



Town of Amherst
Committee of the Whole

Date: February 22, 2022
Time: 4:00 pm
Location: Council Chambers, Town Hall

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5.4.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
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Town of Amherst
Committee of the Whole
Tuesday, February 22, 2022

Consent Agenda

MOTION:

That Council approve the following items as part of the consent agenda:

- 1.3. Approval of Minutes**
- 2.1 Signing Authority Policy Amendment**
- 2.3 Grass Maintenance Policy Amendments**
- 3.2 Budget Timeline Memo**
- 3.3 Strategic Priorities Update**
- 3.4 Task Report**
- 4.1. Corporate Services Monthly Report**
- 4.2. Operations Monthly Report**
- 4.3. Police Department Monthly Report**
- 4.4. Fire Department Monthly Report**
- 4.5. Planning & Strategic Initiatives Monthly Report**
- 4.6. Community Well-Being Report**

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

Date: January 17, 2022
Time: 4:00 pm
Location: Zoom Virtual Meeting

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor George Baker
Councillor Hal Davidson
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry

Staff Present Jason MacDonald, Chief Administrative Officer
Michael Hunter, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Director of Fire Services
Andrew Fisher, Director of Planning & Strategic Initiatives
Kim Jones, Director of Corporate Communications and
Community Well Being / Municipal Clerk
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Deputy Clerk

Due to the COVID-19 pandemic 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 Deputy Mayor Christie

Seconded By Councillor Davidson

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of the Consent Agenda

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

To approve of the consent agenda as circulated.

MOTION CARRIED

1.3 Approval of Minutes

The following motion was approved as part of the consent agenda:

1.3.1 December 20, 2021

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

To approve the minutes of the December 20, 2021 Committee of the Whole meeting as circulated.

MOTION CARRIED

2. Presentations

2.1 Amherst Area Heritage Trust

Leslie Childs gave the presentation, included as part of the agenda package.

2.2 Amherst Little League

Mike LeBlanc gave the presentation, included as part of the agenda package.

3. Council Direction Requests

3.1 February, April and May Meeting Dates

The following motion was approved as part of the consent agenda:

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That Council forward to the January 24, 2022 regular meeting of Council approval to change the following meeting dates: February 2022 Committee of the Whole meeting date from Monday, February 21, 2022 to Tuesday, February 22, 2022 due to the Heritage Day holiday, and change the regular April 2022 Committee of the Whole meeting date from Monday, April 18, 2022 to Tuesday, April 19, 2022 due to the Easter Monday holiday, and change the May 23, 2022 Council meeting to Tuesday, May 24, 2022 due to the Victoria Day holiday.

MOTION CARRIED

3.2 External Committee Policy Review

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That staff review the Appointment of Members of Council to External Boards, Committees and Commissions Policy 10350-28 with Council input, staff input and legal opinion as well as in comparison with policies of other municipalities and review it again at the March Committee of the Whole.

MOTION CARRIED

3.3 Municipal Boundary Review

Moved By Deputy Mayor Christie

Seconded By Councillor Baker

That it is Council's intention to maintain the status quo where six Councillors are elected at large, and further to this that staff be directed to hold a public consultation session to gain public input where the results will be presented at a future meeting of Council where a final decision on the application will be made.

MOTION CARRIED

4. Information Items

4.1 Strategic Priorities

Information item only.

5. Monthly Reports

The following monthly reports were approved as part of the consent agenda:

5.1 Corporate Services

5.2 Operations

5.3 Police Services

5.4 Fire Services

5.5 Planning & Strategic Initiatives

5.6 Community Well-Being

6. In Camera

Moved By Councillor Emery

Seconded By Councillor Landry

That the Committee move to an In Camera session.

MOTION CARRIED

7. Adjournment

Moved By Councillor Landry

Seconded By Councillor Emery

To adjourn the meeting.

