



Town of Amherst  
Committee of the Whole

Date: Monday, November 16, 2020  
Time: 4:00 pm  
Location: Zoom Virtual Meeting

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1. Call to Order	
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6.	In Camera	
6.1.	Approval of In Camera Agenda	
6.2.	Approval of In Camera Minutes	
6.2.1.	September 22, 2020	
6.2.2.	October 14, 2020	
6.3.	MGA 22(2)(c) - personnel matters	
6.4.	MGA 22(2)(c) - personnel matters	
6.5.	MGA 22(2)(e) - contract negotiations	
6.6.	MGA 22(2)(e) - contract negotiations	
6.7.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
7.	Adjournment	

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

**Date:** September 21, 2020  
**Time:** 4:00 pm  
**Location:** Zoom Virtual Meeting

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

**Members Absent** Councillor Wayne MacKenzie

**Staff Present** Greg Herrett, CAO  
Jason MacDonald, Deputy CAO Operations  
Shelley Rector, Chief Financial Officer  
Dwayne Pike, 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

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

**1. Call to Order**

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

**1.1 Approval of Agenda**

**Moved By Councillor Rhindress**

**Seconded By Councillor Byrne**

**To approve the agenda with addition of 3.4 Halloween and Christmas Parade Update.**

**MOTION CARRIED**

**1.2 Approval of Minutes**

**Moved By Councillor Byrne**

**Seconded By Deputy Mayor Christie**

**That the minutes of the June 15, June 29, August 6, August 10 and August 26, 2020 Committee of the Whole meetings be approved as circulated.**

**MOTION CARRIED**

**2. Council Direction Requests**

**2.1 Year End Transfers**

**Moved By Councillor Byrne**

**Seconded By Councillor Rhindress**

**That Council forward the following transfer from the Operating Reserve to General Operating to the September 28, 2020 regular meeting of Council 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.**

**MOTION CARRIED**

**2.2 Year End Capital**

**Moved By Councillor Rhindress**

**Seconded By Councillor Byrne**

**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:**

- 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.**

**MOTION CARRIED**

**2.3 Fall Debenture Approval**

**Moved By Councillor Jones**

**Seconded By Councillor Byrne**

**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).**

**MOTION CARRIED**

**2.4 Tax Financing Program Extension**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Rhindress**

**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.**

**MOTION CARRIED**

**2.5 LaPlanche Street Sidewalk**

**Information item at this time; will be part of the 2021/22 budget discussions.**

**2.6 Drover Street**

**Moved By Councillor Byrne**

**Seconded By Councillor Jones**

**That a decision on this request be forwarded to the September 28, 2020 regular meeting of Council.**

**MOTION CARRIED**

**2.7 Park Street Sidewalk Repair and Crosswalk Request**

**Moved By Councillor Jones**

**Seconded By Deputy Mayor Christie**

**That the sidewalk be deemed an emergency and a concrete sidewalk be installed immediately with funding to come from gas tax, and an amendment be made to the capital budget to reflect this.**

**MOTION CARRIED**

**2.8 Modified Mufflers**

**Moved By Councillor Jones**

**Seconded By Councillor Byrne**

**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.**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**To amend the motion to direct staff to investigate this concern and other municipal bylaws and see how these regulations may be enforced and report back to Committee of the Whole at the next regular meeting.**

**AMENDED MOTION CARRIED**

**2.9 Request for Presentation**

**Moved By Councillor Rhindress**

**Seconded By Deputy Mayor Christie**

**That staff be directed to arrange a presentation for the November regular meeting.**

**MOTION CARRIED**

**2.10 Renaming Lord Amherst Drive**

**Moved By Councillor Jones**

**Seconded By Councillor Byrne**

**That Committee of the Whole refer the issue of renaming Lord Amherst Drive to Rocky Johnson Drive to the September 28, 2020 regular meeting of Council.**

**MOTION DEFEATED**

Against (3): Mayor Kogon, Deputy Mayor Christie, and Councillor Rhindress

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Rhindress**

**That staff be directed to look at other options to recognize Rocky Johnson and report back to a future Committee of the Whole meeting.**

**MOTION CARRIED**

**3. Information Items**

**3.1 Dust at Robb's**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

**That Committee of the Whole forward to the September 28, 2020 regular meeting of council approval of \$30,000 of gas tax funding to install grass infields, complete with heavy clay baseline at Robbs Complex to reduce dust.**

**MOTION CARRIED**

**3.2 Cenotaph Renovations**

Information item; no direction given.

**3.3 Korean War Plaque Unveiling**

Information item; no direction given.

**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 Fire Services**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Byrne**

**That a letter on behalf of Mayor and Council be sent to neighboring fire departments for their assistance with the fire this past weekend.**

**MOTION CARRIED**

**4.5 Community Well-Being**

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. Adjournment**

**Moved By Councillor Jones**

**Seconded By Councillor Rhindress**

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

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**Date:** September 22, 2020  
**Time:** 4:00 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

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

- 1. Call to Order**  
Mayor Kogon called the meeting to order at 4:00 p.m.
  
- 2. In Camera**  
**Moved By Councillor Jones**  
**Seconded By Councillor MacKenzie**  
**That the Committee move to an In Camera session.**

**MOTION CARRIED**

- 3. Adjournment**  
**Moved By Councillor Jones**  
**Seconded By Councillor MacKenzie**  
**To adjourn the meeting at 5:45 p.m.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**Date:** October 14, 2020  
**Time:** 12:20 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  
Dwayne Pike, Police Chief  
Tom McCoag, Corporate Communications Officer  
Kim Jones, Municipal Clerk

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

**MOTION CARRIED**

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

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor



## COMMITTEE OF THE WHOLE

CDR# 2020086

Date: November 16, 2020

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

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** November 16, 2020

**SUBJECT:** Municipal Election 2020 Plebiscite - Fluoridation of the Water Supply

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**ORIGIN:** Presentation by SOAR at the October 22, 2018 regular meeting of Council, requesting Amherst Town Council add fluoride to the municipal water supply; and the following motion of Council passed at the May 21, 2019 Committee of the Whole:

*That Committee of the Whole direct staff to draft a question for the ballot and bring forward the necessary resolution of Council to hold a plebiscite during the October 17, 2020 municipal election and that a promotional plan be developed to encourage interested citizens to educate themselves on the subject.*

**LEGISLATIVE AUTHORITY:** MGA Section 53(1) A council may direct that a plebiscite be held in all or part of the municipality and that the clerk hold a public meeting in connection with the plebiscite. And further, the Nova Scotia Environment Act Section 110(1) The Governor in Council may make regulations: (qa) providing for the protection of human health and the prevention of drinking-water health hazards through the control and regulation of drinking-water supplies, drinking-water testing and reporting;

**DIRECTION REQUESTED:** We are seeking direction from Council as to whether they require additional information or if they are prepared to add this item to the November 23, 2020 regular Council meeting for a decision.

**BACKGROUND:** Following a presentation by the Community Health Board SOAR in October 2018 staff were directed to explore the cost of adding fluoride to the municipal water supply and develop a plebiscite question for the 2020 election.

In 2019 staff estimated the capital cost to introduce fluoride into the water supply at approximately \$60,000 and the annual operating costs to be approximately \$25,000.

Under the authority of MGA Section 53(1) "A council may direct that a plebiscite be held in all or part of the municipality and that the clerk hold a public meeting in connection with the plebiscite.", the 2020 Municipal Election held in October included a plebiscite question "Should the Town of Amherst fluoridate the municipal water supply."

A required public hearing was held in August 2020 via zoom and there was limited participation.

**DISCUSSION:** The results of the plebiscite were: Yes: 1,480 No: 2,296



In addition, the town included a survey in the water bills of water customers who reside in the County and were unable to vote in the plebiscite. The results from the returned surveys were: Yes: 34 No: 63

It is also important to note that results of a plebiscite are not binding. Council may take the results into consideration as they deliberate the issue; however, they are not required to implement based on any vote result of a plebiscite question.

**FINANCIAL IMPLICATIONS:** None at this time.

**COMMUNITY ENGAGEMENT:** Issue was the subject of a plebiscite and survey.

**ENVIRONMENTAL IMPLICATIONS:** None at this time

**SOCIAL JUSTICE IMPLICATIONS:** Both those for and against fluoridation cite social justice issues as the basis of their argument.

**ALTERNATIVES:** 1. Direct staff to take other action

**ATTACHMENTS:** Memo from Clerk regarding plebiscite results

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

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Kimberlee Jones, Municipal Clerk/Returning Officer  
**DATE:** November 16, 2020  
**RE:** **Plebiscite Results**

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The 2020 Municipal Election held in October included a plebiscite question “Should the Town of Amherst fluoridate the municipal water supply.”

There were 7,676 eligible voters and 51.4% voted the plebiscite question

The results of the plebiscite were: Yes: 1,480 No: 2,296

In addition, the town included a survey in the water bills of water customers who reside in the County and were unable to vote in the plebiscite.

The survey was sent to 380 water customers in the County of Cumberland, included in the July water billings. The return rate was approximately 26%

The results from the returned surveys were: Yes: 34 No: 63

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

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** November 16, 2020

**SUBJECT:** Amend Proceedings of Council Policy

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**ORIGIN:** Discussions with staff at the Council Orientation sessions.

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

**RECOMMENDATION:** That the amendment to the Proceedings of Council Policy be forwarded to Council for consideration and approval at the November 23, 2020 regular meeting.

**BACKGROUND:** The Proceedings of Council Policy sets out the requirements for the conduct of meetings and the preparations of the meeting materials for Council and the public.

**DISCUSSION:** The proposed amendments reflect Council's desire to have access to the Committee of the Whole and Council agenda's one day earlier. So for scheduled meetings on Monday, the agenda packages will be available to Council by the end of day, the Thursday prior to the scheduled meeting.

As well it is proposed to move the time of the regular Council meeting to a 6:00pm start, instead of a 7:00pm start time. This will also impact any scheduled hearings which are stated to begin 30 minutes prior to the Council meeting.

Finally, in order to provide an option to streamline meetings and use time more efficiently, the option to use a "consent agenda" when appropriate is proposed and is reflected in the standard agenda structure of the Committee of the Whole. A consent agenda allows for streamlined meetings by grouping routine business into one motion. Some examples of routine business that often doesn't generate questions or debate at Council includes procurement, request for a staff report, and first reading of bylaws. By reducing the time spent on routine business, Council meetings would be better focused on items that require explanation and debate. Council oversight could still be maintained by providing Councillors with the right to remove any item that they wish to discuss from the consent agenda, either in advance or at the beginning of the meeting. Variations on consent agendas are used by other municipal councils in Canada

**FINANCIAL IMPLICATIONS:** There are no financial implications

**COMMUNITY ENGAGEMENT:** There has been no community engagement



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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to the proposed amendments.

**ALTERNATIVES:**

- 1- Approve the policy with the amendments as presented
- 2- Approve the policy amendment with alternative language
- 3- Do not amend the policy

**ATTACHMENTS:** Proceedings of Council Policy

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Report prepared by: Kimberlee Jones  
Report and Financial approved by:

**DEPARTMENT:** Council

**TITLE:** Proceedings of Council

Minutes reference date: 23 February 2015 22 June 2015 2019 January 2019

### General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

### Definitions

2. In this Policy, unless the context otherwise requires,
  - (a) "business day(s)" means a day when the Town of Amherst office is open for business;
  - (b) "Chair" means the presiding officer;
  - (c) "committee" means any standing or adhoc committee or commission, the members of which are appointed by Council;
  - (c) "Council" means the Council of the Town of Amherst;
  - (d) "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
  - (e) "majority" means more than one half of those present, unless the context indicates otherwise.

### Time, Place, Date and Notice of Meetings of Council and Committee of the Whole

3. Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
  - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
  - (b) On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August;
  - (c) Commencing at ~~7~~6:00 PM and concluding not later than ~~8~~9:00 PM; when public hearings are scheduled, the hearing will commence at ~~5~~6:30 PM and the Council meeting will commence at ~~6~~7:00 PM.
4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:
  - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;

- (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
  - (c) Commencing at 4:00 PM and concluding not later than 6:00 PM.
    - i. Should there remain unfinished business on the agenda at 6:00 PM, the meeting shall be adjourned until 4:00 PM on the fourth Monday when the balance of the business on the agenda shall be addressed.
5. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:
- (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
  - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
  - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
6. Additional or special meetings of Council or Committee of the Whole may be convened
- (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
  - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
  - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support such a step.
  - (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.
7. Specific notice to Council Members and to the public need not be provided of
- (a) Meetings held pursuant to section 3 or 4; or
  - (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6;

but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.

8. Within 30 days following the first meeting of Council after a municipal election or by-election:
  - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
  - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;
9. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.
10. Subject to section 7, notice of meetings shall be provided to the public by posting in the lobby of the Dominion Public Building and in a prominent place on the Town's website, a "Notice of Council Meeting" containing the time, date and place of the meeting.

### **Conduct of Meetings**

11. It shall be the duty of the Chair to:
  - (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
  - (b) Receive and submit to Council motions properly presented by a Council Member;
  - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
  - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
  - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
  - (f) Enforce on all occasions, the observance of order and decorum;
  - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
  - (h) Inform the Council when necessary, or when referred to, on a point of order;
  - (i) Permit the Chief Administrative Officer to speak on any point upon request;
  - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
  - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time. And
  - (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

**Council Agenda**

12. All items appearing on the Council agenda will only consist of items that have been:
  - (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
  - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
  - (c) Submitted by a member of Council prior to the issuing of the final agenda;
  - (d) Approved as an addition to the agenda of a regular meeting at the time the agenda is approved at the meeting.
  
13. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town of Amherst to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.
  
