dispose of it to the abutting property owners, according to the by-law or policy.

This street runs north from Durley Street between the properties with the civic numbers 2 and 4 and is approximately 700 feet long. The street is overgrown and has not had vehicular or foot traffic for 60 years, nor has it been maintained for that period.

Attached you will find a signed petition from 4 of the 6 property owners concerned. These 4 property owners represent frontage of 1200 feet of the approximately 1400 foot frontage on the street. I have personally spoken to the other two property owners who support the project but are not available to sign at this time.

We look forward to your response as soon as possible.

All correspondence should be sent to E. Childs, 5 Lamy Street, Amherst, NS, B4H 3T8. My phone number is 902 667-0208.

Thank you for your consideration.

E Childs on behalf of Owners
June 29, 2020

cc. G. Harriott -
CAO
Amherst

Mayor and Council
Town of Amherst
98 Victoria Street East
Amherst, NS
B4H 1X6

Mayor and Council of the Town of Amherst, Nova Scotia

Being the legal owner(s) of 2 DURLEY ST. abutting
Drover (Dover) Street, I (we) support the application to declare the described street
permanently closed.

MAY 23 / 20 20 (date)

[Signature] (name)

JEFF GALLAGHER (signed)

[Signature] (name)

Jody MacGlashen (signed)

In appreciation of your co-operation.

Mayor and Council
Town of Amherst
98 Victoria Street East
Amherst, NS
B4H 1X6

Mayor and Council of the Town of Amherst, Nova Scotia

Being the legal owner(s) of 4 Durley St. abutting
Drover (Dover) Street, I (we) support the application to declare the described street
permanently closed.

May 18/20 (date)

Julie Marie Smith (name)

Julie Smith (signed)

_____ (name)

_____ (signed)

In appreciation of your co-operation.

Mayor and Council
Town of Amherst
98 Victoria Street East
Amherst, NS
B4H 1X6

Mayor and Council of the Town of Amherst, Nova Scotia

Being the legal owner(s) of 3 Lamby St abutting
Drover (Dover) Street, I (we) support the application to declare the described street
permanently closed.

April 22 2020 (date)

Belinda Nelson (name)

Belinda (signed)

SCOTT NELSON (name)

Scott (signed)

In appreciation of your co-operation.

Mayor and Council
Town of Amherst
98 Victoria Street East
Amherst, NS
B4H 1X6

Mayor and Council of the Town of Amherst, Nova Scotia

Being the legal owner(s) of S Lamy Street abutting
Drover (Dover) Street, I (we) support the application to declare the described street
permanently closed.

June 29/2020 (date)

Les Childs (name)

[Signature] (signed)

LESLIE CHILDS (name)

[Signature] (signed)

In appreciation of your co-operation.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Jason MacDonald, Deputy CAO – Operations
Dwayne Pike, Police Chief

DATE: September 21, 2020

RE: **Park Street Sidewalk and Crosswalk**

The Town has recently received a request to have the sidewalk on Park Street from Patterson Street south to Mission Street replaced and a crosswalk installed from the end of the new sidewalk to Mission Street.

The CAO, Deputy CAO and Police Chief (Traffic Authority) recently met to review this request. **Given that the new West Highlands school has now been operating for a number of years staff suggest that a short crosswalk review be undertaken in the area.** In determining the need for a crosswalk, the Traffic Authority utilizes established criteria, mainly from the Transportation Association of Canada guidelines as well as local conditions.

Regardless of the outcome of the above review the existing sidewalk on Park Street from the Patterson Street to just north of Mission Street is in poor condition and should be replaced. The estimated cost of this work is \$12,000. Should it be determined by the Traffic Authority that a crosswalk is required at the Mission / Park Street intersection, the existing sidewalk will also have to be extended by approximately 25m at a cost of approximately \$3,000. All work would be carried out by Town crews. This project, with a total budget of \$15,000, can be included in the budget deliberations for the 2021/22 capital budget.

In terms of timing, should the Traffic Authority determine that a crosswalk is warranted and should Council wish to have the sidewalk improved immediately, a temporary asphalt extension could be installed to link the existing sidewalk to the new crosswalk at a cost of \$2,000. This asphalt would be removed next year (the product can be recycled for use in asphalt patching) and a new permanent concrete sidewalk installed.

While conducting the review the Traffic Authority will also determine the continued appropriateness of the two yield signs at the south end of York Street and east end of Mission Street which could be a concern in the area.