MOTION CARRIED

Kimberlee Jones

Municipal Clerk

David Kogon, MD

Mayor



COMMITTEE OF THE WHOLE

CDR# 2022012

Date: February 22, 2022

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Chief Administrative Officer

DATE: February 22, 2022

SUBJECT: Signing Authorities

ORIGIN: Staffing changes

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

RECOMMENDATION: That Council forward the Town of Amherst Signing Authority Policy # 03400-01 to the February 28, 2022 Council meeting to add the Treasurer for all documents signed under the seal of the Town and for the signing officers of cheques, bank documents, etc.

BACKGROUND: The Signing Authority Policy currently states:

The signing officers of the Town shall be:

- a) Mayor, Deputy Mayor, Designated Councillor (any one of them)
- and
- b) Chief Administrative Officer or Chief Financial Officer

DISCUSSION: As the Chief Financial Officer position is currently vacant, adding the Treasurer will allow adequate signing authority and financial oversight. Therefore, the Signing Authority Policy #03400-01 needs to be updated to add the position of Treasurer. 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 (currently either the Chief Administrative Officer or Chief Financial Officer) and now Treasurer.

Sarah Wilson has been appointed Acting Treasurer and will be in that role for at least the next few months.

FINANCIAL IMPLICATIONS: There are no financial implications.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to this decision.



ALTERNATIVES:

1. The changes are necessary as the policy needs to be revised.

ATTACHMENTS: Signing Authority Policy, 03400-01.

Report prepared by: Jason MacDonald, Chief Administrative Officer
Report and Financial approved by: N/A

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; 23 November 2020

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, - Chief Financial Officer or Treasurer (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, Chief Financial Officer or Treasurer (any one of them).

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: February 22, 2022
Subject: Wellfield Generators

This memorandum is being provided as an update to the Mayor and Council on the current status of the North Tyndal Wellfield generator project.

The project was originally approved in the 2020/21 water utility capital budget with funding in the amount of \$240,000 (\$40,000 engineering and \$200,00 materials/labor). An RFP for the engineering services was issued to size a single propane generator suitable to power the production wells and the chlorination building.

The consultant has recently provided staff with a preliminary project report which included various options for the generators and asked the Town to provide feedback. Upon review, it became apparent to staff that further discussion was required prior to proceeding with final engineering design. The consultants report included the following pertinent information;

- **A single generator to power the entire wellfield and chlorine building is not an option.** While the meter is at the entrance to the wellfield lane, the primary power lines and transformers “downstream” of the meter are owned and maintained by Nova Scotia Power.
- **Each well site and the chlorine building will require a separate generator (5 total)**
- **The consultant has recommended diesel fueled generators over propane.** Diesel generators are more efficient and cost less than propane generators. While there is nothing that would prohibit the installation of a diesel generator, an accidental spill or vandalism could pose the risk of contaminating our water supply.
- **The cost to complete the project is well beyond the approved budget.** The engineer’s preliminary cost estimates for the project range from \$638,000 to \$940,000.
- **The existing direct on-line motor starters should be replaced with VFD’s (variable frequency drives).** The existing direct on-line motor starters require larger sized generators and have long been suspected as a major contributor to turbidity in the distribution system.

As the original scope of work has significantly changed and is well over the approved budget, I am seeking direction from Council as to how they wish to proceed. Based on this decision the capital budget will need to be adjusted accordingly.

OPTION 1

Permanently fixed propane fueled generators with VFD’s for the production wells. The estimated cost is \$863,000.

OPTION 2

Permanently fixed diesel fueled generators with VFD’s for the production wells. The estimated cost is \$638,000

OPTION 3

Purchase 1 new towable diesel fueled generator and upgrade the 4 production wells with VFD’s. The estimated cost is \$190,000 which can be accommodated within the original budget amount (to be carried over).

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: February 22, 2022

SUBJECT: Grass Maintenance Policy

ORIGIN: A complete policy review is a one of Council's strategic priorities.