14. Preliminary Council agendas will be issued by 4:30 PM on the ~~Friday~~ Thursday preceding the regularly scheduled meeting.
  
15. Final Council agendas will be issued by noon on the day of the meeting.
  
16. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.
  
17. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in camera.
  
18. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
  - (a) Call to Order
  - (b) Territorial Acknowledgement
  - (c) National anthem
  - (d) Presentations
  - (e) Approval of agenda, ~~including additions or deletions~~
  - (f) Approval of minutes from the previous meeting
  - ~~(g) Follow up action list~~
  - ~~(h)~~ (g) Requests for Decision

~~(j)~~(h) Information / Discussion Items

~~(j)~~(i) Additions

~~(k)~~(l) Internal Committee Reports

~~(j)~~(k) External Committee Reports

~~(m)~~(l) Adjournment

19. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
- (a) The date the meeting was held;
  - (b) A review of the key issues or discussion points covered that have an impact on the Town;
  - (c) Information and decisions that may impact a current Council position, or future Council course of action;
  - (d) A summary of the organization's key operations and events.

**Committee of the Whole Agenda**

20. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.
21. Items appearing on the Committee of the Whole agenda will only consist of items as follows:
- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
  - (b) Submitted by a member of Council prior to the issuing of the final agenda;
  - (c) Staff reports;
  - (d) Items from the administration requiring a decision or direction;
  - (e) Items approved as an addition to the agenda at the time the agenda is approved at the meeting.
22. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Thursday~~Friday~~ preceding the regularly scheduled meeting.
23. Final Committee of the Whole agendas will be issued by noon on the day of the meeting.

24. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
25. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in camera.
26. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
  - (a) Call to Order
  - (b) Approval of Agenda
  - ~~(b)~~(c) Approval of the Consent Agenda
  - ~~(e)~~(d) Approval of Minutes
  - ~~(d)~~(e) Presentations
  - ~~(e)~~(f) Council Direction Requests
  - ~~(f)~~(g) Information / Discussion Items
  - ~~(g)~~(h) Monthly Departmental Reports
  - ~~(h)~~(i) Adjournment

**Minutes**

27. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
28. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
29. The Minutes shall:
  - (a) Record the time when any Council Member joins or leaves a meeting which is in progress;
  - (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
  - (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

**Motions, Voting and Speaking**

30. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
31. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
32. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
33. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
34. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
35. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
36. When any question is before the Council, the only motions in order shall be:
- (a) A motion in amendment of the original motion;
  - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
  - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
  - (d) A motion to close the debate at a specified time;
  - (e) A motion that the question be put to a vote;
  - (f) A motion to adjourn.
37. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
- (a) To refer to a committee;
  - (b) To defer the consideration of the question;
  - (c) To close the debate at a specified time;
  - (d) That the question be put to a vote;
  - (e) To adjourn

Any of which may be moved either to the original motion or to the amendment of the original motion.

38. A motion:

- (a) That the debate be closed at a specified time; or
- (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

39. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.

40. A motion to adjourn shall always be in order except in the following cases:

- (a) When a Council Member is in possession of the floor;
- (b) When the "yeas" and "nays" are being called;
- (c) While the Council Members are voting; or
- (d) When the adjournment was the last preceding motion.

41. The following questions shall be decided without debate:

- (a) A motion to reconsider;
- (b) All motions as to priority of business or as to the suspension of the order of the day;
- (c) Applications to speak more than the prescribed number of times;
- (d) A motion to allow any person other than the Council Members or CAO to address the Council;
- (e) A motion to postpone to a specified time or day;
- (f) A motion to lay on the table when claiming a privilege over another person; and
- (g) A motion to adjourn.

42. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

43. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
44. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.
45. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
46. When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
47. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
48. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

**Reconsideration**

49. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
50. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
51. No discussion of the main question shall be allowed on the motion for reconsideration.
52. The following matters are not eligible for reconsideration:
  - (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
  - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
  - (c) A matter which has been reconsidered once; and
  - (d) A vote to reconsider.

**Rescission**

53. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the

same is moved.

54. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.
55. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.
56. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
57. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefor.
58. If the motion to rescinded is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
59. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

**Points of Order**

60. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
61. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
62. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
63. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
64. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
65. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
66. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.

67. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
68. Persons who are not Council Members or officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
69. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
70. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
71. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
72. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

#### **Presentations to Council**

73. Persons wishing to make a presentation to Council shall write one week in advance of the next Committee of the Whole meeting to the CAO outlining their issue and the decision they wish Council to consider, and request to make a presentation.
74. The request will be added to the next Committee of the Whole agenda to be issued.
75. Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
76. The CAO shall advise the person or group requesting to make a presentation of the decision of Committee of the Whole including, if approved, the date and time of the presentation.
77. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.
78. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
79. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

**Petitions**

80. Persons wishing to present a petition to Council shall file a copy of the petition with the CAO before 12:00 noon on the Wednesday prior to the meeting of Council at which it is proposed to be presented.
81. The CAO shall circulate a copy of any such petition to each member of Council before the meeting at which it is proposed to be presented.
82. The body of the petition itself, excluding the list of names, shall, if determined by the Chairperson to be practical, be read by the CAO on behalf of the group supporting the petition.
83. No petition shall be presented which Council determines to contain impertinent or improper matter.
84. No persons shall be permitted to speak, whether supporting or opposing the petition, unless the petition comes up for discussion which shall be at the next regular meeting of Council unless Council decides according to the rules to hold a special meeting of Council for that purpose.



## COMMITTEE OF THE WHOLE

CDR#

Date: November 16, 2020

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

**SUBMITTED BY:** Michael Hunter, CPA, CA – Chief Financial Officer

**DATE:** November 16, 2020

**SUBJECT:** Signing Authorities – Designated Councillor

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**ORIGIN:** 2020 Municipal Election

**LEGISLATIVE AUTHORITY:** Town of Amherst Signing Authority Policy, #03400-01

**RECOMMENDATION:** That the Town of Amherst Signing Authority Policy # 03400-01 be updated to remove Town Clerk and replace Treasurer/Deputy Clerk with Chief Financial Officer for all documents signed under the seal of the Town and for the signing officers of cheques, bank documents, etc.

Also, that Council designates a Councillor to be one of the alternate signing authorities for signing cheques, bank documents, etc.

Both of the above changes require a motion to refer the policy revision and the appointment of a Designated Councillor to the November 23, 2020 meeting.

**BACKGROUND:** The Signing Authority Policy currently states:

All General, Payroll, Water, Stadium, Trust & Reserve Fund cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:

- a) Mayor, Deputy Mayor, Designated Councillor (any one of them)
- and
- b) Chief Administrative Officer/Town Clerk, or Treasurer/Deputy Clerk (any one of them).

**DISCUSSION:** In 2018 the Municipal Clerk and Deputy Clerk positions were updated. These positions are now separate from the Chief Administrative Officer and Chief Financial Officer; therefore, the Signing Authority Policy #03400-01 needs to be updated to remove the Municipal Clerk and Deputy Clerk positions and update the title for the Treasurer to Chief Financial Officer. The purpose of the policy is to identify signing authorities for the Town. Cheques require two signatures, one elected official (Mayor, Deputy Mayor or Designated Councillor) and one administrative official (either the Chief Administrative Officer or Chief Financial Officer). In the event neither the Mayor nor the Deputy Mayor is available, identifying an alternate (Designated Councillor) is necessary in the timely issuance of cheques.



At a special meeting held November 3, Mayor and Council were sworn in and the Deputy Mayor was appointed. Once the designated Councillor is appointed, it will be necessary to update the Master Client Agreement with RBC (signature card) by having each signing officer sign a new Master Client Agreement. The Master Client Agreement authorizes the individuals listed to sign bank documents on behalf of the Town.

**FINANCIAL IMPLICATIONS:** There are no financial implications to updating the Signing Authority Policy and designating a Councillor as a signing authority.

**COMMUNITY ENGAGEMENT:** This is an internal operation; no community engagement.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** N/A

**ALTERNATIVES:**

1. The changes are necessary as the policy needs to be revised and a Designated Councillor is required by policy.

**ATTACHMENTS:** Signing Authority Policy, 03400-01.

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Report prepared by: Michael Hunter, CPA, CA – Chief Financial Officer  
Report and Financial approved by: N/A

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**DEPARTMENT:** CORPORATE SERVICES

**TITLE:** **SIGNING AUTHORITY POLICY**

Minutes reference date: 21 September 1992  
Revision dates: 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002  
26 January 2015

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**PURPOSE:**

To identify signing officers of the Town of Amherst

**POLICY STATEMENT:**

1. All documents signed under the seal of the Town shall be signed by the:

a) Mayor or Deputy Mayor (any one of them)

And

b) Chief Administrative Officer/~~Town Clerk~~ or Chief Financial Officer ~~Treasurer/Deputy Clerk~~ (any one of them).

2. All General, Payroll, Water, Stadium, Trust and Reserve Fund cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:

a) Mayor, Deputy Mayor, Designated Councillor (any one of them)

And

b) Chief Administrative Officer/~~Town Clerk~~, or Chief Financial Officer ~~Treasurer/Deputy Clerk~~ (any one of them).



**COMMITTEE OF THE WHOLE**

**CDR# 2020082**

**Date: November 16, 2020**

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

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** November 16, 2020

**SUBJECT:** December Meeting Dates

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**ORIGIN:** 2020 Calendar – Christmas/Holidays

**LEGISLATIVE AUTHORITY:** Proceedings of Council Policy 10350-24 Section 5 states “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by Resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting”

**RECOMMENDATION:** The regular Committee of the Whole and Council meetings are scheduled for Monday, December 21, 2020 and December 28<sup>th</sup>, 2020 respectively. Due to the Christmas holidays, it is recommended that these meetings be rescheduled to hold Committee of the Whole on December 14, 2020 at 4 p.m. and Council on December 21, 2020 at 6:00pm.

**BACKGROUND:** The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

**DISCUSSION:** This year the third and fourth Mondays of the month falls on December 21<sup>st</sup> and 28<sup>th</sup> – for regular COW and Council meetings. The options available to Council appear to be:

1. Move both meetings earlier by one week, with COW on December 14<sup>th</sup> and Council on December 21<sup>st</sup>;
2. Hold both COW and Council on December 14<sup>th</sup>;
3. Hold both COW and Council on December 21<sup>st</sup>;
4. Schedule an alternate date for Regular Council.

**FINANCIAL IMPLICATIONS:** There are no financial implications to changing the meeting dates.

**COMMUNITY ENGAGEMENT:** The public and media will be notified of any changes by media release.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.



**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implication to rescheduling the December meetings

**ALTERNATIVES:**

1. Move both meetings earlier, with COW on December 7 and Council on December 14. This is not the recommended alternative, as it doesn't leave sufficient time to develop the agenda between the November and December meetings.
2. Hold both COW and Council on December 21.
3. Hold both COW and Council on December 14
4. Move both meetings earlier by one week, with COW on December 14<sup>th</sup> and Council on December 21<sup>st</sup>. This is being recommended.
5. Schedule an alternate dates for both meetings. This is not recommended as it is very difficult to schedule meetings during the holiday season.

**ATTACHMENTS:** N/A

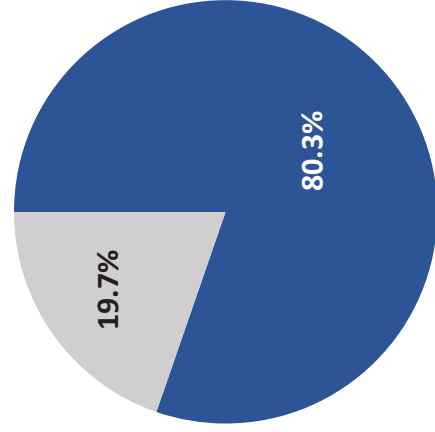
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Report prepared by: Kimberlee Jones, Municipal Clerk  
Report and Financial approved by:

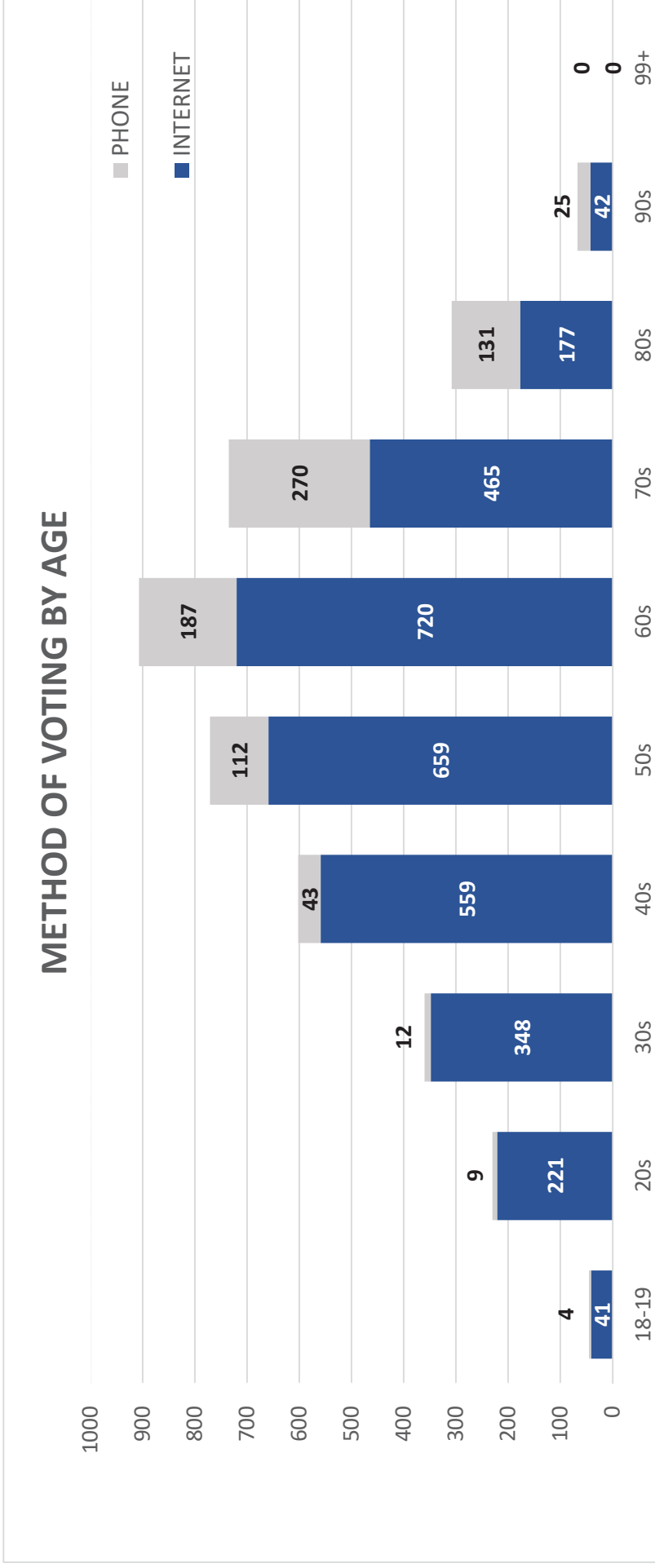
Information Base		Number	%
1	Number of eligible electors in system.	7,676	
2	Number of electors who cast at least one ballot.	4,025	
3	Participation rate.	<b>52.4%</b>	
4	Voters who used the Internet to vote.	3,232	80.3%
5	Voters who used the phone to vote.	793	19.7%
6	Average amount of time a voter spent voting using the Internet.	4min 30sec	
7	Average amount of time a voter spent voting using the telephone.	2min 48sec	
Location Stats			
8	Electors in other Canadian provinces that accessed the voting system, based on phone numbers and IP addresses, from outside of Atlantic Canada.	AB, BC, ON, QC	
9	Electors in the United States that accessed the voting system, based on phone numbers and IP addresses.	Massachusetts, New York, West Virginia	
10	Electors who accessed the voting system from outside North America, based on phone numbers and IP addresses.	France, Ireland, Netherlands	

Age	Age Breakdown of Who Voted				
	ELIG.	VOTED	INTERNET	PHONE	% Part.
18-19	79	45	41	4	57%
20s	856	230	221	9	27%
30s	955	360	348	12	38%
40s	1,162	602	559	43	52%
50s	1,348	771	659	112	57%
60s	1,437	907	720	187	63%
70s	1,102	735	465	270	67%
80s	567	308	177	131	54%
90s	158	67	42	25	42%
99+	12	0	0	0	0%
<b>Total</b>	<b>7,676</b>	<b>4,025</b>	<b>3,232</b>	<b>793</b>	<b>52.4%</b>

### METHOD OF VOTING

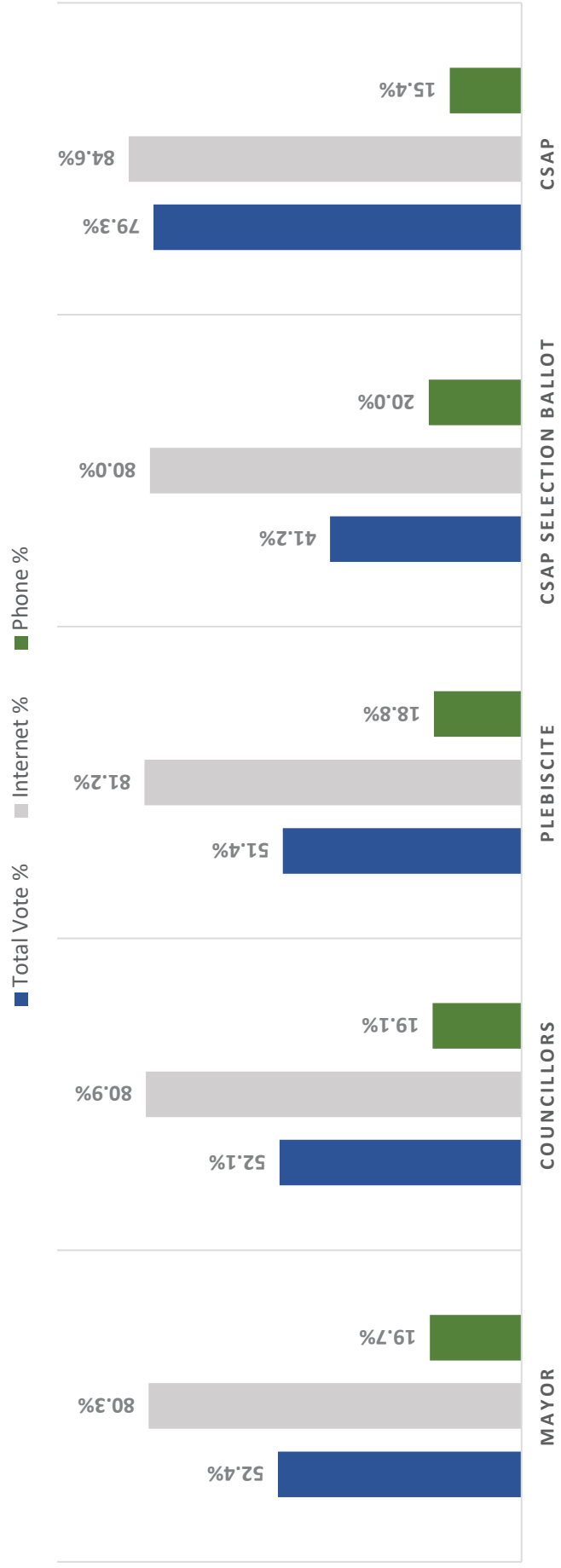


■ INTERNET ■ PHONE



	Information Base	Total Number	Participation			
			%	Internet	Phone	%
1	Number of eligible electors in system.	7,676				
2	Number of electors who cast at least one ballot.	4,025	52.4%	3,232	793	19.7%
3	Number of electors eligible to vote for Mayor ballot.	7,676	100.0%			
4	Number of eligible electors who voted for Mayor ballot.	4,025	52.4%	3,232	793	19.7%
5	Number of electors eligible to vote for Councillors ballot.	7,676	100.0%			
6	Number of eligible electors who voted for Councillors ballot.	3,998	52.1%	3,234	764	19.1%
7	Number of electors eligible to vote for Plebiscite ballot.	7,676	100.0%			
8	Number of eligible electors who voted for Plebiscite ballot.	3,944	51.4%	3,202	742	18.8%
9	Number of electors eligible to vote for CSAP Selection Ballot	7,676	100.0%			
10	Number of eligible electors who voted for CSAP Selection Ballot	3,164	41.2%	2,532	632	20.0%
11	Number of electors eligible to vote for CSAP	458	6.0%			
12	Number of eligible electors who voted for CSAP	363	79.3%	307	56	15.4%

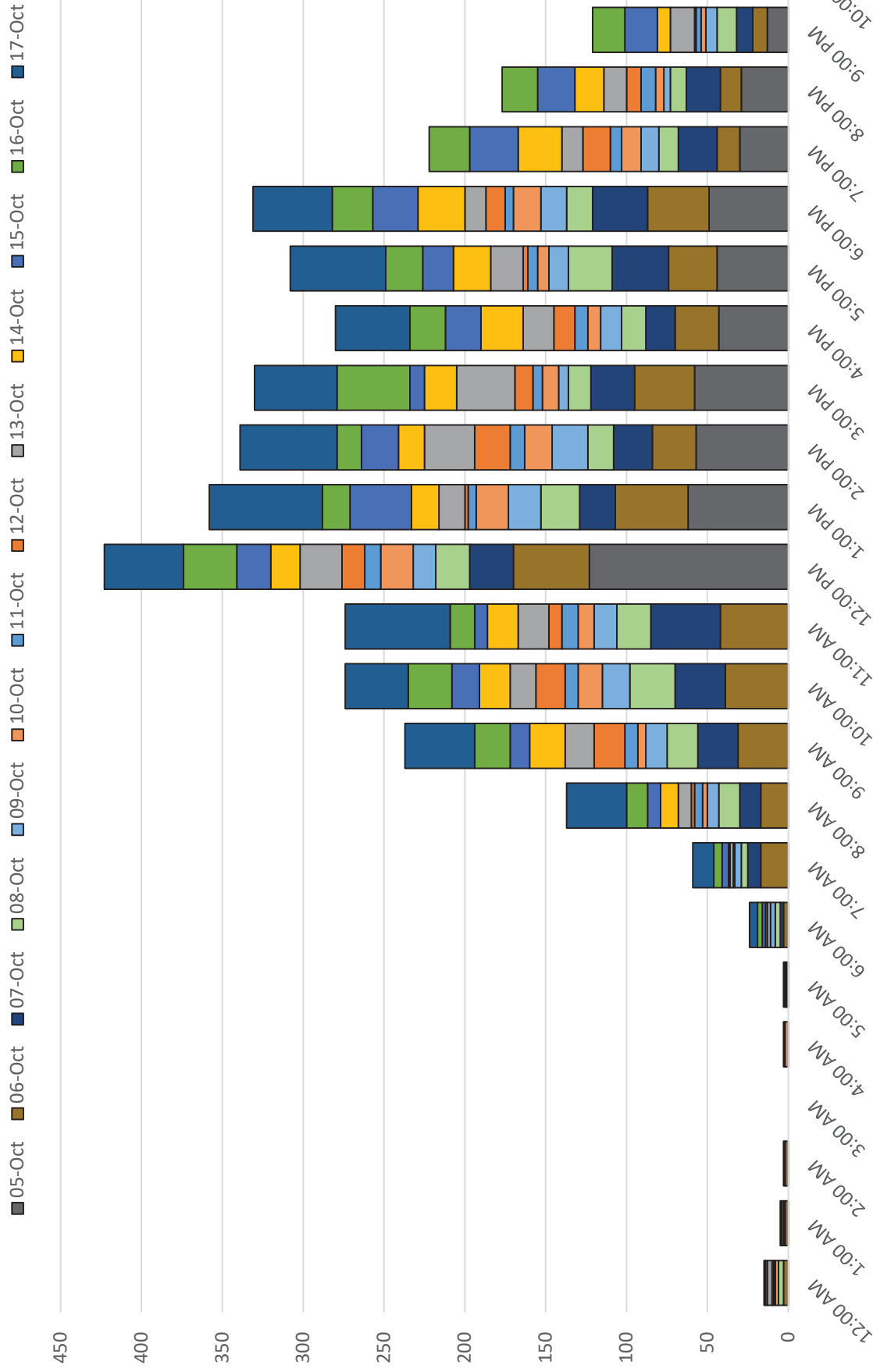
### ELECTION PARTICIPATION STATISTICS



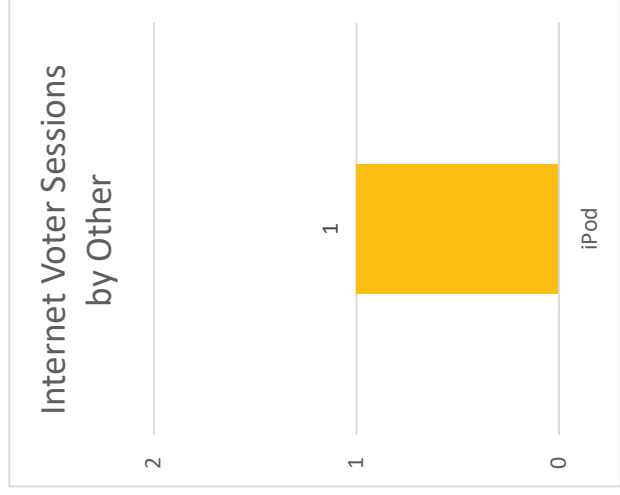
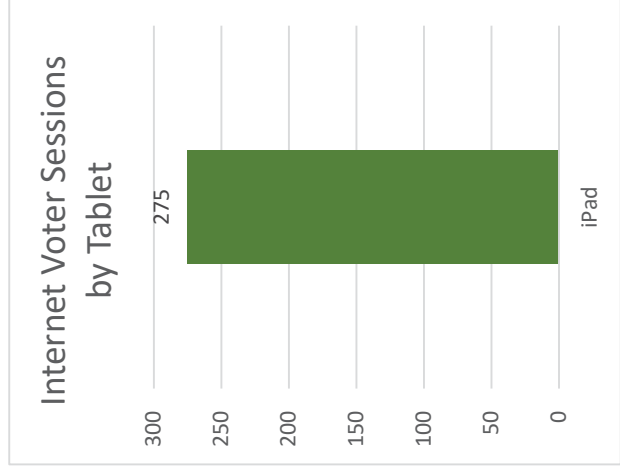
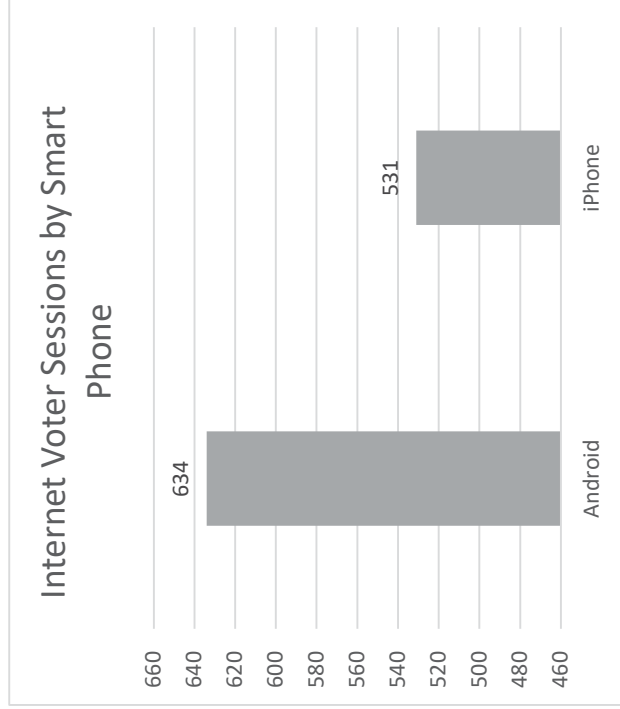
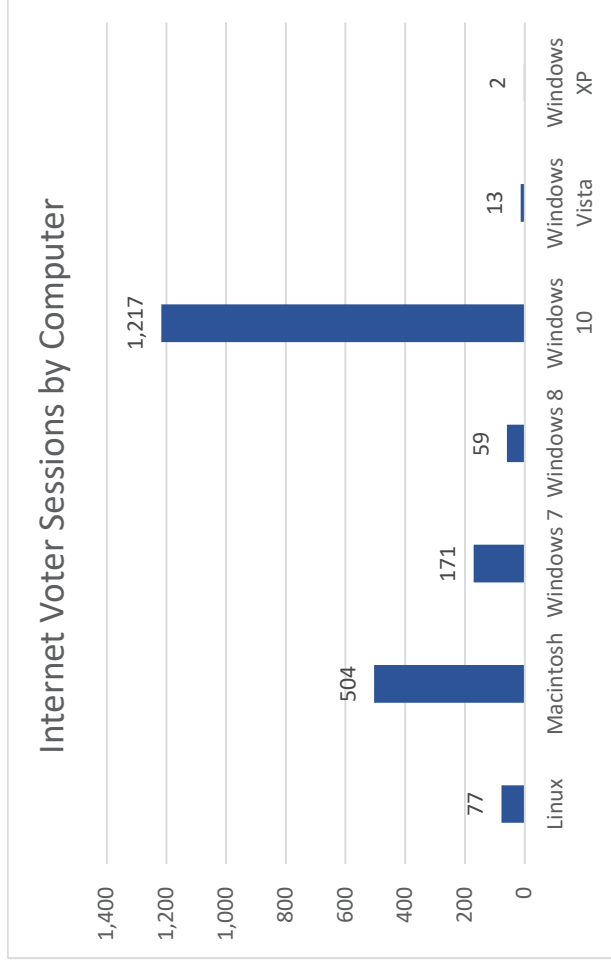
## 2020 Amherst Municipal and School Board Elections Voting Time Breakdown