Patterson

Park

Replace Existing Sidewalk
Length = 85m

York

Sidewalk Extension
Length = 25m

Hill

New Cross Walk

Mission

MEMORANDUM

To: Mayor Kogon and Members of Council

From: Councillor Jones

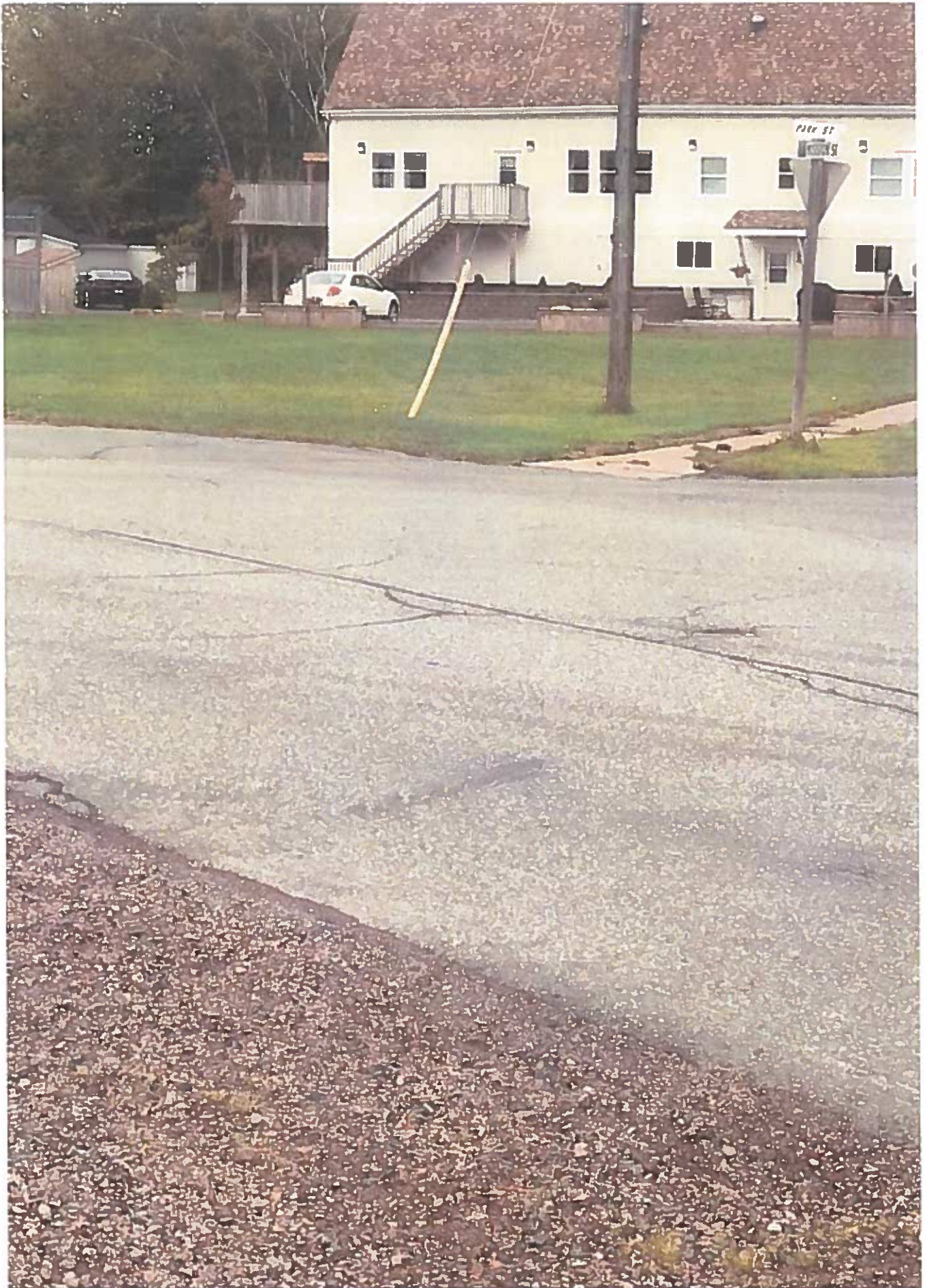
Date: September 11, 2020

Subject: Request for Crosswalk & Sidewalk Repair

I have received a complaint from parents whose children attend the West Highland School. They feel that their concerns aren't being addressed. One parent doesn't understand why there is no money in the Town budget to paint a crosswalk at the end Mission St. across Park St. This was brought to the Traffic Authority last year and apparently they don't think there are not enough kids that cross the street there to have a crosswalk or a slow sign. She also states that there are more than twenty to thirty kids crossing that street every day and it's not safe at all. This area of concern could have been overlooked due to the fact of where the old West Highlands School was located. With the current location any child who lives in the area of Park Street would have to walk this route to and from school. The day care located on Park St. would also be walking this way with the children who attend the after school program there. Further they are also very concerned about the condition of the sidewalks in that area which are in serious disrepair especially the one on Park St.

Motion:

I move that Council direct staff to investigate these concerns, make necessary emergency changes (if needed) for pedestrian safety and report back to Council with their findings and recommendations.





MEMORANDUM

To: Mayor Kogon and Members of Council

From: Councillor Jones

Date: September 21.2020

Subject: **Modified Mufflers**

I have received a complaint asking that Council do something about the operation of vehicles with modified mufflers within our town. This situation has gotten increasingly worse over the past few months. It is not unusual to hear vehicles ripping up and down the streets very loudly any time of the day or night disrupting the peace and quiet. The residents of the town should not have to tolerate this unnecessary noise pollution.

Nova Scotia muffler law

The Nova Scotia Motor Vehicle Act states that every motorcycle must be equipped with a **muffler** in good working order- without cut-outs- to prevent excessive and unusual noise. It also states that no person shall drive a motor vehicle which can make any unnecessary noise from the engine or **exhaust** system.

Motion:

I move that Council direct staff to investigate this concern and see how these regulations may be enforced and by whom, and report back to Council at the October meeting.

MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Kimberlee Jones, Municipal Clerk

DATE: September 21, 2020

SUBJECT: Presentation to Council Request

Staff have been contacted by Ericka Caissie on behalf of a group of mothers who would like to develop a community-based program to support addiction and mental health issues. A copy of the request is attached.

In accordance with Policy 10350-24 Proceedings of Council Policy, I am seeking Council's direction on whether it may be interested in such a presentation. Should Council have an interest I will proceed to arrange for a presentation, suggesting that the presentation will be scheduled for the first regular meeting in November.

From: Ericka Caissie <motherswhocare4ever@gmail.com>

Sent: Friday, September 11, 2020 10:56 AM

To: Greg Herrett <GHerrett@amherst.ca>

Subject: Fwd: FW: Request to present information to Amherst Town Council about a proposal for community project

Attention: Greg Herrett
Chief Administrative Officer
Town of Amherst

Re: Proposal for Community Project

Good morning Mr. Herrett

I write to you today on behalf of a group of mothers that have personally experienced our own children's struggles with addiction and mental illness.

I write also on behalf of this group of mothers who, as concerned citizens, have watched many kids and young adults in this community - along with their families - deal with the same and struggle to find local resources that help them move through this difficult process.

We want to share information with you about a community-based program and social enterprise we are developing that will offer these critical supports. We would also like to invite the town to support us in this initiative that will:

- **Welcome and support youth and/ or young adults between the ages of 16 and 30** who are in recovery from addiction and/ or mental health issues
- **Operate a youth led business that will provide transferrable work and life skills training** for participants and ensure fiscal sustainability via a social enterprise
- **Be a multi-faceted and stigma free environment** where youth are welcome and valued and encouraged to explore music, fitness, recreational activities, arts, crafts and more
- **Engage the local community**, host guest speakers, provide educational programs and workshops, fundraisers
- **Help the participants become forward thinking and future ready**
- **Provide support/ counselling** to participants
- **Offer opportunities for volunteer and work experiences** within the community

We would love to have the opportunity to make a presentation to the town council to share details of our project and discuss our vision for its place in our community.

We look forward to discussing this further with you and can be reached either by email (motherswhocare@gmail.com) or by contacting me at (902) 397-1757.

Thank you for your time

Ericka Caissie ~ on behalf of the group



COMMITTEE OF THE WHOLE

CDR# 2020070

Date: September 21, 2020

TO: Mayor Kogon and Members of Council

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

DATE: September 21, 2020

SUBJECT: Renaming Lord Amherst Drive to Rocky Johnson Drive

ORIGIN: At the January 20, 2020 Committee of the Whole meeting the following motion was passed:

That staff be directed to gather further information to change the name of Lord Amherst Drive to Rocky Johnson Drive and bring back to the Committee.

LEGISLATIVE AUTHORITY: MGA Section 313, *The council may (c) by policy, name or rename any street or private road.*

RECOMMENDATION: That Council refer the issue of renaming Lord Amherst Drive to Rocky Jones Drive to the September 28, 2020 regular meeting of Council.

BACKGROUND: After the passing of Rocky Johnson on January 15, 2020, Council considered a way to recognize him by renaming Lord Amherst Drive in his honour. Mr. Johnson, born and raised Wayne Bowles in Amherst, was a former boxer and prominent professional wrestler in Canada and the United States in the 1960s through to the 1980s. He is considered a pioneer in the sports entertainment world, becoming the first African-American to win several titles in the National Wrestling Alliance, and the World Wrestling Federation (WWE). Mr. Johnson is a WWE Hall of Fame inductee, and the father of actor and former wrestler Dwayne "The Rock" Johnson.

DISCUSSION: The purpose of the attached Street Naming Policy is to minimize delays for first responders, allow easy navigation of the street network for visitors, and enable businesses and service providers to carry out activities efficiently. The guiding principles of the policy are to avoid duplication, avoid confusion, and establish continuity throughout the street network. The policy includes a list of suggested street names that recognize prominent Amherstonians. Although Rocky Johnson is not on the list of suggested names, using this name would not conflict with the policy. This name would also not conflict with the policy purpose and guiding principles.

With regard to the Street Naming Procedure, where Council instigates a street name change section A(5) of the procedure calls for polling street residents for a suggested name. To carry out the general intent of the procedure, staff sent the attached letter to property and business owners with addresses on Lord Amherst Drive requesting their input on the potential name change. Owners of the two existing businesses on the street responded in opposition to the name change. Their comments are copied on the Owner Feedback attachment, but could be summarized as follows:



- The pandemic has resulted in significant challenges and the name change would only add to the difficulty.
- Honouring Rocky Johnson is good idea, just not in this way.
- The change will cause undue confusion for customers.
- Having 'Amherst' in the street name provides marketing benefits and advantages.
- The current name was requested by the hotel operator to help make the hotel easier to find.
- There is no apparent connection between Mr. Johnson and Lord Amherst Drive.
- Consider renaming the street on which he lived.

Should Council decide to rename the street, the procedure calls for a 6-month notification period before the change takes place.