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

RECOMMENDATION: That council refer approval of the amendments to the Grass Maintenance Policy to the regular meeting of Council on February 28, 2022.

BACKGROUND: This policy was adopted in April 2007 and is now in need of some revisions. Staff will soon be planning Spring and Summer maintenance activities and as part of the review of all policies of Council, policy 64000-01 Grass Maintenance is being brought forward for discussion.

DISCUSSION: Upon review, there are no significant changes being recommended to the policy at this time. The current policy uses the terms high, medium and low priority to define the service standard for grass maintenance. Staff are recommending changing the language in the policy to Level 1, 2 and 3 service level expectations, this will provide consistency with other policies that define service delivery standards.

Appendix "A" of the policy was revised accordingly and the list of properties contained in the appendix was revised to reflect any new properties or sites and removed those that are no longer owned or maintained by the Town.

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement contemplated at this time.

ALTERNATIVES:

1. Council direct staff to make additional changes to the policy;
2. Do not adopt any changes to the policy at this time.





COMMITTEE OF THE WHOLE

CDR# 2022010

Date: February 22, 2022

ATTACHMENTS: Grass Maintenance Policy 64000-01.

Report prepared by: Aaron Bourgeois, Director of Operations
Report and Financial approved by:



DEPARTMENT: Council and All Departments

TITLE: Grass Maintenance Policy

Minutes reference date: 30 APRIL 2007, PAGE 00346

PURPOSE:

The Town of Amherst takes pride in its parks, athletic fields and green spaces within the community.- These areas must be mowed to maintain a positive community image, address public safety, and provide positive leisure time and athletic experiences for all users.- In addition, a proactive mowing program will provide an attractive environment for the community. -This policy outlines current and future directions for the mowing of parks, athletic fields and green spaces in the Town of Amherst.

POLICY STATEMENT:

The Town of Amherst will mow parks, athletic fields and green spaces within the Town based on three levels of service priority.

1. Level 1 High - Highest priority with significant vehicular and pedestrian traffic flows. ~~e.g.~~ Level 1 areas include; -Town entrances, downtown, and athletic fields. -Grass should be ~~cut~~ maintained to a length of two inches to four inches. these areas require daily monitoring to maintain a high visual quality.
2. Level 2 Medium - ~~Medium priority~~ These areas include ~~ing~~ most playgrounds and parks and other areas with moderate medium-vehicular and pedestrian traffic ~~areas~~.- Grass should be ~~cut~~ maintained to a length of three to five inches. these area require daily monitoring to maintain a neat and orderly appearance.
3. Level 3 Low - ~~Low priority~~ These areas include ~~ing~~ isolated Town properties, ditches, cul-de-sac circles and other lower traffic vehicular and pedestrian traffic areas. Grass should be ~~cut~~ maintained to a length of four to six inches or longer in ditches and isolated areas and requires bi-weekly monitoring to ensure service level expectations are being met.-

The attached Appendix "A" provides a list of the locations and service level expectations details on high, medium and low priority ~~of the properties maintained by areas in the~~ Town of Amherst Staff.-

Green Spaces

High

Corner of Church and Dickie
Church Street — Graveyard to RB Dickie
Victoria Street — Hickman to Park
Robert Angus Drive Sidewalk
Willow St. High School to Boundary
East Victoria — North Side #233
Willow St. Blvd Across from Purdy
West Pleasant — Old Hospital and Park Blvd
Subway
YMCA/George Blanche Lot
Co-op lot
Lawton Parking
East Victoria Entrance
West Victoria Entrance
Industrial Park Entrance and signs
Town Hall and Library
Lawrence Street Town Entrance
LaPlanche Street Welcome Area
LaPlanche Street Entrance Area