Date & Time	05-Oct	06-Oct	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	Grand Total	%/Hr.
12:00 AM		3		3		2	1	1	3	1	1			15	0.4%
1:00 AM		2						1	1				1	5	0.1%
2:00 AM		2		1										3	0.1%
3:00 AM														0	0.0%
4:00 AM						2							1	3	0.1%
5:00 AM		1									1		1	3	0.1%
6:00 AM		3	2	3	3				2	1	2	3	5	24	0.6%
7:00 AM		17	8	4	4	1			2	1	4	5	13	59	1.5%
8:00 AM		17	13	13	7	3	5	2	8	11	8	13	37	137	3.4%
9:00 AM		31	25	19	13	5	8	19	18	22	12	22	43	237	5.9%
10:00 AM		39	31	28	17	15	8	18	16	19	17	27	39	274	6.8%
11:00 AM		42	43	21	14	10	10	8	19	19	8	15	65	274	6.8%
12:00 PM	123	47	27	21	14	20	10	14	26	18	21	33	49	423	10.5%
1:00 PM	62	45	22	24	20	20	5	2	16	17	38	17	70	358	8.9%
2:00 PM	57	27	24	16	22	17	9	22	31	16	23	15	60	339	8.4%
3:00 PM	58	37	27	14	6	10	6	11	36	20	9	45	51	330	8.2%
4:00 PM	43	27	18	15	13	8	8	13	19	26	22	22	46	280	7.0%
5:00 PM	44	30	35	27	12	7	6	3	20	23	19	23	59	308	7.7%
6:00 PM	49	38	34	16	16	17	5	12	13	29	28	25	49	331	8.2%
7:00 PM	30	14	24	12	11	12	7	17	13	27	30	25		222	5.5%
8:00 PM	29	13	21	10	4	5	9	9	14	18	23	22		177	4.4%
9:00 PM	13	9	10	12	7	3	3	1	15	8	20	20		121	3.0%
10:00 PM	13	7	4	5		4	2	1	4	7	10	17		74	1.8%
11:00 PM	3		7	1	3	1		1	1	3	3	5		28	0.7%
<b>Grand Total</b>	<b>524</b>	<b>451</b>	<b>375</b>	<b>265</b>	<b>186</b>	<b>162</b>	<b>102</b>	<b>155</b>	<b>277</b>	<b>286</b>	<b>299</b>	<b>354</b>	<b>589</b>	<b>4,025</b>	
%/Day	13.0%	11.2%	9.3%	6.6%	4.6%	4.0%	2.5%	3.9%	6.9%	7.1%	7.4%	8.8%	14.6%		

### VOTER SESSIONS BY TIME



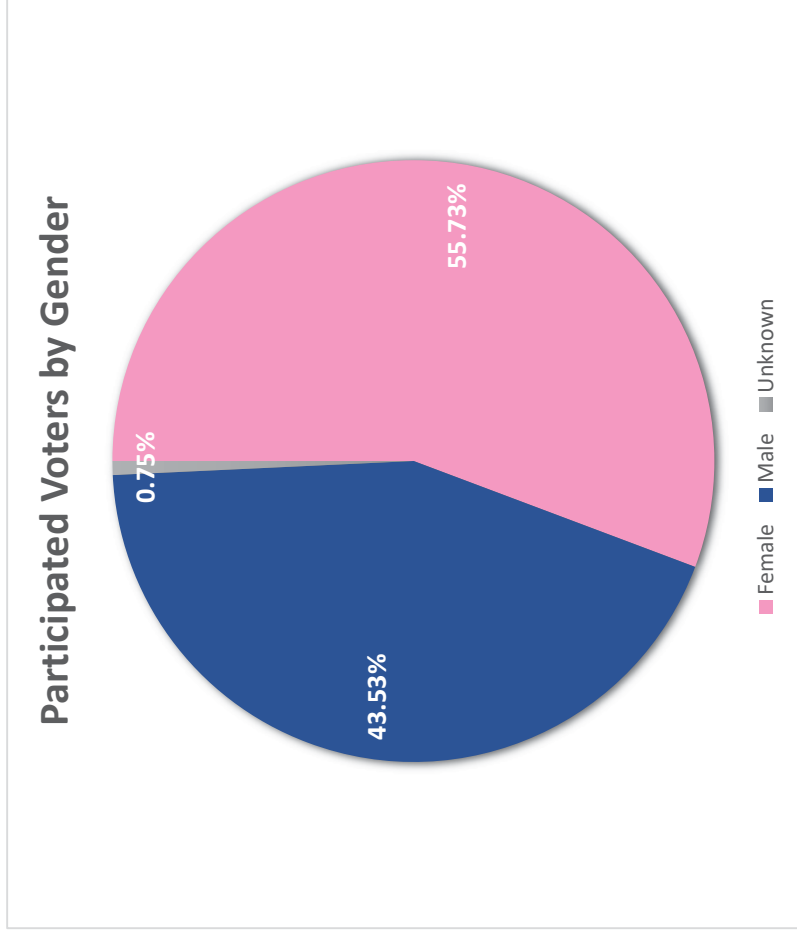
Device	Operating System	Voter Sessions	%
Computer	Linux	77	
	Macintosh	504	
	Windows 7	171	
	Windows 8	59	58.6%
	Windows 10	1,217	
	Windows Vista	13	
	Windows XP	2	
Smart Phone	Android	634	
	iPhone	531	
Tablet	iPad	275	41.4%
Other	iPod	1	
Total		3,484	

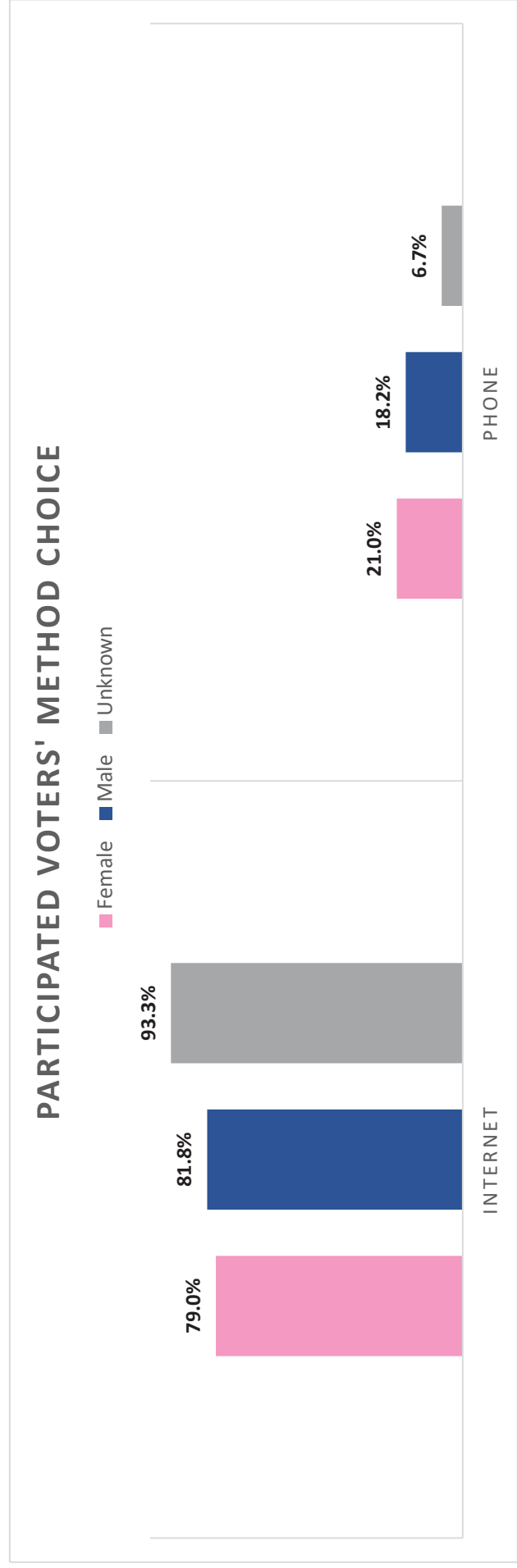
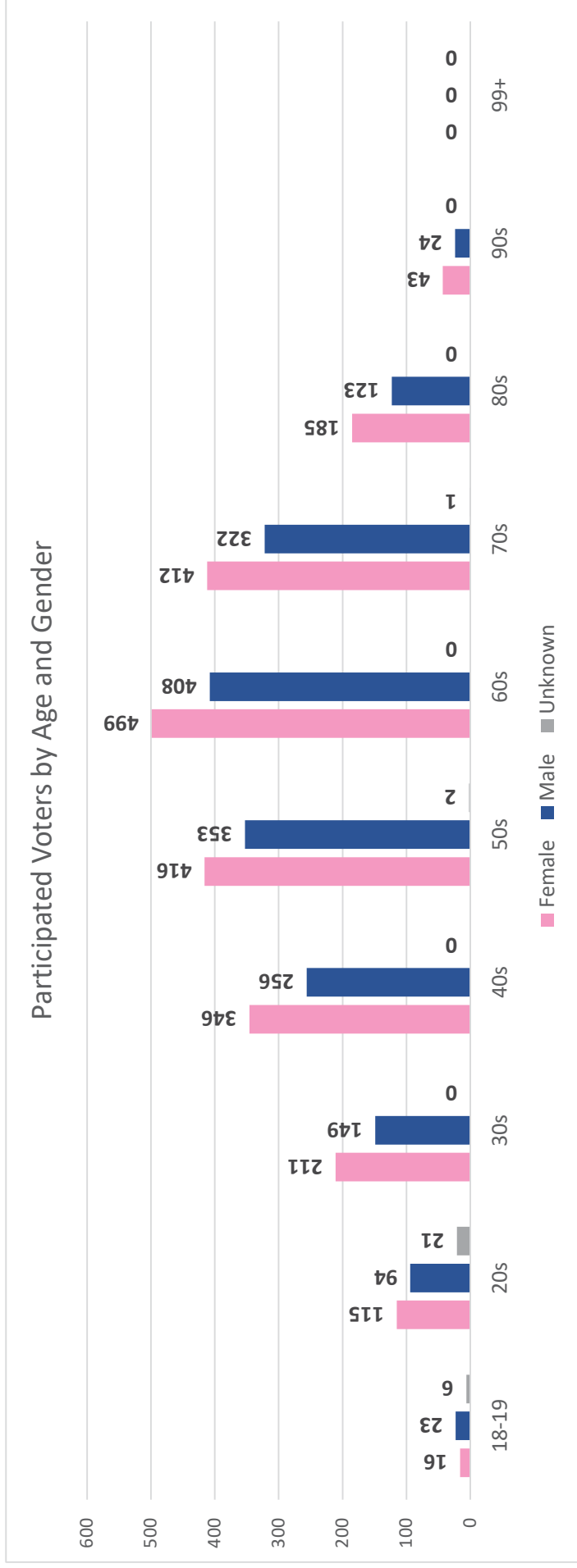