FINANCIAL IMPLICATIONS: Town costs include street name signs, and maps. Costs to individual businesses include changing stationary, as well as, tangible and intangible marketing costs.

COMMUNITY ENGAGEMENT: Letters soliciting feedback were sent to property and business owners located on Lord Amherst Drive.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES:

- 1) Do not rename Lord Amherst Drive.
- 2) Consider renaming a street more closely connected to Rocky Johnson.
- 3) Consider renaming a park or other town facility.

ATTACHMENTS:

- Street Naming Policy and Procedure
- Owner Feedback
- Sample letter to owners soliciting comment

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

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **STREET NAMING POLICY**

Minutes Reference Date: 25 November 2002 28 October 2013

PURPOSE

To establish a policy for the naming of streets within the Town. A clearly defined street naming policy is required in order to:

- a) Ensure any potential difficulties and delays for emergency vehicles are avoided;
- b) Enable visitors to find their way around Town efficiently and in a pleasant manner;
- c) Enable businesses and service providers within the Town to carry out their business efficiently.

POLICY STATEMENT

It shall be the policy of the Amherst Town Council that all new streets shall be named, or existing streets re-named, according to the following criteria. The three principals which guide the street naming procedures:

- i) **Avoid Duplication** – there should be no duplication of street names, including street names differentiated by a suffix.
- ii) **Avoid Confusion** – street names that sound similar should be avoided.
- iii) **Establish Continuity** – streets running in one compass direction should have one name for the entire length.

SUGGESTED STREET NAME LIST

Street Name	Background
Logan	Senator Hance James Logan
Hewson	Dr. Charles Wentworth Upham Hewson
Black	Percy Chapman Black (MLA)
Cameron	Fred S. Cameron (Runner, Boston Marathon Winner)
Ketchum	Henry G. C. Ketchum (Ship Railway)
Curry	Nathanial Curry (President of Rhodes Curry and Company Ltd.)
Cox	Ester Cox Ghost Story
Hillcoat	Hillcoat Pianos
Page	Amos Page, Silversmith
White	Shermie White, Hockey – New York Rangers
Lake View	View from new Hotel at Exit 4
Jackson	Stanton Jackson, Hockey – Toronto Maple Leafs
Riley	Hockey and Music (family)
Maltby	Frederick Roy Maltby, Hockey and Community

DEPARTMENT: PLANNING & DEVELOPMENT

TITLE: **STREET NAMING PROCEDURE**

AUTHORIZED BY: _____ **CAO: Greg Herrett**

Minutes reference date: 25 November 2002

PROCEDURE:

The following procedures were developed in accordance with the official Street Naming Policy adopted by Council. The procedures are intended to guide staff in the efficient implementation of the said policy

A Street Naming Characteristics

- 1) Street names should be easy to pronounce and spell. An intermediate reading level is recommended.
- 2) The use of personal names of individuals should be limited to those persons who have provided exceptional service to the Town, Province or country. Names of local residents who have achieved a level of popularity beyond this region will also be considered. In general, the use of personal names of individuals during their lifetime should be avoided.
- 3) Street names should be words, as opposed to numeric.
- 4) The use of suffixes (Lane, Court, Street, etc.) should conform to the table in Section D and be at the discretion of the Development Officer. Only those suffixes listed shall be permitted.
- 5) The prefixes North, South, East and West shall be prohibited.
- 6) When a new street is an expansion of an existing street the name of the existing street should be applied to the newly constructed section.
- 7) Street names which sound similar to an existing street name will be avoided; similar names differentiated by a suffix will also be avoided.
- 8) Street names will not contain special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind.
- 9) Street names shall not incorporate any product, trademark or copyright names.
- 10) Street names should be limited to 24 characters.

B Street Naming Process

- 1) Council shall maintain an approved list of new street names to be applied to new or renamed streets. The Development Officer will apply a name on the list to any newly constructed or renamed street. Once a name is used it will be removed from the list.

Council may amend the list by resolution.

- 2) The Development Officer will ensure that there is no duplication between the approved list of new street names and the official street database of the Town and adjoining General Service Areas (GSAs).
- 3) Notwithstanding (1) above, when a developer suggests a name for a proposed street, the Development Officer may approve that street name, provided all other relevant provisions of the policy and procedures are satisfied.
- 4) Newly constructed streets for which a plan of subdivision is required shall have the name of the proposed street on the final plan of subdivision.
- 5) When an existing street is to be renamed at the request of Council, residents of the said street will be polled for a suggested name. Those residents or property owners eligible to vote in a municipal election shall be eligible to vote for the new name of the street. A simple majority shall prevail provided all other provisions of this policy and procedures are satisfied.
- 6) When an existing street is to be renamed at the request of the residents of the said street, the residents must be polled, and 75% must agree to the change. Those residents or property owners eligible to vote in a municipal election shall be eligible to vote for the name change. In addition, all other provisions of this policy must be satisfied.

C Notification

- 1) Within one week of a new street name being approved, and any subsequent subdivision plan being registered, the Development Officer will notify the following organizations of the new street name:
 - a. Operational Services (for sign installation and servicing);
 - b. Local Registry of Deeds office;
 - c. Emergency Measures Organization;
 - d. Agency responsible for road names database (provincial);
 - e. Emergency Health Services (ambulance dispatch);
 - f. Department of Transportation and Public Works;
 - g. Fire and Police Departments (including RCMP);
 - h. Contracted municipal garbage collector;
 - i. Canada Post;
 - j. Any other organization deemed appropriate by the Development Officer.
- 2) When an existing street name is repealed the above notification will also take place.

- 3) When a street name is changed at the discretion of Council in order to rectify an existing problem (such as duplication of street names) the Town will give all affected residents and property owners 6 months notice.

D Street Type List

Whenever possible the street name suffix should correspond to the following list. It is recognized that existing streets may not correspond to the list.

Suffix	Abbreviation	Street Type	Definition
Avenue	Ave	Local or Collector	A street intersecting with at least two local or collector streets, or combination thereof
Boulevard	Blvd	Collector or Arterial	Wide thoroughfares in residential areas, usually with a landscaped median
Court	Crt	Local	Dead end streets such as cul-de-sacs
Crescent	Cres	Local	Street originating and terminating on the same street
Drive	Dr	Local or Collector	Curving or meandering streets longer than 200 metres
Place	Pl	Local	See Court
Road	Rd	Arterial	Arterial streets with high traffic volumes
Street	St	Collector or Arterial	A street intersecting with at least two collector or arterial streets, or combination thereof
Terrace	Terr	Local	See Court

Local Street A street whose main function is to provide direct land access to individual properties. The efficient movement of vehicles is of secondary importance.

Collector Street A street whose function is to provide land access to individual properties and move traffic to and from arterial streets.

Arterial street A street which connects different parts of the town; traffic movement is of great importance, however access to individual properties is also provided.

Consolidated Feedback from Lord Amherst Drive Property & Business Owners

The following is a copy of comments received by Andrew Fisher in response to a request for comment with regard to changing Lord Amherst Drive to Rocky Johnson Drive

I see no connection between Lord Amherst Dr and Mr. Johnson. We have invested in and are comfortable with retaining the name of the street as Lord Amherst Dr. Perhaps it would make more sense to honour him with renaming the street on which he lived.

This will cause undue confusion to my customers. We have been here for 11 years. The cost of intangibles cannot be measured. Plus considering we are one of two businesses on the street who are both opposed to the change, as well as the significant amount of property taxes we pay each year I would assume they can consider this a firm opposition.