Medium

Corbett's — at EB Chandler on Donald
Beacon St. by Seniors Club
Industrial Park Ditches
Dickie Brook — Trail Firehall along Beacon
Dickie Brook — EB Chandler Trail
Dickie Brook — Spring Street Academy
Triangle (South Albion/Robert Angus
West Pleasant at end of Park
Industrial Park
Albion and Beacon St.
Johnny Davidson's
Cope Lane
Rear/Sides Stadium

Low

Pumping Station
Water Tower on Willow
Russell Street and Cornwall
Robert Angus Drive Ditches
Mill Street Ditch
West Pleasant and Park
Townsend Court — Circle and Entrance
Ralston Place Circle
Willow Court Circle

Forest Glen
Ridgewood Court
Sewer Lift Stations

Parks

High

Mural Park
Veterans Park
Victoria Park and Cenotaph
Christie Park
Curry Park

Medium

Strawberry Fields
Rotary Centennial Park
Harding Park
Lions Park
Lions Tennis Court
Tubby's
Northern Telecom
Dickie Park
Elmwood Playground

Athletic Fields

High

Winston Field (Soccer)
St. Charles Field (Ball)
Church St. Soccer Field
Lions Ball Field
Little League Field
Robbs Ball Fields
Robbs Wall

APPENDIX "A"

<u>Property</u>	<u>Property Type</u>	<u>Service Level</u>
<u>Church Street Soccer Fields</u>	<u>Athletic Field</u>	<u>1</u>
<u>Dickey Park Sports Field</u>	<u>Athletic Field</u>	<u>1</u>
<u>Robb's Complex Baseball Fields</u>	<u>Athletic Field</u>	<u>1</u>
<u>Winston Avenue Soccer Field</u>	<u>Athletic Field</u>	<u>1</u>
<u>CUBBIC</u>	<u>Facility</u>	<u>1</u>
<u>Fire Station</u>	<u>Facility</u>	<u>1</u>
<u>Library</u>	<u>Facility</u>	<u>1</u>
<u>Police Station</u>	<u>Facility</u>	<u>1</u>
<u>Town Hall</u>	<u>Facility</u>	<u>1</u>
<u>59 Church Street</u>	<u>Green Space</u>	<u>1</u>
<u>Church Street and Albion Street Intersection</u>	<u>Green Space</u>	<u>1</u>
<u>CNR Side Hill - West Pleasant Street at Albion Street</u>	<u>Green Space</u>	<u>1</u>
<u>East Victoria Street entrance area</u>	<u>Green Space</u>	<u>1</u>
<u>Electric Street</u>	<u>Green Space</u>	<u>1</u>
<u>King Street</u>	<u>Green Space</u>	<u>1</u>
<u>LaPlanche Street entrance area</u>	<u>Green Space</u>	<u>1</u>
<u>Maple Avenue at Victoria Street</u>	<u>Green Space</u>	<u>1</u>
<u>Princess Street</u>	<u>Green Space</u>	<u>1</u>
<u>Traffic Island Church Street at Albion Street</u>	<u>Green Space</u>	<u>1</u>
<u>YMCA</u>	<u>Green Space</u>	<u>1</u>
<u>Veterans Park</u>	<u>Park</u>	<u>1</u>
<u>Victoria Street at Havelock Street</u>	<u>Park</u>	<u>1</u>
<u>Amherst Stadium</u>	<u>Facility</u>	<u>2</u>
<u>Public Works Garage</u>	<u>Facility</u>	<u>2</u>
<u>Amherst Skate Park</u>	<u>Green Space</u>	<u>2</u>
<u>Boulevard Robert Angus Drive (former Connor's restaurant lot)</u>	<u>Green Space</u>	<u>2</u>
<u>Corner of Willow & East Pleasant</u>	<u>Green Space</u>	<u>2</u>
<u>Dayle's Grand Market</u>	<u>Green Space</u>	<u>2</u>
<u>Hickman Street at Cornwall Street</u>	<u>Green Space</u>	<u>2</u>
<u>Industrial Park (entrances and grass boulevards)</u>	<u>Green Space</u>	<u>2</u>
<u>Little League outside fenced area</u>	<u>Green Space</u>	<u>2</u>
<u>North of EB Chandler - Donald Avenue to Willow Street</u>	<u>Green Space</u>	<u>2</u>
<u>Ratchford Street Parking Lot</u>	<u>Green Space</u>	<u>2</u>
<u>Robb's Grounds</u>	<u>Green Space</u>	<u>2</u>
<u>Vacant lot Church Street at Dickey Street</u>	<u>Green Space</u>	<u>2</u>
<u>Via Train Station</u>	<u>Green Space</u>	<u>2</u>
<u>Willow Street Boulevard</u>	<u>Green Space</u>	<u>2</u>
<u>Beacon Street Park</u>	<u>Park</u>	<u>2</u>
<u>Christie Park</u>	<u>Park</u>	<u>2</u>