		Age Breakdown of Who Voted					
Age	ELIG.	VOTED	INTERNET	PHONE	% Part.	Total Part.	
18-19	F	27	16	14	2	59.3%	57%
	M	39	23	21	2	59.0%	
	UK	13	6	6	0	0.0%	
20s	F	374	115	113	2	30.7%	27%
	M	381	94	87	7	24.7%	
	UK	101	21	21	0	0.0%	
30s	F	503	211	204	7	41.9%	38%
	M	449	149	144	5	33.2%	
	UK	3	0	0	0	0.0%	
40s	F	600	346	321	25	57.7%	52%
	M	561	256	238	18	45.6%	
	UK	1	0	0	0	0.0%	
50s	F	706	416	360	56	58.9%	57%
	M	639	353	298	55	55.2%	
	UK	3	2	1	1	0.0%	
60s	F	764	499	380	119	65.3%	63%
	M	670	408	340	68	60.9%	
	UK	3	0	0	0	0.0%	
70s	F	616	412	248	164	66.9%	67%
	M	485	322	217	105	66.4%	
	UK	1	1	0	1	100.0%	
80s	F	355	185	104	81	52.1%	54%
	M	212	123	73	50	58.0%	
	UK	0	0	0	0	0.0%	
90s	F	106	43	27	16	40.6%	42%
	M	51	24	15	9	47.1%	
	UK	1	0	0	0	0.0%	
99+	F	12	0	0	0	0.0%	0%
	M	0	0	0	0	0.0%	
	UK	0	0	0	0	0.0%	
<b>Total</b>		7,676	4,025	3,232	793	52.4%	

Gender	Total Eligible	Total Voted	Participation
Female	4,063	2,243	55.2%
Male	3,487	1,752	50.2%
Unknown	126	30	23.8%
<b>Total</b>	7,676	4,025	52.4%

Gender	INTERNET	PHONE
F	1,771	472
M	1,433	319
UK	28	2





CUMBERLAND REGIONAL LIBRARY BOARD

By-Laws

February 2004; Amended June 2011; Amended November 2011; Amended April 2015;  
Amended September 2020

Table of Contents

Article I	NAME
Article II	MISSION
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ARTICLE I NAME:

This body shall be known as the Cumberland Regional Library Board and shall operate under the terms of the Libraries Act and Regulations, c.254, Revised Statutes of Nova Scotia 1989, as amended from time to time and agreements entered into under the Act.

The Cumberland Regional Library Board manages and operates the “Cumberland Public Libraries”, a body corporate pursuant to the Libraries Act of Nova Scotia.

ARTICLE II MISSION:

To promote life-long learning and recreation, fostering an appreciation of literature at all ages, by providing free access to the world of media and technology to the residents of Cumberland County.

ARTICLE III MEMBERS:

- Section A - The Library Board shall be made up of one representative from each participating municipal funding unit.
- Section B - The Province of Nova Scotia shall be represented by two members on the Board.
- Section C - Additional representatives shall be appointed with the agreement of all member parties.
- Section D- Each appointing body has complete discretion in its appointments to the Board within the following guidelines: no current staff member of the CPL shall be appointed to the Board; no former staff member of the CPL shall be appointed to the Board within a period of 5 years from the date of the separation from service with the CPL; and no Board members shall be re-appointed to the Board if they have failed to attend at least 50% of the regular, special and Board committee meetings in the previous year unless absence was due to a justifiable cause.
- Section E- All members are expected to adhere to the CPL Library Board, Staff, and Volunteer Code of Conduct and Conflict of Interest Policy

ARTICLE IV OFFICERS:

- Section A - The Executive Committee shall be the Chair, Vice-Chair and Treasurer.
- Section B - The Regional Librarian shall act as Chief Executive Officer and

Secretary to the Board. The Regional Librarian shall be an ex-officio member of the Board.

- Section C - Election of Officers.  
The Executive shall be elected by majority vote of the members present at the Annual Meeting of the Board held in April.
- Section D - Presiding at Meetings.  
The Chair shall preside at all meetings of the Board.  
In the absence of the Chair, the Vice-Chair shall preside at any regular or special meeting of the Board. In the absence of the Chair and the Vice-Chair, the meeting shall be presided over by the Treasurer.
- Section E - Signing Authority.  
The signing officers shall be any 2 of the following: Chair, Treasurer, Chief Librarian, Deputy Chief Librarian; however, of the 2 persons one must be a Trustee and one must be either the Chief Librarian or Deputy Chief Librarian.
- Section F - Notice of Meetings, Records, Minutes, etc.  
The Chief Librarian shall keep the records of the Board, shall advise on Meetings, and convey appropriate materials to members of the Board, and perform such duties as may properly belong to this office or be delegated by the Board.

## ARTICLE V MEETINGS:

- Section A - Meetings.  
The Board shall hold not fewer than 5 regular meetings in any fiscal year. These meetings shall be held in April, June, September, November and February.  
  
Meetings may be attended in person, by telephone, or by other electronic means with approval of the Chair.
- Section B - Special Meetings.  
Special meetings may be called:  
a) by the Chair  
b) by the Vice-Chair in the absence of the Chair  
c) by the majority of the Board at any regular meeting.
- Section C - Annual Meeting.  
The Annual Meeting shall be held in April. The Election of Officers is held at this meeting, and a draft budget for the coming fiscal year will be presented to the Board.

Section D - Quorum.  
At any meeting of the Board, or by an e-mail vote, half of the members duly appointed, plus one, shall constitute a quorum. If any such number results in a fraction, it shall be rounded down to the nearest whole number (example: appointed membership is 5, a quorum is 3).

Section E - Mileage.  
Board members are paid mileage for travel to meetings and library-related conferences based on the prevailing Provincial rate.

ARTICLE VI COMMITTEES:

Section A- The Board may appoint ad hoc committees as from time to time as it deems necessary. These committees may also include staff and public representatives, as well as outside experts if relevant to the needs of the committee. Ad hoc committees are to serve until the final report of the work for which they were appointed has been filed with the Board.

ARTICLE VII VOTING:

Section A- Motions at regular Board meetings  
Motions at a duly constituted Board meeting shall be carried by a majority of the members present. The Chair has a vote. In case of a tie, the motion is not carried.

Section B- Motions by way of e-mail  
If a decision must be made between meetings of the Board, an e-mail vote may be taken, if all members agree, and provided the following steps are taken:

a) The Board Chair or the Chief Librarian will provide the reason for the e-mail vote and relevant information. All members need to reply and indicate their agreement to proceed by way of an e-mail vote, whereupon 2 members have to formulate, move, and second a motion, which shall then be sent to all members. If a member is unable to participate due to illness or absence from the area or other cause, the reply of members who would be able to attend a meeting constitutes sufficient consent.

b) The Chair shall determine the number of days, not more than 5, available to respond and discuss by e-mail.

c) On the last of the days set, the Chair will call for an e-mail vote, within a certain time period set by the Chair.

d) Any members whose e-mail vote is not received within the set time will be regarded as having abstained.

- e) Results will be disseminated to all Board Members via e-mail.

ARTICLE VIII      ENDOWMENT FUND

An endowment will be held by the Cumberland Regional Library Board. The capital of this endowment fund shall be strictly preserved and shall be invested in accordance with the Board's directions.

Section A-      Funds

Funds placed into the endowment fund will come from:

- a) All testamentary gifts or donations of any kind which are either specifically designated for the Endowment Fund or which are described restrictively for the income to be used only and not the capital.
- b) Surplus funds that have been designated by the board to become part of the Endowment Fund.

Section B-      Use of income

The income of this Endowment Fund, or so much of it as the Members of the Board deem advisable from time to time, may be used for the general purposes of the Board.

Section C-      Emergency provisions

In the case of a fiscal emergency and with the unanimous consent of all Members of the Board, the capital, or a portion of it, may be borrowed or spent to alleviate the emergency or to preserve the continued existence of the Board.

ARTICLE IX      PARLIAMENTARY PROCEDURE:

The Standard Code of Parliamentary Procedure by Alice Sturgis, will be used as reference.

ARTICLE X      AMENDMENTS:

Amendments to these bylaws may be made at any regular meeting by majority vote of those present, providing that each member has received notification in writing of the specific proposed amendment at least thirty (30) days prior to the regular meeting.



PO Box 220  
21 Acadia St., 2<sup>nd</sup> floor  
Amherst, Nova Scotia  
B4H 3Z2  
information@cumberlandpubliclibraries.ca

Mayor Kogan and Municipal Council  
98 Victoria Street East,  
Amherst, NS  
B4H 1X6

September 30, 2020

Dear Mayor and Council members:

I am writing to inform you that the Cumberland Regional Library Board approved several changes to their bylaws at the September 3, 2020 meeting. These changes will take effect as of November 1, 2020.

Specifically I'd like to draw your attention to the Article III:

**ARTICLE III MEMBERS:**

Section A - The Library Board shall be made up of one representative from each participating municipal funding unit.

Section B - The Province of Nova Scotia shall be represented by two members on the Board.

Section C - Additional representatives shall be appointed with the agreement of all member parties.

Section D- Each appointing body has complete discretion in its appointments to the Board within the following guidelines: no current staff member of the CPL shall be appointed to the Board; no former staff member of the CPL shall be appointed to the Board within a period of 5 years from the date of the separation from service with the CPL; and no Board members shall be re-appointed to the Board if they have failed to attend at least 50% of the regular, special and Board committee meetings in the previous year unless absence was due to a justifiable cause.

Section E- All members are expected to adhere to the CPL Library Board, Staff, and Volunteer Code of Conduct and Conflict of Interest Policy

This change reduces the number of Town of Amherst representatives on the library board from two to one. And better reflects Section 10 (2)(a-c) of the Libraries Act:

*(2) A regional library board shall consist of  
(a) one member appointed by each city, town and municipality that is a party to the agreement;  
(b) two members appointed by the Governor in Council; and  
(c) additional members appointed in such manner and number as the parties to the agreement agree.*

As this change does not occur until after the October 17, 2020 election no action needs to be taken until the Council appoints committee members at their regular meeting.

Please contact me if you have any questions regarding this matter.

Sincerely,

Denise Corey  
Chief Librarian, Cumberland Public Libraries

Encl. Cumberland Regional Library Board Bylaws Amended September 2020

cc. Councillor Wayne MacKenzie  
Mr. Greg Herrett, CAO  
Mr. Dale Fawthrop, Library Board Chair

# November 2020



# List of Bylaws/Policies

- Snow and Ice Management Policy
- Snow Removal Bylaw
- Winter Parking Ban



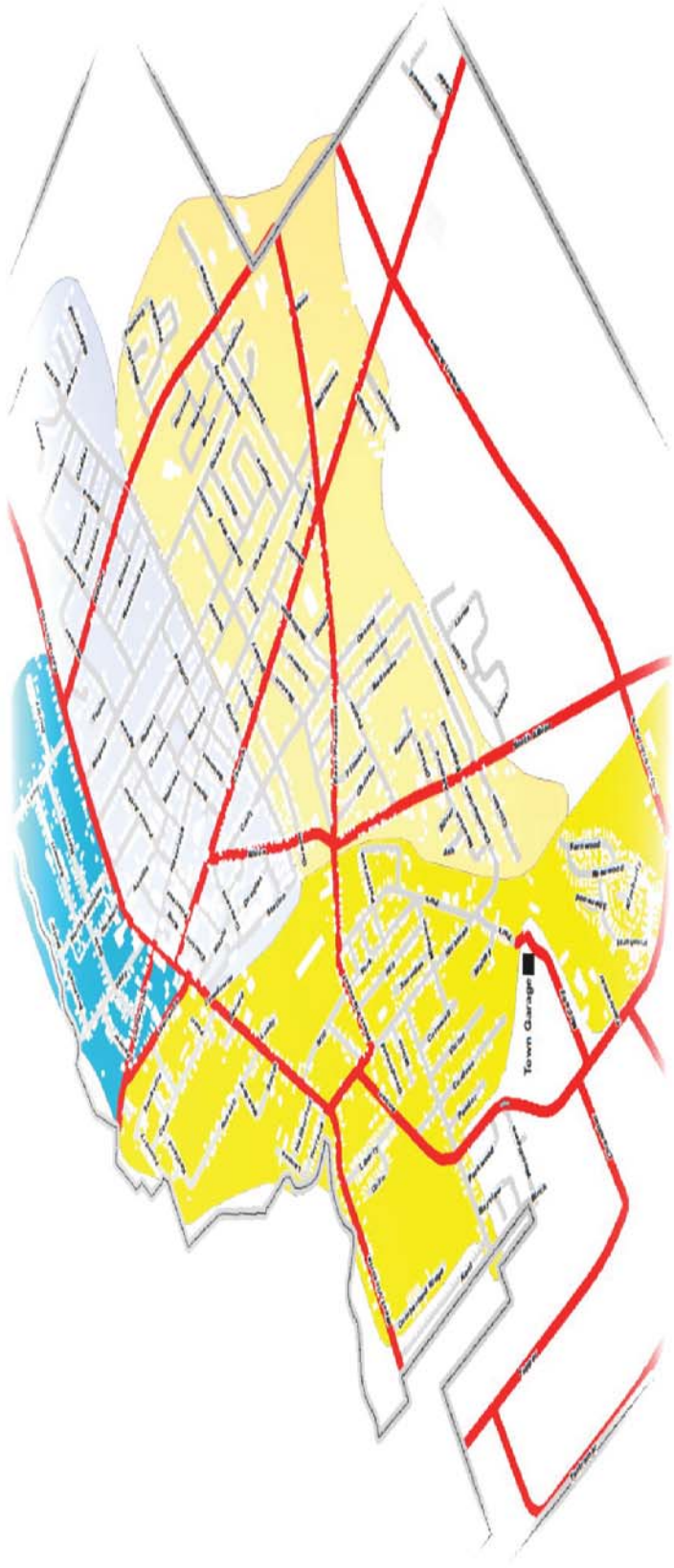
# Resources

- 13 Operators
- 6 Seasonal operators (may call them in)
- 3 Loaders
- 2 Snow Plow Trucks
- 2 Salt Trucks
- 3 Sidewalk Snow Blowers
- Two Backhoes