-Glenn Roberts, Amherst Toyota (August 27, 2020 email)

Thanks for the recent letter regarding renaming Lord Amherst Drive. First of all, we wish to advise we think the idea of naming a street in Amherst after Rocky Johnson is a great idea. Our history is based on individuals directly or indirectly who have been involved in the shaping of Amherst. I have been very proud of promoting and developing the Town of Amherst. I make the following points for council to consider:

1. Originally as the builder of the hotel we asked for the Town to name the street Lord Amherst Drive. It was originally going to be Hotel street.
2. Naming the street Lord Amherst offered us additional marketing ability as we were developing our Brand. Super 8 Hotel ,40 Lord Amherst Drive clearly allowed us to identify our location and I believe having the name of the Town in our address helps our marketing. We market this heavily and wish to continue that competitive edge.
3. We recently bought the large lot at 34 Lord Amherst Drive. It is my intention to build extended stay Hotel facilities which will include kitchenette, multi bedroom units as part of our Hotel operations. Our brand is name will be 'New Scotland Inn & Suites ',34 Lord Amherst Drive and again the name helps us to identify our new location.

I believe the Town should consider an alternative street that does not require changing that effect marketing ability of businesses. We have had some substantial challenges this year and we may need every advantage we can keep to help work through these trying times.

The Town of Amherst did my family a great honor 6 years ago naming a street after my late father. Perhaps renaming a major street like East and West Pleasant that has some connection to where Mr. Johnson grew up would have more merit. In our case naming a street near where my Dad grew up was very meaningful.

-Stephen Maltby, Motel 8 (September 8, 2020 email)

I am in favour of honouring Rocky Johnson but feel there may be more appropriate ways and a more appropriate time to do it. As a hotel operator, the Covid pandemic has been very difficult for the hospitality industry and this would only add to this difficulty. I strongly prefer that the renaming not take place, or at least if it does, that the change happen only after business rebounds.

-Bernie Brennan, Motel 8 (August 24, 2020 phone conversation)



August 25 2020

Bernie Brennan
Amherst 8 Motel Limited
PO BOX 839
Amherst NS
B4H 4B9

Re: soliciting input - rename Lord Amherst Drive to Rocky Johnson Drive

Dear Mr. Brennan:

As an owner of property and business operator located on Lord Amherst Drive, the town seeks your input with regard to changing the street name to Rocky Johnson Drive.

Rocky Johnson, born and raised Wayne Bowles in Amherst, was a former boxer and prominent professional wrestler in Canadian and the United States in the 1960s through to the 1980s. He is considered a pioneer in the sports entertainment world, becoming the first African-American to win several titles in the National Wrestling Alliance, and the World Wrestling Federation (WWE). Mr. Johnson is a WWE Hall of Fame inductee, and the father of actor and former wrestler Dwayne "The Rock" Johnson.

To recognize Mr. Johnson after his passing in January 2020, Amherst Town Council directed staff to provide a report on changing Lord Amherst Drive to Rocky Johnson Drive. To carry out this direction staff want to ensure Council is provided with your input on the potential name change so that any impact on your business is fully understood.

So that a report may be provided to Council in September, your feedback via letter or email would be appreciated on or before Thursday September 10th, 2020.

Should you have any questions, please do not hesitate to contact me.

Warm Regards,

Andrew Fisher
Manager, Planning & Strategic Initiatives
afisher@amherst.ca
Direct: 902.664.6580



MEMO

TO: Mayor Kogon and Members of Council
FROM: Jason MacDonald, Deputy CAO - Operations
DATE: September 21, 2020
RE: **Robbs Complex Dust**

Over the years the Town has received numerous complaints about dust generated at the Robbs Baseball Complex. During dry windy weather a very significant amount of dust is blown from the dirt infields into the adjacent neighborhoods. Our neighbors say that this dust impacts the enjoyment of their properties during these times.

When staff are aware of these conditions, we are able to water down the infields which provides some measure of relief. However, this is a short-term remedy and not a long term solution.

A number of years ago two of the infields were covered with a small rock playing surface. This reduced the dust generated; however, the playing surface is not ideal and many of the players have complained to staff about the material. As the fields are prepared for play this material is continually mixed with the underlying dirt and has more or less 'disappeared' from the fields.

The ideal long-term solution is to install grass infields, complete with heavy clay baselines. From an operational perspective this work is best completed in the fall so the fields are ready for use in the spring. The approximate cost per field would be as follows:

Robbs 3 (u18 / Intermediate)	\$12,000
Dwight Jones (Softball / u13)	\$9,000
Cecil Small (u15 / u13)	\$9,000
Total	\$30,000

This project would qualify for gas tax funding and the Town has sufficient gas tax funds to accommodate this project.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Jason MacDonald, Deputy CAO – Operations
DATE: September 21, 2020
RE: **Cenotaph Restoration**

Council directed staff to investigate any necessary repairs needed to the Cumberland County Soldiers Memorial Monument as well as the cost of restoration and potential sources of funding.

Staff have worked with Heritage Memorials to develop a scope of work and budget for this restoration. Heritage recommends the following work be undertaken:

- 21 bronze plaques total to be sandblasted, repainted and letters buffed out
- Bronze statue to be cleaned and repainted
- 20 eternal flame torches to be cleaned and repainted
- All Caledonia grey granite surfaces to be sandblast and/or pressure wash cleaned
- All joints to be cleaned out and resealed with caulking
- Loose bronze plaques (approx. 6) to be reattached to granite structure

The above work could be completed for \$31,000 plus HST.

In addition, the in-ground lights should be removed as over the years they have been damaged by the elements. The above ground light shining on the cenotaph should also be replaced. This work can be done in house. A total budget for the project would be \$35,000. This work was not included in the current capital budget.

Veterans Affairs Canada has a Community War Memorial funding program. This program would fund up to 50% of the cost of the restoration. Applications are due November 1 for projects starting after April 1, 2021.

Without further direction of Council staff will discuss the restorations with the President of the local Legion, prepare the funding application and include the project in the 2021/22 capital budget for consideration.

Should Council wish to proceed with this work in time for Remembrance Day 2020, the Town would have to pay 100% of the cost of the project with the funds coming from the operating reserve. Further, while Heritage Memorials would be able to complete the work during the month of October in order to meet this deadline, we would not be able to follow the normal procurement guidelines. The CAO and Deputy CAO would have to meet to discuss options for alternate procurement.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Greg Jones, Fire Chief
DATE: September 21, 2020
RE: **Korean War – Unveiling of Plaque**

During the fall of 2019, upon receiving the approval from Council, the Town has worked with the North Nova Scotia Highlanders Museum and Veteran's Affairs Canada through the Canadian Virtual War Memorial to research the names of the fallen from the Cumberland region, who paid the ultimate sacrifice during the Korean War, which was fought between June 25, 1950 to July 27, 1953.

The names of those fallen from the Cumberland region are commemorated in the Korean War Book of Remembrance that is located in the Memorial Chamber in the Peace Tower of the Canadian Parliament Buildings in Ottawa.

The Korean War plaque made by Liberty Enterprises Ltd. of Hastings will be installed on the west side of the cenotaph, the side facing the courthouse. Above the names of the fallen, it is inscribed with the words: Korean War 1950-1953 – In memory of our fallen comrades.

Their names will join the names of dozens of fallen soldiers, sailors and airmen from the First and Second World Wars who are commemorated on the Cumberland County Soldiers Memorial Monument, which was originally unveiled on July 2, 1921.

Currently, I am working with the Town of Amherst communications and events staff to establish a suitable unveiling of this plaque. Details on the unveiling of the Korean War plaque this fall will be communicated in the coming weeks.

Monthly Report

Corporate Services

September-2020

CORPORATE SERVICES – Work continued over the summer with the regular financial services requirements including monitoring Accounts Receivables, working with the auditors on the audit for fiscal year end March 31, 2020, reviewing first quarter results, and completing procurements as well as dealing with COVID-19 related issues and analysis like the Tax Financing Program.