<u>Property</u>	<u>Property Type</u>	<u>Service Level</u>
<u>Curry Park</u>	<u>Park</u>	<u>2</u>
<u>Dickey Park</u>	<u>Park</u>	<u>2</u>
<u>Elmwood Park</u>	<u>Park</u>	<u>2</u>
<u>Ernie Mills Park</u>	<u>Park</u>	<u>2</u>
<u>Harding Park</u>	<u>Park</u>	<u>2</u>
<u>Lions Park</u>	<u>Park</u>	<u>2</u>
<u>Northern Telecom Park</u>	<u>Park</u>	<u>2</u>
<u>Rotary Park</u>	<u>Park</u>	<u>2</u>
<u>Strawberry Fields Park</u>	<u>Park</u>	<u>2</u>
<u>Victoria Square</u>	<u>Park</u>	<u>2</u>
<u>Abbey Road to Marshview Drive</u>	<u>Trail</u>	<u>2</u>
<u>Dickey Street - Academy Street to Rupert Street</u>	<u>Trail</u>	<u>2</u>
<u>Fire Station to Church Street</u>	<u>Trail</u>	<u>2</u>
<u>LaPlanche Street to Eddy Street</u>	<u>Trail</u>	<u>2</u>
<u>North of EB Chandler - Donald Avenue to Willow Street</u>	<u>Trail</u>	<u>2</u>
<u>Casper Court</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Centennial Court</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Forest Glen</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Garden Court</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Mallard Drive Cul De Sac</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Penny Lane</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Ralston Place</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Ridgewood Court</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Townsend Court</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>Willow Court</u>	<u>Cul-de-sac</u>	<u>3</u>
<u>McCully Booster Station</u>	<u>Facility</u>	<u>3</u>
<u>Race Track Road - Lift Station</u>	<u>Facility</u>	<u>3</u>
<u>Reservoirs on Willow Street</u>	<u>Facility</u>	<u>3</u>
<u>Terrace Street - Lift Station</u>	<u>Facility</u>	<u>3</u>
<u>Along Dickey Brook - Beacon Street and Dickey Street</u>	<u>Green Space</u>	<u>3</u>
<u>Ditches within Street Right-of-Way</u>	<u>Other</u>	<u>3</u>
<u>Motor Avenue to Derby Street</u>	<u>Trail</u>	<u>3</u>
<u>Robert Angus Drive - Church Street to Willow Street</u>	<u>Trail</u>	<u>3</u>
<u>Willow Street - Robert Angus Drive to East Pleasant</u>	<u>Trail</u>	<u>3</u>

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sarah Wilson, Senior Accountant / Acting Treasurer

DATE: February 22, 2022

SUBJECT: **Adjustments to the 2021/22 Capital Budget**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: MGA section 65.