# Town of Amherst Plow Routes

- Boundary
- Streets
- Plow Route #1
- Plow Route #2
- Plow Route #3
- Plow Route #4
- Plow Route #5
- Plow Route #6
- Plow Route #7
- Plow Route #8
- Plow Route #9
- Plow Route #10
- Plow Route #11
- Plow Route #12
- Plow Route #13
- Plow Route #14
- Plow Route #15
- Snow Clearing #1
- Snow Clearing #2



# Snow Plowing Policy

- Commence plowing at 5 – 10 cm and continuing
- Level of Service for Roadway Types
- The objective is that all streets will be cleaned of snow within 6 hours from the end of a snow storm of up to 30 centimeters.
- Priority 1
- Plow continuously during storm, visibility permitting
- Plowed to bare pavement whenever possible
- Normally plowed curb to curb within 4 hours after storm ends
- Priority 2
- Plow continuously during storm, visibility permitting
- Salting of hills, intersections as needed
- Normally plowed curb to curb within 6 hours after storm ends
- Hard pack snow is the service level standard (except salt route)



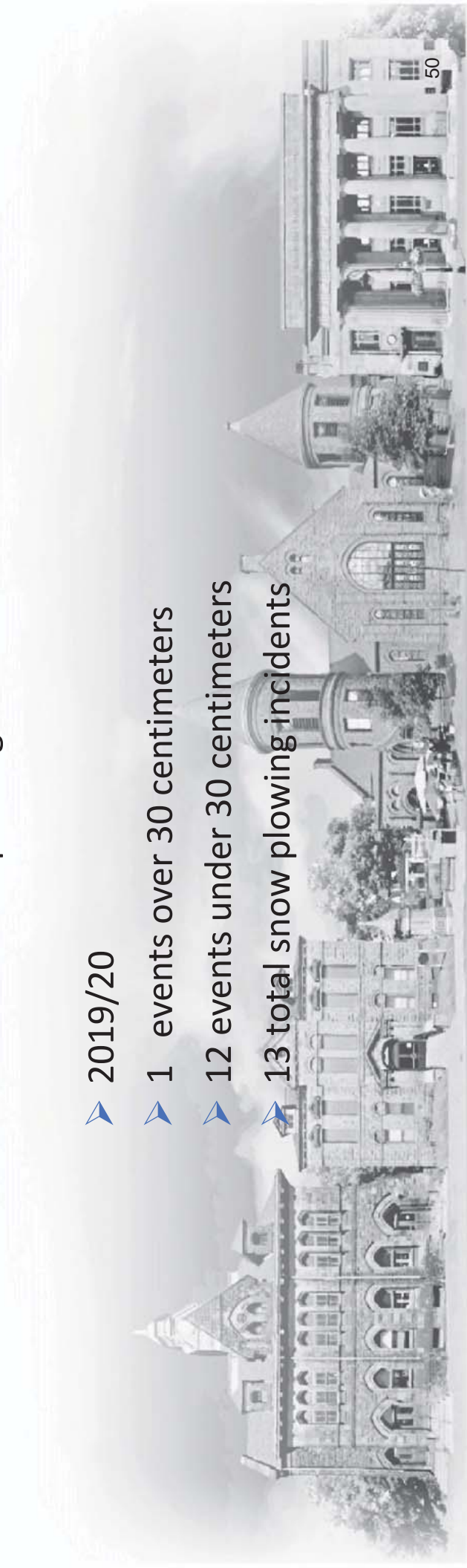
# Plowing Incidents

2018/19

- 3 events over 30 centimeters
- 13 events under 30 centimeters
- 16 total snow plowing incidents

➤ 2019/20

- 1 events over 30 centimeters
- 12 events under 30 centimeters
- 13 total snow plowing incidents

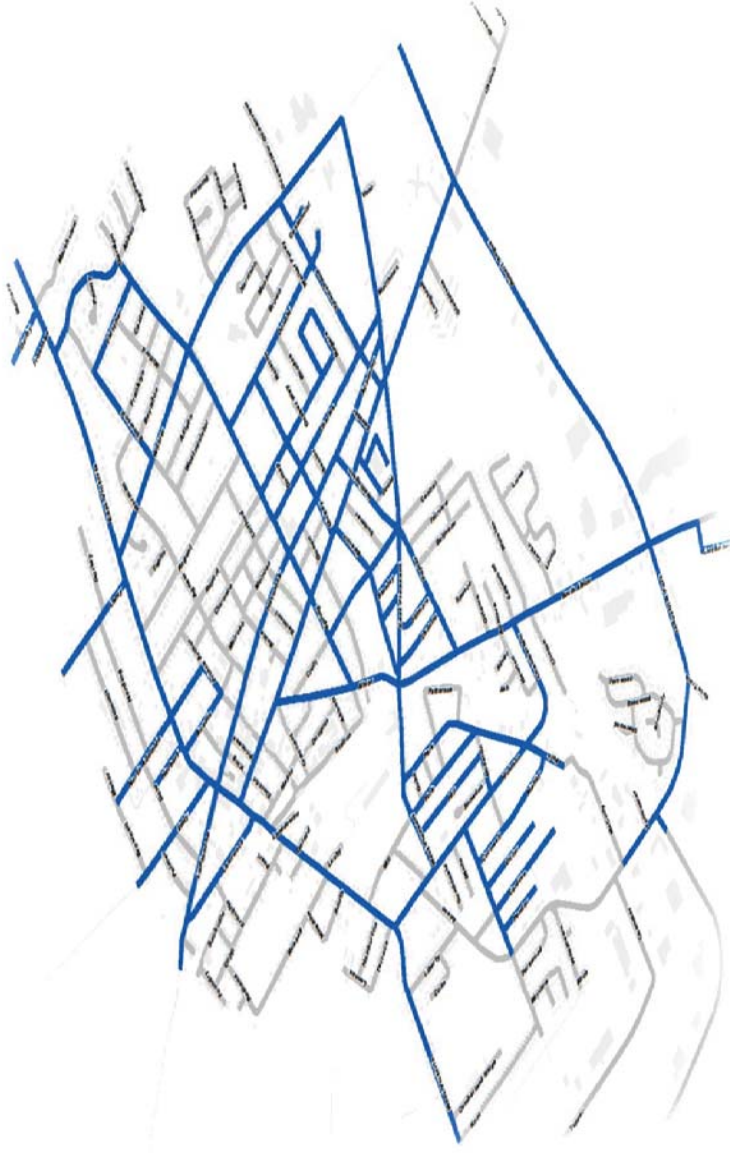


- Priority Snow Clearing #1
- Priority Snow Clearing #2



# Salt Route

- ▶ We currently only salt Arterial Streets, major intersections and freeways.
- ▶ 2018/19 purchased 1405 tonnes of salt (\$83,176)
- ▶ 2019/20 purchased 1504 tonnes of salt (\$90,981)



# Snow Clearing Policy - Sidewalks

## Level of Service for Sidewalk Types

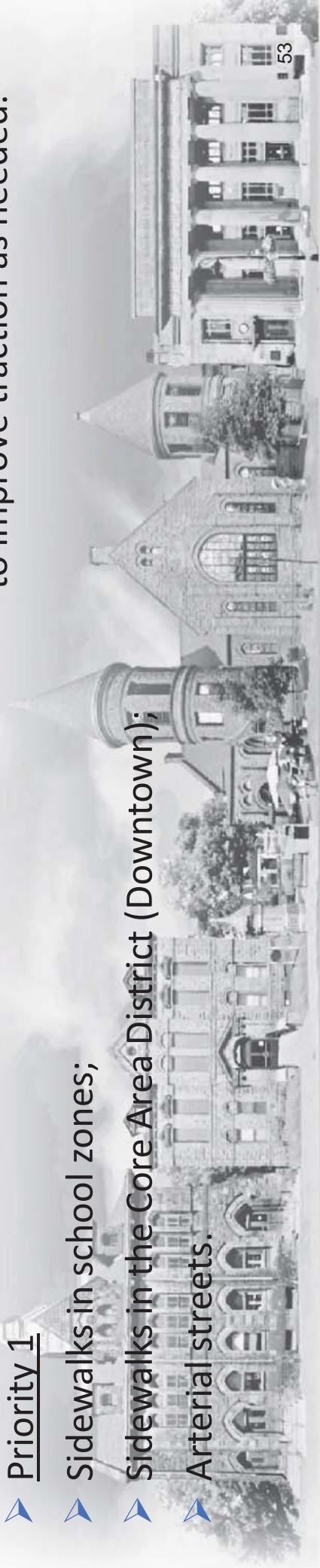
- The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations for snow storms up to 30 centimeters.
- Sidewalks are plowed and sanded according to the following priorities:

### ➤ Priority 1

- Sidewalks in school zones;
- Sidewalks in the Core Area District (Downtown);
- Arterial streets.

### ➤ Priority 2

- Collector streets;
- Local streets.
- The sidewalks in the Downtown will be maintained with salt. Other sidewalks will receive sand to improve traction as needed.



# Snow Clearing Policy – Fire Hydrants

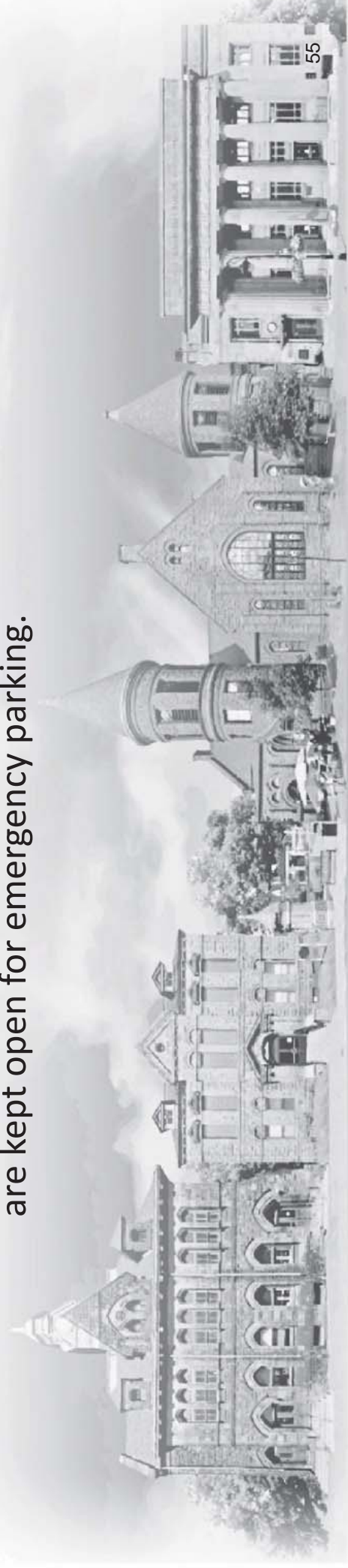
## Level of Service for Fire Hydrants

- The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations for snow storms up to 30 centimeters.
- The Streets Foreman will decide if the accumulation of snow around the fire hydrants and/or the snow bank along the street in front of the fire hydrant warrants the clearing operation to be activated.



# Snow Plowing Major Storms

- A major storm is declared when snow clearing crews are not longer able to keep all Town streets cleared of snow and the storm is continuing.
- During a major storm crews attempt to keep one lane of 24 specific street, or parts of streets, open.
- The parking lots at the Town Hall, Stadium and Fire Station are kept open for emergency parking.



# Snow Hauling

- Within 48 Hours of the accumulation of 10 cm or more of snow, the snow will be hauled away from the boulevards of the streets in the Downtown, Albion Street and around the elementary schools



# Snow Hauling Incidents

2018/19 we had:

- 4 incidents of snow hauling in the Downtown core
- 2 incidents of snow hauling on South Albion Street

➤ 2019/20 we had:

- 3 incidents of snow hauling in the Downtown core
- 1 incidents of snow hauling on South Albion Street



# Priority Street – Bare Pavement

Town crews will attempt to create a 'bare pavement' condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