FINANCIAL – The 2019/20 year end audit is complete and the March 31, 2020 Consolidated Town of Amherst and Water Utility (UARB) financial statements were presented to the Audit Committee on September 14. Also, at that same meeting, the First Quarter Financial Report was presented to the Audit Committee.

There were 4 applications approved for the COVID-19 Property Tax Financing Program. The 4 applicants were 1 residential account, 1 resource account and 2 commercial accounts. The 4 accounts total \$127,674.57 in taxes that are being financed over a 30-month period.

2020 ASSESSMENT APPEALS – As of September 1, 2020, there were 77 accounts who have appealed their assessment, 57 of these are complete, 8 have withdrawn and 12 are outstanding.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Sept 1/20	Pending as of Sept 1/20	Withdrawn as of Sept 1/20	Outstanding Appeals as of Sept 1/20	Appeals Successful as of Sept 1/20	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	52	\$11,464,800	45	0	2	5	22	\$ 686,500	\$ 11,362	0
Commercial	25	\$27,012,600	12	0	6	7	9	\$ 233,900	\$ 10,420	1
TOTAL	77	\$38,477,400	57	0	8	12	31	\$ 920,400	\$ 21,782	1

2020/21 FINAL PROPERTY TAX BILLS – The final property tax bills were posted on August 17, 2020 and are due on September 30, 2020.

WATER / SEWER BILLING – The fourth quarter water / sewer bills were mailed out at the end of July and were due on August 31, 2020. Water/sewer collection notices were sent out on August 13, 2020 to customers with outstanding balances other than the current bill. There were 42 real estate sales that required final water/sewer bills from June to August.

CUSTOMER SERVICE TRACKING – E11 – There was a total of 331 opened cases in June, July and August and 297 cases closed. The categories with the most opened/closed cases opened in June, July and August related to applications for development/building permits and compost bin replacement/repairs.

HUMAN RESOURCES – Electronic pay stubs have been implemented and it has been a successful transition from paper to electronic.

A modified summer student competition was held this summer. As a result, the Recreation Department hired five summer students who started on July 20. The summer students will complete their summer seasonal employment with TOA effective Sept. 12.

There was an internal competition for two full-time Operators for the Public Works Department. The successful candidates began their new full-time roles August 17.

Current active competitions include: Chief Financial Officer (external competition), Business Development Officer (internal competition) and Operator Public Works – Seasonal (internal competition)

PROCUREMENT – Staff continue preparing procurement documents for both capital projects and operational requirements needed. Procurement is reviewing scopes and working with the departments to have procurements readied for final approval to release. Of note, during several vehicle RFPs that have taken place this year, vendors are advising that methods within the car dealerships to supply vehicles has changed. This information has been confirmed by the three that consistently supply to the Town of Amherst.

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

INFORMATION SERVICES (IS) – The fibre between Town Hall and the Amherst Police Department was installed and connected. Backups are now replicating between the two locations. Some laptops and desktops have been ordered and received. These will replace some computers that have reached end of life. These computers will be replaced over the next couple of months.

IS Cases/Incidents Stats

	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020
Opened	33	28	71	27	46	38	36	116	61	56	58	28	9
Closed	27	32	65	37	51	34	36	118	59	57	55	32	9

Monthly Report

Operations

September-2020

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

Water

- Worked with Albion Street contractor assisting in setup of temporary water, valve installation, and chlorinating and sampling of new water main.
- Chlorination and sampling of new water main on East Pleasant Street.
- Installed 8 new water service connections.
- Installed conduit for fibre optic line between the police Station and Town Hall.
- Adjusted water valve boxes for capital paving
- Repaired 2 broken water mains (Poplar Street and Victor Avenue)

Sewer

- Installed lateral drainage grates on West pleasant Street
- Replaced corrugated storm sewer on Academy Street
- Adjusted manholes and catch basins for capital paving
- Repaired several “sinkholes” at catch basins caused by failing corrugated steel storm pipe.
- Installed catch basins to improve drainage in front of dugouts at the Robb’s
- Installed 4 new sanitary service connections
- Assisted streets crew with sidewalk construction

Streets

- Completed traffic line painting
- Replaced traffic signals damaged by vehicles on South Albion St. and Victoria St.
- Completed construction of new concrete sidewalks on portions of Academy Street and Hickman Street
- Began construction of new concrete sidewalk on Upper Church Street
- Licensed electrician completed upgrades and electrical connections at the Amherst Stadium for the solar for community buildings project

Parks

- Daily cleaning and opening and closing of park washrooms and park monitoring
- Weekly mowing & trimming carried out by CUPE staff and summer students.
- Tree Maintenance- pruning, staking, weeding, edging, and mulching. Watering during drought periods for newly planted trees. Monitoring trees for pests and disease
- Weekly Waste Management in parks and dog receptacles- emptying and restocking with fresh bags, pressure washing dirty waste receptacles
- Painting has taken place where needed and resources allowed

Downtown

- Litter pick-up was carried out on a daily basis in the downtown core, most notably around the area surrounding the Church St. Tim Hortons and also in Victoria Square.

Trees

- Downtown street trees were aerated and soil amendments
- Trees were pruned to promote a healthy branch structure and canopy, while also helping to avoid disruption to vehicular & pedestrian traffic.
- In partnership with the CFIA (Canadian Food Inspection Agency), Emerald Ash Borer traps were hung throughout the town to monitor the presence of the invasive insect.

Floral Displays

- Flower beds required a complete overhaul due to heavy presence of salt and high levels of soil compaction from winter months. Soil aeration was carried out to alleviate compaction and soil amendments were added to all beds to help reduce the high salinity levels in soil. The late return of our seasonals and summer students meant a delay in getting our annual beds planted for the growing season and also the maintenance to our perennial beds. This year saw a reduction in the number of plants purchased as a result of COVID, select beds were planted mostly throughout the downtown core and at the main entrances to the town. Throughout the summer months, floral displays required maintenance, such as weeding, pruning, pest management and edging.
- 60 Hanging flower baskets were put up along Victoria St. and a few on Church St. The number of hanging baskets was reduced down from 140 due to the impact of COVID.

Amherst Stadium

- Maintenance is ongoing at the Amherst Stadium. Due to Covid 19 the stadium started making ice two week later than normal years. User groups are starting to book ice times with the busiest time starting in early October.
- Signs, directional arrows and stanchions have been put in place to direct traffic in the building with social distancing in mind.
- User groups have been briefed on the COVID-19 rules at the stadium.

Up coming projects to be completed include:

- The annual sewer main flushing and video inspection program and the cleaning of grease and sludge from the wet wells of our 6 sewage lift stations.
- Unidirectional flushing of watermains
- Swabbing of water transmission main from the wellfield to the reservoir
- Installation of storm sewer pipe on Robert Angus Drive (Tantramar GMC to Scotia Hyundai)
- Sidewalk maintenance work, replacement of broken blocks at various locations
- Repairs to pump #3 at Terrace Street lift station, shaft bearing to replace work will be completed by PW staff
- Completion of various capital projects

Monthly Report

Police Department

September-2020

This report covers the month of June, July and August 2020

PROFESSIONAL DEVELOPMENT/TRAINING

As a result of Covid-19 issues, training scheduled for summer 2020 was cancelled. Constable Derek Hebert was scheduled to attend Carbine Instructor training with the OPP in Ottawa Ontario from June 8th to June 12th. This course is designed for Use of Force Instructors. Constable Walsh, our other Use of Force Instructor had attended the same course in the summer of 2019.

PERSONNEL

Constable Destiny Merrium was hired as a part time officer with the department on July 13th as a result of a competition that was held. Constable Merrium is from Truro and graduated from the Atlantic Police Academy in 2018 and completed her OJT with the Truro Police Service. She then worked for 9 months with Stellerton Police. Prior to attending the Police Academy, she was a Security Manager for the Commissionaires and worked at the Nova Institution for Women. She has many of the traits and qualities that we look for in a police officer and has been actively involved in community events and initiatives. As a part-time officer, Constable Merrium fills shifts for extra duties or to cover illnesses.



OPERATIONAL

Half-Mask Respirators – Covid-19: APD members were provided with Advantage 420 half mask respirators by the Provincial Covid-19 team. These respirators are being issued to our members for increased protection against covid-19 spread and are to be used when we are attending a complaint in which the risk of infection spread is high. Cst Harrison was provided with instruction by a member of the RCMP on fit-testing our members for these respirators.

Vehicle Theft – June 5th, 2020: A 26-year-old Amherst man is facing numerous charges following an investigation by the Amherst Police Department into a report of a stolen vehicle. The charges against the man include possession of property obtained by crime over \$5,000, possession of property obtained by crime under \$5,000 and failing to comply with conditions of a probation order. The theft of the vehicle was reported to police during the evening of June 5, 2020. The complainant indicated the vehicle was taken from a North Adelaide Street residence sometime during the preceding 24 hours. Officers found the vehicle with two males in it near a South Albion Street business on June 6 at about 2 a.m. The two men were arrested.

Black Lives Matter Protest – On June 6th, 2020, more than 300 people marched downtown to the Amherst Police Department to protest racial injustice and police brutality against people in the black community. The peaceful protest was attended by many people in the community, uniting them against systemic racism and injustice. Several extra duty members were required for traffic safety control.

Flight from Police - June 9th, 2020: Police observed an ATV on the Eddy Road and approached it. The ATV which was coming towards the Police Car had a child on the ATV in front of the driver. Once Police turned on emergency lights, the driver fled the area. A picture of the driver and the bike was taken from the in-car video system and posted onto Facebook resulting in the driver being identified and located. The 30-year-old driver was arrested and charged with numerous offenses and the ATV seized. Family and Children's Services also contacted. Police did not pursue the ATV when it fled.

Flight from Police – June 9th, 2020: APD received numerous calls of a red truck driving on Spring Street at excessive speeds and in a reckless manner. Patrols attended and located vehicle which fled from Police at a high rate of speed. Plate # obtained and pursuit very quickly terminated, and the information was passed along to the RCMP as the owner of the truck lived outside of Town. The RCMP later located the vehicle but it also fled from them, but then went off the road and male driver ran into the woods. A female passenger was arrested, and male driver was positively identified. The 33-year-old suspect was later arrested by RCMP and held for court on numerous charges which included those laid by APD.

Flight from Police – June 18th, 2020: A 24-year-old male is facing several charges in relation to ‘fleeing from police’ on a motorcycle. In this incident 2 high performance motorcycles were involved and fled police at high rates of speed. One motorcycle was later seized, and one person was arrested. The second person, a 29-year-old male was also identified and is being sought after by Police. Both are facing charges under the Criminal Code and numerous MVA violations. The two are also suspects in similar incidents that occurred on June 14th and 15th.

Weapons Charges – June 20th, 2020: A 35-year-old male was arrested for chasing a female with a machete on Crescent Ave. When the male was arrested, he also had a knife in his waistband and another in his sock. The machete was later located inside a residence. Numerous ‘witnesses’ initially were untruthful about the incident until the suspect was located. The male was charged with possession of a weapon, uttering threats and numerous breaches of his court-ordered conditions.

Attempted Murder – July 6th, 2020: A 27-Year-old Amherst woman has been charged with attempted murder following an incident where she allegedly tried to run over her ex-boyfriend with a car. Police responded to the Patterson Street area at approximately 9:40pm where they were told a female had purposely swerved off the road and onto a lawn to strike her ex-boyfriend with a car. The male was struck and went over the hood of the vehicle and then fell to the ground. The car continued across the property striking several objects before returning back onto the road. While Police on scene, the female was spotted in another car with another driver. The car fled police and was located and stopped on Academy Street where it struck two Police Cruisers trying to escape. The 27-year old female was charged with multiple charges that include attempted murder, dangerous driving and resisting police. The 29-year old male who was driving the second vehicle was also charged in the incident with offenses that included fleeing police, dangerous driving, breach of conditions and possession of cocaine.

Arrest on Canada Wide Warrant: At approximately 2:00am on August 2nd, 2020, as a result of a traffic stop, Amherst Police arrested Christopher MacKay, who was the subject of a Canada Wide warrant and an Alert sent out by New Glasgow Police Service hours previous. MacKay provided a fictitious name but was recognized by the officers on scene. When arrested, Police also located a loaded firearm, stolen property and a quantity of drugs.

Assault on officer – August 3rd, 2020: On the night of August 3rd, 2020, members of the Amherst Police Department were dealing with a male who was playing loud music. The male was initially warned by Police that the music needed to be turned down. Minutes later more calls were received, and Police attended once again. The male refused to turn the music off and was arrested by police for continuation of the offense of mischief. During the arrest the male bit the index finger and refused to let go. Justin Porter, aged 25, male was charged with aggravated assault, resisting arrest and Mischief. The officers’ finger was severely injured, and he was off work for a period of time. The matter is still before the courts.

Vandalism – August 12th, 2020: On August 12th, the Amherst Police Department received several complaints regarding vandalism on Anson Avenue, Woodlawn Drive, Parkwood Avenue, and Cornwall Street. Sometime between August 11th, 2020 at 10 pm and August 12th, 2020 at 7 a.m., several vehicles were spray painted in these locations. Eggs were also thrown at several vehicles and properties. One vehicle also had a jug of orange juice poured all over it. Investigation into the matter led to the arrest of an Amherst youth. The youth was later released into the custody of a parent and will appear at Amherst Youth Court on October 7th for plea. The youth is facing 9 counts of mischief and 1 count of public incitement of hatred. A word had been spray painted onto a vehicle that police deemed would incite hatred towards a minority community.

CRIME PREVENTION/SCHOOL RESOURCE

Both Cst Wood and Cst Harrison continue to work a modified schedule as a result of Covid-19 protocols. Instead of working 8 hour shifts 5 days a week, both continue to work four (4) twelve (12) hour days supporting the platoon during dayshifts. Constable Wood works dayshifts with A and B Platoon while Cst Harrison works dayshifts with C and D platoon. With School starting, Cst Harrison has been advised that her role within the school will be very limited as a result of Covid-19 issue and school plans. Many community projects and initiatives continue to be on hold as a result of efforts to flatten the Covid-19 curve.