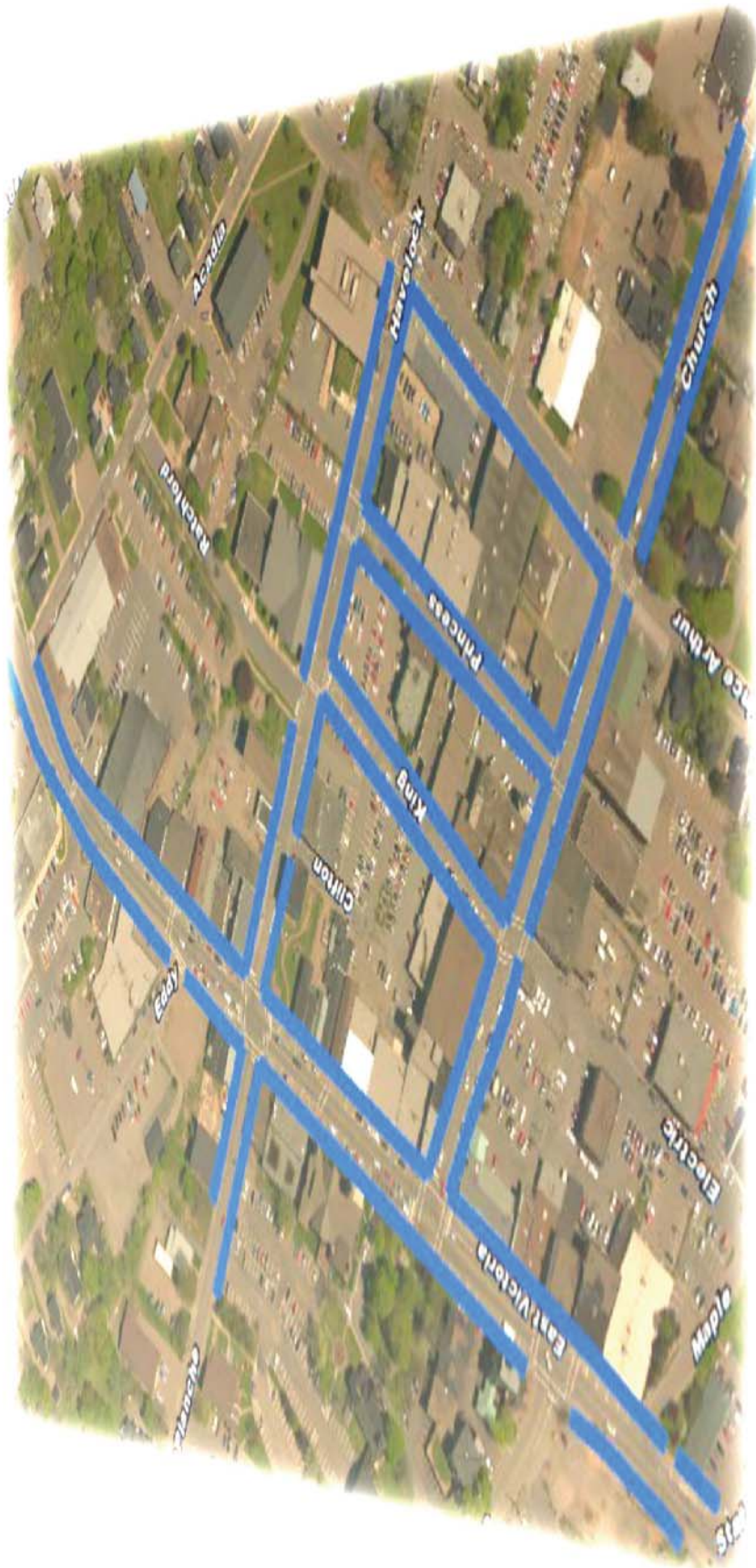
- Victoria
- Church
- Willow
- Albion / South Albion
- Lawrence / LaPlanche
- Robert Angus Drive
- West / East Pleasant
- Hickman



# Snow Removal Bylaw

- Town to clear 42" path along sidewalk; business owner to maintain this path free of snow and ice





# Town Parking Lots

- Tender various parking lots to the private sector for clearing
- Clearing standards are included in tender – Police and Fire have higher standard. Office buildings must be cleared prior to 8 am
- Traditionally the rate has been ‘by the hour’ – difficult for staff to track and verify
- Last year we changed the tender to ‘Clearing Event’. This saw the contractor paid by the event, regardless of how many times he has to clear the lot to meet the standard. This method is easier to track and verify for Town staff.
- This year we are further refining to include 3 storm levels which will see the contractor paid on the total accumulation per event.



# Parking Ban

- Historically ban overnight parking from November 15 to April 15 via enactment of regulation by the Traffic Authority
- Section 139 of the Motor Vehicle Act makes it illegal to park on the street and impede snow clearing operations
- Truro, New Glasgow and Kentville have overnight ban. Bridgewater uses Section 139 of the MVA.



# Questions



Jason MacDonald

Deputy CAO – Operations

Town of Amherst

(902) 664-8367



# Monthly Report

## Corporate Services

### November-2020

**FINANCIAL** – Staff have reviewed the second quarter financial results which will be presented to the Audit Committee at a future date. Despite the COVID-19 pandemic the results are favourable for the Town.

Staff are in the preliminary stages of working on the 2021/22 operating and capital budgets.

There were no new applications for the COVID-19 Property Tax Financing Program in the program extension to October 31. There are 4 participants in the program; 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 November 1, 2020, there were 77 accounts who have appealed their assessment, 57 of these are complete, 10 have withdrawn and 10 are outstanding.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Nov 1/20	Pending as of Nov 1/20	Withdrawn as of Nov 1/20	Outstanding Appeals as of Nov 1/20	Appeals Successful as of Nov 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	8	5	10	\$ 260,900	\$ 11,623	0
<b>TOTAL</b>	<b>77</b>	<b>\$38,477,400</b>	<b>57</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>32</b>	<b>\$ 947,400</b>	<b>\$ 22,985</b>	<b>0</b>

**2020/21 TAX REDUCTION POLICY** – Tax Reduction Policy 03800-02 grants a \$450 credit for a household income of less than \$28,000. The deadline to accept applications was September 30, 2020. There were 116 applications received and all applicants received the low-income reduction. This is an increase of 24 applications from 2019/20. There were 92 applicants who received the reduction in 2019/20.

**COLLECTIONS – TAXES & WATER/SEWER** – Preliminary tax sale notices were sent out in September to those with a prior year balance. On October 21, 2020 there were 12 properties that had their water disconnected. Of the 12 properties disconnected, 7 have had their water turned back on and 5 accounts still have the water turned off.

**WATER / SEWER BILLING** – During the month of October, public works staff completed meter readings for the second quarter water/sewer bills. The bills were mailed out at the end of October with a due date of November 30. There were 30 real estate sales that required final water/sewer bills in October.

**CUSTOMER SERVICE TRACKING – E11** – There were a total of 75 opened cases in October and 94 cases closed. The category with the most opened/closed cases in October was related to applications for development/building permits.

**HUMAN RESOURCES** – The competition for Chief Financial Officer concluded in October with Mike Hunter being the successful candidate. Mike begin his new role as CFO in November. Bradley Davidson was the successful applicant in the Seasonal Operator competition completed in October with the Public Works department. Interviews for the Active Living Coordinator competition are in progress.

**PROCUREMENT** – Staff continues with 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 release.

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
<b>Capital</b>													
Anticipated Procurement from Capital Budget: 26													
Scopes for capital received in the month	1	2	2	2	5	0	1	4	4	7	0	3	5
<b>All procurement:</b>													
Total new scopes of work received in month	7	6	8	6	8	11	9	6	10	14	0	7	19
Released to the public in the month	9	6	7	4	5	10	8	6	8	16	2	10	23
Closed during the month	10	7	7	3	5	10	9	6	7	16	2	7	21
Awarded by par/council during the month	15	9	6	1	6	9	8	7	9	7	9	7	15
Open at the end of month (released month a, closed month b)	2	4	5	4	5	1	4	5	1	1	3	2	6

**INFORMATION SERVICES (IS) –**

The Internet migration at Town Hall was completed and the old circuit was ordered.

The wireless access points in downtown were upgraded. The network name was changed from DOWNTOWN-WIF to “Amherst Free WIFI”

The wireless network at the stadium we renamed from Stadium guest to “Amherst Free WIFI”. With this change now all Town locations that offer free WIFI (Downtown, Town Hall lobby, Amherst Fire Department, Credit Union Innovation Centre) have the same network name.

Setup laptop, iPhone and iPad for new CFO. Ordered and setup new iPads and iPhones for council.

Enabled and add links to the Amherst.ca website to enable the creation of web cases in Access E11

Worked out a solution for have council chambers and zoom participate in the same meeting. Working on incorporating this with eScribe.

**IS Cases/Incidents Stats**

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
Opened	71	27	46	38	36	116	61	56	58	28	9	33	16
Closed	65	37	51	34	36	118	59	57	55	32	9	33	14

# Monthly Report

## Operations

### November-2020

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#### PARKS

- All parks remain open but all washrooms are closed for the season except for the washrooms at Dickey Park which remain open daily from 9:00am to 5:00pm.
- Both Splash Pads at Dickey Park and Lion's Park are closed for the season. Tennis Courts at Lion's Park are closed. Parks have been winterized and all garbage cans have been removed.
- The dog park will remain open for the winter season but the water has been shut off. Robbs Complex is now closed for the season.

#### AMHERST STADIUM

- The ice surface at the stadium is open as per usual. The Town allows all users to permit up to 200 spectators. Some users have decided on their own accord to reduce this number. We continue to work with all users to communicate our COVID guidelines.
- The Amherst Ramblers are allowed up to 400 spectators. This was achieved by basically creating two 200 spectator sections in the stadium. This was made possible by the security and volunteers that they bring in.
- The walking track is open limited hours at this time. We hope to increase available hours in the near future.

#### HORTICULTURE

- Winterization of flower beds is ongoing.
- Planting of bulbs for spring bloom is ongoing.
- Preparations for holiday season decorations are well underway.
- Laying of the grass infield at the Robbs Complex has been completed.

#### WATER

- Quarterly water meter reading and meter repairs completed in October.
- Annual unidirectional flushing of watermains and swabbing of water transmission main from the wellfield to the reservoirs was completed.
- Winterizing of fire hydrants was started in late October.
- Repaired 2 broken water mains (Dale Street and Tantramar Crescent)

#### SEWER

- Replaced a section of failed corrugated storm sewer on North Adelaide Street.

- Repaired “sinkholes” at catch basins caused by failing corrugated steel storm pipe on Cornwall Street and Chandler Road.
- The annual sewer main flushing and video inspection program and the cleaning of grease and sludge from the wet wells of 5 of our sewage lift stations has been completed.
- Installed a section of new storm sewer and catch basins on Mallard Drive.
- Provided sanitary lateral video inspection services for several residents.

## **STREETS**

- Completed construction of a new concrete sidewalk on Upper Church Street.
- Replacement of existing asphalt sidewalk on a portion of Park Street.
- Replaced sections of concrete sidewalk on East Victoria Street, Academy Street, Acadia Street, and Rupert Street.
- Assisted CWB staff by putting up the new welcome banners, Remembrance Day banners, and building and delivering scarecrow stands.
- Licensed electrician completed electrical repairs to street light receptacles in preparation for the annual Christmas light up.

## **MECHANICAL**

- Worked with the contracted welder to fabricate the framework for the Robbs Complex batting cage and new security gates for the Public Works compound.
- Ongoing is the preparation of winter snow removal equipment. Salt trucks, plow trucks, loaders, and sidewalk plows are being serviced and checked and will be ready if needed in early November.

## **COMMUNITY ENGAGEMENT**

- Attended Cumberland Region Tourism Marketing (CRTM) Advisory meetings.
- Held a ceremony to present the Community Support Grants to recipients.
- Participated in the Pumpkins for Poverty event.
- Held a ceremony to present the plaques to the Volunteers of the Year.

## **CULTURE MARKETING AND EVENTS**

- Esther Fest events were held. Participation was excellent.
- Scarecrow Stroll was coordinated with many businesses participating.
- Continue to plan for the upcoming holiday season events including the Santa Parade; Santa Tour; Cookie Crawl, Holiday Passport, etc.
- Liaise with local Legion on the planning and logistical support for Remembrance Day.

## **ACTIVE LIVING**

- We are in the process of filling the vacant Active Living Coordinator Position.
- Maggie's Place is partnering to lend out Outdoor Activity Kits. 8 Kits are available with different themed activities including multisport, water, sensory friendly, fitness and lawn games.
- The Active Living Coordinator completed the application for the Community Health Board grant requesting funding for a Wellness Path & Meditation Garden.
- Friday Night Fun kicked off in October at the YMCA, sponsored by the Town of Amherst. Friday night fun offers an evening of games, crafts, and swimming, for ages 5-14 (divided into two groups)
- Planning is underway to offer a Fall/Winter Learn 2 Lead series of workshops for residents. A three- part gardening series was posted on social media in October giving tips on planting fall bulbs, winterizing flower beds, and fall tree care reaching over 6,000 people with paid promotion. Upcoming sessions will target youth leadership, mental health for teens, volunteer recruitment, coaching during COVID, seniors and technology, communication, diversity in the workplace and social marketing.
- Youth on the Move afterschool programming has been postponed due to school access COVID restrictions. The committee is inquiring to look at offering an outdoor activity program in the new year.

## **BUILDING INSPECTION / DANGEROUS AND UNSIGHTLY PREMISES**

- Our Building Official, Marc Buske, recently completed his required courses to become a Level 2 Building Official. This means he can now complete inspections on all residential and commercial buildings in Town.
- We continue to process a high volume of permit activity. A more detailed report will be submitted in December.
- Dangerous and Unsightly Premises files continue to be worked on. As usual a few cases take up the majority of the time. A detailed report will be submitted in December.
- The building at 1 Park Street has been demolished by the property owner as ordered by the Planning Advisory Committee.

# Monthly Report

## Police

### November-2020

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This report covers the months of September and October 2020

#### PROFESSIONAL DEVELOPMENT/TRAINING

**PROS Supervisors Training (September 9<sup>th</sup>/10<sup>th</sup>):** Cst Michelle Harrison and Cst Jade Pratt attended the PROS supervisors training course held at RCMP headquarters in Halifax. This course provided them with the ability to access and review investigative files on the system used for File maintenance. Once completed, both officers had their access rights changed so they can complete all supervisor functions on the system. While they are not full-time supervisors, both Michelle and Jade do often work in an 'acting' capacity when the Sergeant is not available.

**Annual Firearms Training (September): Firearms Training 9mm/Carbine/Shotgun:** All officers completed their mandatory annual firearms qualifications in 9mm pistols, shotguns and carbine rifles. The training was provided by Cst. Jeff Walsh with Cst Hebert assisting. The carbine officers receive 2 days training while the non-carbine officers receive 1 day of training. Officers are required to successfully complete the department's qualifications and are trained on tactical deployment, containment and working in teams. Each officer also has to successfully complete use of force scenarios which includes legal articulation. Legal articulation by the officer is an important component of the training. Even if their use of force was appropriate, if they can not effectively explain their decision process important information could be missing and could impact the findings of a review of their actions.