OPERATIONAL STATS

June 2020

Occurrences:	516	Criminal Code Charges:	98
Impaired by Alcohol:	0	CDSA:	3
Impaired by Drug:	0	CBCA:	1
Traffic Tickets:	15	Protection of property Act:	7
Traffic Written Warnings:	6	Vehicle Checks:	92
Liquor Control Act	1	Foot Patrol Hours:	14h 50m
Bike Patrol Hours:	0	HPA:	0

July 2020

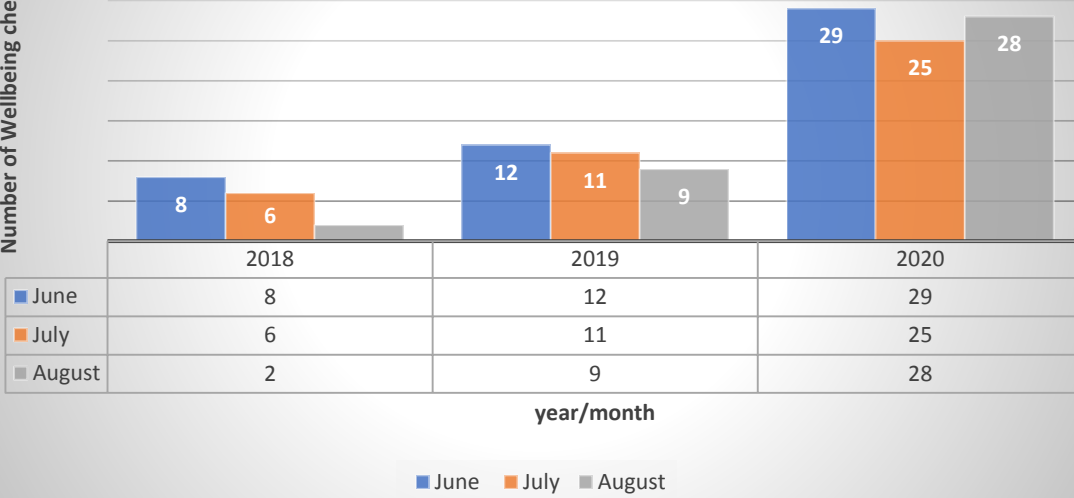
Occurrences:	583	Criminal Code Charges:	90
Impaired by Alcohol:	2	CDSA:	3
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	13	Protection of property Act:	3
Traffic Written Warnings:	0	Vehicle Checks:	43
Liquor Control Act	0	Foot Patrol Hours:	8h 40m
Bike Patrol Hours:	0	HPA:	0

August 2020

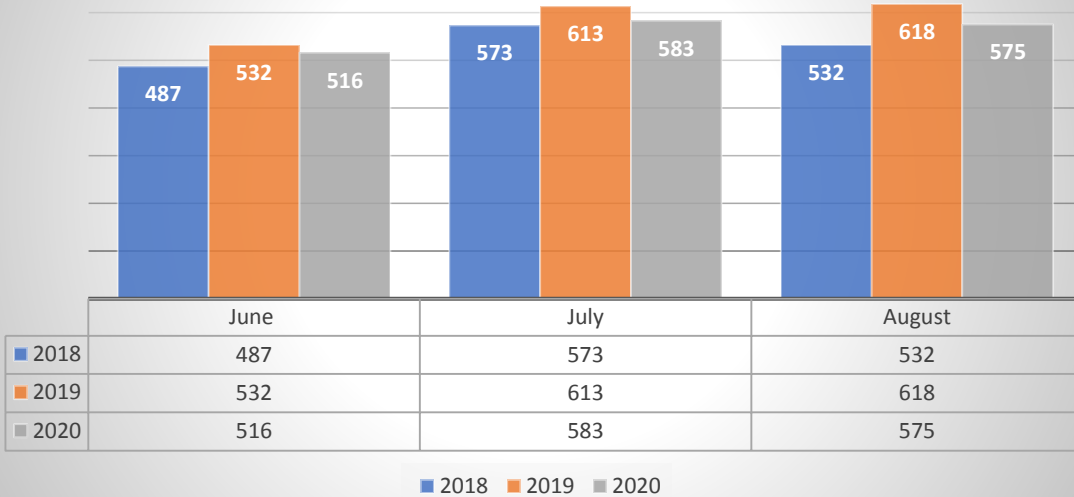
Occurrences:	575	Criminal Code Charges:	101
Impaired by Alcohol:	2	CDSA:	1
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	10	Protection of property Act:	8
Traffic Written Warnings:	0	Vehicle Checks:	77
Liquor Control Act	2	Foot Patrol Hours:	3h 57m
Bike Patrol Hours:	0	HPA:	0

APD Wellbeing Checks

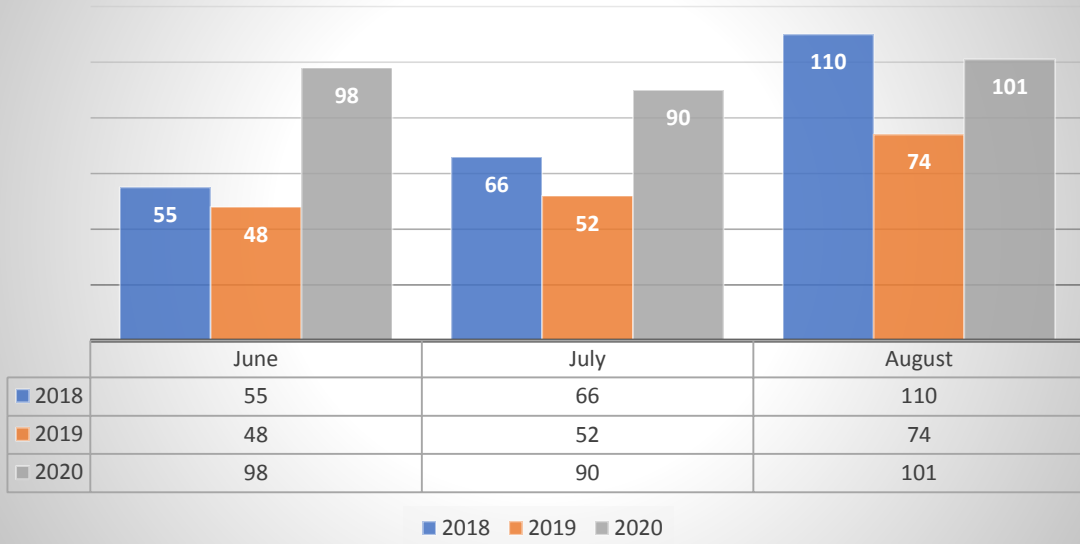
Number of Wellbeing checks



APD Occurences



APD Criminal Charges Laid



Monthly Report

Fire Department

September-2020

RESPONSE #'s (June, July, August)

Town of Amherst – 46 events

- 2 Electrical fire
- 2 Structure fire
- 2 Vehicle fire
- 16 Monitored alarm activations
- 1 Assist police
- 4 Motor vehicle accident
- 4 Smoke alarm activations
- 4 Smell of smoke / Air quality check
- 3 Open burn / Wildland fire / Mulch
- 1 Hazardous material
- 3 Power lines on fire/Arching
- 1 Oven malfunction
- 1 Rescue of an animal
- 2 Sprinkler head failure

Contract area (District 2) – 17 events

- 2 Smell of smoke / Air quality check
- 2 Assist police
- 1 Electrocutation
- 4 Monitored alarm activations
- 6 Motor vehicle accidents
- 2 Open burn / Wildland fire / Mulch

WEEKLY 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. The department is continuing with our weekly training plan while following the established requirements. Also, the Amherst Fire Fighters Association is having in person meetings, while following the established requirements.

Various online training programs with the Nova Scotia Fire Fighters School have been introduced for this fall. This training includes: Building Construction for the First in Firefighter, Managing Company Tactical Operations, Anhydrous Ammonia Response, Incident Scene Safety Officer, Hybrid and Electric Vehicle Considerations, Incident Command System 200, Hazardous Materials Awareness and Hazardous Materials Operations.

NEW FIRE APPARATUS

On August 14th Chief Jones took delivery of the new fire apparatus. This unit replaces engine 2 which was placed into service in 1992. The new fire apparatus was placed into full service on August 19th.

RECRUITMENT

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

Monthly Report

Community Well Being

September-2020

Community Well Being

The Community Well-being Manager worked with the Acting Business Development Officer to strategize regarding people attraction and retention.

Community Well-being Manager led the Community Graduation Celebration, acting as the liaison between the Town and Parent Committee.

Community Well-being Manager worked on creating and/or revising policies, including Community Support Grants and Corporate Gifts.

Community Engagement

1. The following events/committee meetings were attended:
 - a. Cumberland Region Tourism Marketing (CRTM) Advisory meeting
 - b. A webinar on Being Accountable to our Communities: What are we Promising and How are we Working Together?
 - c. A webinar on Tenacity, Humility and Collaborative Leadership
 - d. A webinar on a Date with Data – How to Become Good Friends with Statistics
 - e. A workshop on Municipal Action Plans for Ending Racism and Discrimination
 - f. Attended a meeting with Engage Nova Scotia on the Nova Scotia Quality of Life survey
2. The Community Well-being Manager worked with the Well-being team to develop the Date Night and Scarecrow Stroll events
3. Facilitated a Poverty Reduction workshop with Tamarack Institute
4. The Community Well-being Manager worked with the Active Living Coordinator to develop a 8-week Active Living Challenge plan

Culture, Events and Marketing

1. Completed a Pride Video and researched and implemented content for Pride Week
2. Coordination of the Graduation/Prom Celebration, planning, graphics and logistics
3. Competition of the Indigenous Day Video and researched content for social media posting
4. Coordination of the Virtual Canada Day- Planning, booking entertainment, opening ceremony, contests, purchased prizes, scheduled posts, delivery of flags, delivery of cupcakes and creation of videos etc.
5. AYTC Expression of Interest call out
6. Let's Play Amherst Series- Developed and implemented content to create videos for, Dickey Park, Community Garden, Ronald MacDonald Rotary Park, Lions Skate Park, Victoria Square, Rotary Centennial Park, Amherst Trails, Strawberry Fields, Christie Park, Copp Lane, Curry Park, Harding Park, Robb Complex and the Big A Chairs
7. Designed Summer Banner and gathered quotes for procurement
8. Update content for Business Development Gritty to Pretty Booklet

9. Worked on content for first video in a series for Elections 2020
10. New Splash Pad signage
11. Tax Financing Graphic
12. Created kiosk panel, door decals, 6 ways to support local business graphic, My Town My Business, to support the Amherst Loves You Back campaign
13. Municipal Election Graphics
14. Revisions and updates to Tourism maps and brochures including Shopping and Dining Guide
15. 40 Great Things to Do in Amherst update, which caught the attention of a travel blogger on Twitter which resulted in a 2 day visit to Amherst and Cumberland
16. Activity Challenge graphics, weekly promotion on Facebook and Twitter, prize giveaway and photos
17. Tax and Water Bill graphics; Water Bill (Town and County), Electronic Voting
18. Date Night proposal, graphic decal design, ballots
19. Developed draft of Website Policy and Procedures
20. Creation of Amherst Tourism video featuring local business including all video and photo assets; boosted post on Facebook which reach more than 9300 users in all three Maritime Provinces
21. Scarecrow Stroll graphic and documents.

In addition to frequent social media posts to increase traffic/likes/visibility on all three Facebook pages, on Instagram and on Twitter, Monthly Social Media plans, Monthly Social Media Tracking Reports, Media Screen slideshows, updates and changes to website while Tom was on vacation, updates to Kiosks to ensure information is up-to date.

Active Living

1. The ALC promoted Bike week virtually in June with a video of the APD Community officer promoting Bike Safety tips and well as online posts and a Bike Selfie contest.
2. The Active Communities Fund was approved for \$16,800. This covers Community Playboxes, Equipment Lending Program expansions, Outdoor Activity kits, exercise bikes for the stadium, walking & activity challenges, programming, and wellness motivational signage.
3. The ALC coordinated with the YMCA to offer two virtual fitness classes, Zumba Toning and Stretch & Flow, as part of the TOA virtual Canada Day celebrations to offer free online activity for citizens.
4. The ALC promoted and encouraged residents to register for the Heartland Tour which took place in July. Participants were encouraged to track their daily activity for 3 weeks and submit their Log book online. Any activity counted and the winning county received funding to go towards trail development.
5. Maggie's Place is partnering to lend out the Outdoor Activity Kits. 8 Kits are available with different themed activities including multisport, water, sensory friendly, and lawn games.
6. The 8-week online Activity Challenge in July/August engaged residents to be active and take part in the weekly themed challenge and submit their photos. A winner was chosen each week and a grand prize winner won a Fitbit at the end of the 8 weeks.
7. Fundy Connect ran a Staycation promotion for each of the participating Municipalities promoting outdoor activities and exploring Amherst. We shared photos of the Lions Skatepark, the Marsh Trail, Dickey Park Splash Pad, and Victoria Square.

8. The TOA Swim program offered one Learn to Swim Session at the YMCA in August. 40 youth registered and participated in this session. Due to COVID-19 restrictions the rest of the program sessions have been put on hold until further notice.
9. Partners of the Amherst Cumberland Multisport program decided to postpone the program start date for September due to COVID restrictions. Partners will meet in the fall to discuss potentially starting in January or postponing the program until next year.
10. The Active Living Coordinator coordinated the lending of pickleball equipment for users to play at the Church Street courts that were recently resurfaced.

Monthly Report

Planning & Strategic Initiatives

September 2020

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 development has remained strong, with the number of permits and the estimated value of investment to-date in 2020 up significantly over 2019 levels. While these numbers fluctuate significantly from one year to the next, they do indicate a general positive outlook for residential and commercial investment.

Detailed project planning for NSPI's Smart Grid project is continuing. Staff are currently negotiating the terms of the land lease for the solar farm. Once the terms have been finalized, the agreement will be brought to Council for consideration. NSPI is also preparing a marketing program to offer the public a way to participate in the solar farm, which once ready will be shared with the Town. Construction of the farm would start before the end of 2020 if things go according NSPI's plan.

Installation of the solar PV system at the Stadium is complete and approved by NSPI. The sale of renewable energy will begin this month as planned. 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

September-2020

1. The BDO has kept a close relationship with the business community providing COVID-19 updates and relaying information from the Cumberland Business Connector and the Chamber of Commerce. The Cumberland Business Connector hosted a Restaurant Q & A session and launched an Accelerated Market Readiness program and a Virtual Advisor program which had been shared with our business community through email and Facebook.
2. The BDO and Marketing staff continue to share local business promotions and information daily through the Amherst Loves You Back Facebook page. Two like and share contest ran in June reaching over 6,000 people. In July, the My Town My Business initiative encouraged business owners to send a quote on doing business in Amherst. Their quote was put in a template and posted on FB. July like and share contest post included commenting on your favourite place or business in Amherst.
3. The BDO visited over 60 local businesses in July to check in and deliver an ALYB window decal for their location. Business visits included 22 from the Food & accommodation sector, 30 from the Retail & service sector, and 12 from the Cosmetology & Health sector.
4. Pictures of business owners holding the decal are posted on the FB page.
5. Work continues on updating the joint CED strategy with the County of Cumberland, Town of Oxford and the Cumberland Business Connector.
6. The BDO has responded to 4 different inquires regarding land and buildings opportunities in the Industrial park.
7. The BDO has updated the Business Directory and has had the Business & Community Group Directory updated on Amherst.ca.
8. The BDO is collaborating with the CWB manager to develop a People Attraction Strategy.
9. The Gritty to Pretty 2020 program launched in August in partnership with the Amherst & Area Chamber of Commerce with a deadline of September 20 for applications. The TOA received \$12,500 from the Beautification and Streetscaping grant funding. Property owners can receive 50% of project costs up to \$3,000.
10. Local restaurants were contacted to promote and engage participation for Date Night. 19 businesses responded and are participating in Date Night for 10 weeks.

11. Local businesses were contacted to promote and engage participation in the Scarecrow Stroll. To date there are 36 local businesses committed to participating in the Scarecrow Stroll.