**Drug Stigma Awareness for Law Enforcement (September):** All members were signed up for this online course which focuses on how substance use disorder is a health issue and is often linked to trauma and how there are different types of stigma and the importance of understanding how stigma impacts people with substance use disorder. The course also highlights and teaches skills and approaches to reduce stigma when dealing with a substance use disorder issue.

**Carbine Instructor's Course (October 19<sup>th</sup>- 23<sup>rd</sup>):** Constable Derek Hebert attended the Carbine Instructor course hosted by Halifax Regional Police. He was initially scheduled for training with the OPP in Ottawa, Ontario in June but the course was cancelled. This course is designed for Use of Force Instructors and provides Cst Hebert with the ability and the credentials to train our members in annual carbine training which includes qualifications and numerous exercises designed to ensure that our members are highly trained and able respond to high- risk situations using the tools at their disposal. Constable Hebert's training will enable him to be our second Carbine Instructor along with Cst Jeff Walsh.

#### PERSONNEL

Taralee Terris was hired on October 26<sup>th</sup> as a part-time dispatcher. Taralee has 15 years experience in retail management, both as management and training new managers and is an active volunteer in the community. She has a very calm and friendly demeanor and her years of working in a customer service industry has given her the skill of being able to put people at ease. She attended the PROS course during the week of November 2-6 and then started her training with APD.

#### OPERATIONAL

**SiRT Referral (September 5<sup>th</sup>):** Police received a call on the night of September 5<sup>th</sup> in regards to two males outside of the YMCA screaming at each other, one of which screaming that he was going to kill himself. Patrols attended and the 2 males were arrested for public intoxication. While in the Police car, one of the males struck his head multiple times off the police car silent patrolman, resulting in head wound. The subject was transported to the Hospital by EHS where he continued to be violent and spit on the attending nurses. The male was charged with numerous offenses and as a result of his injury while in Police custody, the matter was referred to the Serious Incident Response Team.

A few days later, after reviewing the matter, SiRT advised that the matter was not something that they needed to look into as it did not meet their mandate.

**Drug Search and Charges (October 8<sup>th</sup>):** As a result of an ongoing investigation and a search of a home on West Victoria Street on October 8<sup>th</sup>, an Amherst man and woman are facing numerous drug charges. The Cumberland Integrated Street Crime Enforcement Unit (SCEU) with the assistance of APD/RCMP executed a search warrant which resulted in the seizure of a large quantity of crystal methamphetamine, as well as methamphetamine, cocaine, oxycodone, hydromorphone and drug paraphernalia. A conducted energy weapon and a sensory irritant canister were also located. Both suspects were arrested at the residence without incident and are facing numerous charges relating to the drugs and the weapons that were seized.

**Alert Ready – Weapons Complaint (October 20<sup>th</sup>):** At about 12 p.m. on Oct. 20, 2020, police were advised that a male, wearing what appeared to be a bullet-proof vest, was spotted in the area of East Pleasant and Church streets. The male was reportedly wearing reddish-orange hoodie and sweatpants. It was also reported that he appeared to have a firearm strapped to the front of the vest. This information was shared on social media and police utilized the provincial Alert Ready system to notify people in the Amherst area. As a result of sharing the information, police received calls from the public that led them to a person of interest. The person - a youth - was confirmed to have been wearing a “tactical” vest, which looks like a ballistic vest worn by police officers or the military personnel. Numerous pouches that would be used to carry ammunition or other equipment were attached to the vest. Subsequent searches did not turn up a weapon. There are no charges anticipated at this time.

**Stolen Motorcycle (October 25<sup>th</sup>/27<sup>th</sup>):** Amherst Police have recovered a stolen motorcycle and a 32-year old male is facing numerous criminal charges that include failing to comply with the conditions of his release and possession of property obtained by Crime. On October 25<sup>th</sup>, Amherst Police received a complaint of a 200cc Street and Trail motorcycle that was stolen from a residence on Willow Street. On the afternoon of October 27<sup>th</sup>, the motorcycle was located outside a residence in the downtown area and shortly after the accused was located and arrested by police. The accused who was on strict conditions as a result of previous charges, was held in custody and was scheduled to appear in court this morning.

**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 – October 2020**

Occurrences:	501	Criminal Code Charges:	85
Impaired by Alcohol:	1	CDSA:	1
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	8	PPA:	5
HPA:	5	Traffic Written Warnings:	6
Vehicle Checks:	50	LCA:	2
Foot Patrol Hours:	11h & 15 m	Bike Patrol Hours:	0

**OPERATIONAL STATS – September 2020**

Occurrences:	489	Criminal Code Charges:	79
Impaired by Alcohol:	2	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	20	PPA:	2
HPA:	2	Traffic Written Warnings:	0
Vehicle Checks:	76	LCA:	4
Foot Patrol Hours:	8h & 33 m	Bike Patrol Hours:	0

# Monthly Report

## Fire Department

### November-2020

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#### **RESPONSE #'s (October)**

##### Town of Amherst – 18 events

- 1 Motor vehicle accident
- 4 Smell of smoke / Air quality check
- 8 Monitored alarm activations
- 1 Sprinkler head failure
- 2 Hazardous material
- 1 Oven/Stove malfunction
- 1 Vehicle fire

##### Contract area (District 2) – 7 events

- 1 Motor vehicle accidents
- 1 Smoke alarm activation
- 1 Smell of smoke / Air quality check
- 3 Wildfire fire
- 1 Mutual aid request

#### **FIRE PREVENTION**

6 fire inspections were completed during this period. Based on COVID-19 restrictions the department was unable to participate with in-person fire prevention activities this year, including fire drills and evacuation exercises throughout the community.

#### **WEEKLY TRAINING & PROFESSIONAL DEVELOPMENT**

The department continues to focus its training on leadership, operational skills development and testing; and preplanning responses to various locations within our response area. In addition, 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.

Chief Jones and firefighter/fire inspector Bob Sperry attended a week-long level two fire inspector training session in Cape Breton. This session focused on the fire safety requirements of high buildings.

#### **EVENTS**

Firefighters' Awards Event - On November 5<sup>th</sup> the Fire Department held an awards event for members only, during training. Unfortunately, because of the COVID-19 restrictions, the annual firefighters' banquet was unable to be held. Annually, this is an opportunity to look back on the past year and acknowledge the years of service and efforts that the members of the Amherst Fire Department and the Amherst Fire Firefighters Association put forth. This year, ten individuals received service awards.

Pumpkin Patrol – Eight members and four vehicles from the Amherst Fire Department participated in this year's annual pumpkin patrol event.

## **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](http://www.amherst.ca/volunteer-firefighter).

# Monthly Report

## Planning & Strategic Initiatives

### November-2020

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Development and Building Permits, as well as Property Complaint forms, can now be completed and submitted on the Town of Amherst 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.

Applications have been received for development agreements to allow a garden suite at 17 Victor Avenue and to allow an addition dwelling unit at 15 Clinton Street. Public Participation Sessions will be scheduled over the next month.

Detailed project planning for NSPI's Smart Grid project is continuing. The lease agreement to allow NSPI to operate a solar garden on town lands in the Industrial Park will be presented to Council in November. NSPI is also preparing a marketing program to offer the public a way to participate in the solar farm, which will feature Amherst throughout. 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 began commercial operation in October. 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

## Community Well Being

### November-2020

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#### **Community Well Being**

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

Community Well-being Manager worked with the Business Development Officer to strategize regarding remote work, people attraction and downtown vibrancy.

Community Well-being Manager and Jennifer Bickerton interviewed youth candidates for a seat on Amherst Youth Town Council.

#### **Community Engagement**

1. The following events/committee meetings were attended:
  - a. Cumberland Region Tourism Marketing (CRTM) Advisory meetings
  - b. Held a ceremony to present the Community Support Grants to recipients
  - c. Participated in the Pumpkins for Poverty event
  - d. Participated in the Trails of Treats event
  - e. Held a ceremony to present the plaques to the Volunteers of the Year
  - f. A workshop on Unconscious Bias and Addressing Ways to Promote Diversity and Inclusion Webinar
  - g. Attended a meeting with Engage Nova Scotia on the Nova Scotia Quality of Life survey
2. The Community Well-being Manager worked with the Marketing, Events and Culture Coordinators for Esther Fest and the Scarecrow Stroll
3. Attended an 8-part series hosted by the Northern Inclusion and Access Committee on Influencing the Shift
4. The Community Well-being Manager worked with other Town staff to interview candidates for the Active Living Coordinator position

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

1. Planning and coordination on activities for Esther Fest – Met with Charlie Rhindress, and other community partners to collaborate on activities to host and promote during the festival. Graphics, posting, booking for all participants for Esther's Ghost Experience and Dayle's after Dark.
2. Scarecrow Stroll: Created Peoples Choice Video and winner's certificates.
3. Coordination of the AYTC candidate write up and pictures, sent out appointment letters, coordinated first meeting. Participated in the interviews and initial Zoom meeting to elect AYTC Officials.
4. Planning meetings on upcoming Christmas Parade – Met with Charlie Seymour from the Y's Men. Creating and promoted parade application – Contacted all parade applicants from last year. Met with APD and AFD on logistics for stationary parade. Liaised with all businesses along Tantramarc Crescent
5. Continued promoting Date Night, collecting ballots, winner announcements and promoting restaurant specials for Thursdays on Amherst Loves You Back Facebook Page
6. Coordination of the Korean War Plaque Ceremony and initial meetings with the Legion held on Remembrance Day Ceremony.
7. Created Election graphics for web page and Social Media, as well as design for the water bill
8. Researched Trademark and logo information for existing town logo and crest. Created new standardized email signature and letterhead.

9. Created Holiday Passport graphics, purchased stamps and ink, liaised with local business owners to ensure a successful event by calling and explaining the program and benefits to the business owners.
10. Created Cookie Crawl graphics, purchased tins and bio-cello bags, wrote detail email for the BDO to send to businesses, liaised with local business owners to ensure a successful event by calling and explaining the program and benefits to the business owners.

### **Active Living**

1. The ALC coordinated with the YMCA and the Yoga Room to offer 3 weeks of outdoor Zumba and Yoga in Victoria Square.
2. Fundy Connect ran a promotion for each of the participating Municipalities to promote recreation and exploring Amherst. We did a live video at the stadium with Corey Crocker.
3. The Active Living Coordinator completed the application for the Community Health Board grant requesting funding for a Wellness Path & Meditation Garden.
4. Friday Night Fun kicked off in October at the YMCA, sponsored by the Town of Amherst. Friday night fun offers an evening of games, crafts, and swimming, for ages 5-14 (divided into two groups)
5. Planning is underway to offer a Fall/Winter Learn 2 Lead series of workshops for residents. A three- part gardening series was posted on social media in October giving tips on planting fall bulbs, winterizing flower beds, and fall tree care reaching over 6,000 people with paid promotion. Upcoming sessions will target youth leadership, mental health for teens, volunteer recruitment, coaching during COVID, seniors and technology, communication, diversity in the workplace and social marketing.
6. Youth on the Move afterschool programming has been postponed due to school access COVID restrictions. The committee is inquiring to look at offering an outdoor activity program in the new year.

# Monthly Report

## Economic Development

### November 2020

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#### **Business Supports**

The Business Development Officer visited 26 businesses delivering the Amherst Loves You Back window decal, taking photos and promoting on the Facebook page. Date Night, featuring 19 local restaurants, ran for 10 weeks and was promoted weekly on social media. A gift card was purchased from one of the participating locations each week as the winning weekly prize.

The Amherst.ca Business Directory page has been updated with current business information and lists all of the current businesses and community groups in Amherst. This list will be updated on a regular basis as needed.

The BDO supported the promotion of the first annual Scarecrow Stroll by contacting business to participate. Residents and visitors were encouraged to visit the 36 participating business increasing foot traffic in their locations. Feedback from businesses regarding the Scarecrow event were positive overall. A few felt the stands were too big for smaller locations. Most were excited and thought it was a fun new attraction. Four weeks was too long as some displays started to fall apart, recommending to shorten the event to two-three weeks, to run over three weekends.

The BDO met with local Immigration contacts and the Nova Scotia Office of Immigration discussing programs and local supports available. An information session for local business owners will be scheduled in the new year.

The Town of Amherst is partnering with the Cumberland Business Connector, Amherst & Area Chamber of Commerce, and CBDC to provide the Mind Your Business Workshop series. This is a series of workshops designed to give business owners and professionals an opportunity to expand their knowledge on a number of topics that will help them improve their business and accelerate growth. These workshops will be free or low cost. The first two workshops were held during Small Business week in October. Topics were Adapting to the 2020 Holiday Shopping Season and Social Selling Reinvented.

The New Business Welcome Recognition certificate was presented to 5 new businesses that had opened since Spring 2020. Mayor Kogon and council presented certificates to Eastern Powersports, Bendi's Arts and Crafts Supplies, K2 Property Management, Billy Big Bins, and Claim Restore. A photo and a write up was promoted on social media for each business. A certificate was mailed to B Ready as they chose not to participate in the social media promotion.

#### **Downtown Vibrancy and Investment**

The Gritty to Pretty program, through the Amherst & Area Chamber of Commerce in partnership with the Town of Amherst, has approved a total of \$12,500 to 8 local businesses to make improvements to their building exteriors. Approved applications are from Paul Monson, Bright Beginnings Daycare, Casey Realty, Mikhail Mansour, Dayle's Grand Market, Dowe Concrete, Tall Guy Painting, and Archway Insurance. Projects must be completed by March 31, 2021.

**Response to Business Development Opportunities**

The business development officer responded to 4 inquires from outside of Amherst regarding land and building opportunities and provided information as requested.

**Community Credit Union Business Innovation Centre**

An opening plan for the building has been drafted and approved with rental room adjustments adhering to the provincial health and safety guidelines. The building reopened to the public for room rentals on October 20.