RECOMMENDATION: That Council forward approval of the following changes in the 2021/22 Capital Budget to the February 28, 2022 Council meeting for approval:

- Change in funding source in the Water Capital budget:
 - a. Withdraw from the Water Depreciation fund \$632,000 to fund the following water capital projects:
 - i. \$ 40,000 for Monitoring Wells (carry over)
 - ii. \$240,000 for Wellfield Generator (carry over)
 - iii. \$177,000 for Spring Street ~ Croft to Church – water main replacement
 - iv. \$175,000 for a new Dump Truck
- Change approved budget amount in the General Capital budget:
 - a. Increase the budget for Fire Suppression Hose (set # 1) – replacement from \$30,000 to \$52,000.

BACKGROUND and DISCUSSION:

Water Capital Budget Change:

When the water capital budget was approved on April 26, 2021 the funding for the four projects referenced above (monitoring wells, wellfield generator, water main replacement on Spring Street from Croft to Church and a new dump truck) was long term debt in the water utility.

The Town of Amherst is currently in the process of having a Water Rate Study reviewed by the Nova Scotia Utility and Review Board (NSUARB). G.A. Isenor Consulting Limited was hired as the consultant to lead the Water Rate Study for the Town. In reviewing the financial information provided by the Town, it was recommended by Mr. Isenor that the Town change the capital project funding in 2021/22 for the four projects referenced above from long term debt to water depreciation fund. The reason for this recommendation is because the balance in the water depreciation fund is sufficient to pay for these projects while still having a reasonable balance left at year end, it would also save approximately \$215,000 in debenture interest costs over a 15-year debenture.



Water Depreciation Fund

Balance at March 31, 2021	\$ 610,735
Estimated interest earned for 2021/22	2,000
Estimated depreciation for 2021/22	372,811
Proposed capital source financing for 2021/22	<u>(692,000)</u>
Estimated balance at March 31, 2022	<u>\$ 293,546</u>

General Capital Budget Change:

Included in the 2021/22 general capital budget is the following project:

- Fire Suppression Hose (set # 1) replacement – budget \$30,000.

The request in the RFP for fire suppression hose (set # 1) replacement included various small and large diameter hoses. Upon reviewing the RFP submissions, the current \$30,000 budget is not enough to purchase all the various size hoses requested. To be able to purchase all the hoses that were requested would cost an additional \$22,000. The additional \$22,000 can be funded by increasing the General Operating capital from revenue budget, which would be taken from the current year's surplus. Purchasing all the hoses now, instead of part now and the remaining part next year, allows for the replacement of fire hoses to remain on track (going forward there is an amount each year in the capital budget for fire hose replacement).

It should be noted that the fire suppression hose has approximately a 15 week lead time, so this project will be on the capital carry over list for the 2022/23 capital budget.

FINANCIAL IMPLICATIONS: The funding of the four water capital projects from the water capital fund will remove the need to borrow long term debt for 2021/22 water capital projects, saving approximately \$215,000 in interest costs over the next fifteen years. There would then be no new long term debt to be borrowed in the water or general capital budget for 2021/22.

Increasing the capital budget for the fire suppression hose by \$22,000 will reduce the surplus in the general operating fund by the same amount.

COMMUNITY ENGAGEMENT: No community engagement is anticipated, other than the issuance of a media release.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to the recommended course of action.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the recommended course of action.

ALTERNATIVES:

1. The Town can borrow the funds for the four water utility projects per the original Capital Budget.
2. The Town can only purchase enough fire hose within the existing approved budget amount.

ATTACHMENTS: None

Report prepared by: Sarah Wilson, Senior Accountant / Acting Treasurer
Report and Financial approved by:

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Director of Planning & Strategic Initiatives
DATE: February 22, 2022
RE: **Amherst Area Heritage Trust – presentation follow-up**

At the January 2022 COW meeting, the Amherst Area Heritage Trust (AAHT) made a presentation to the committee, and made the following three requests:

1. Participation in renewing/rewriting our Built Heritage Bylaw
2. Re-institute the Heritage Advisory Committee
3. Amherst actively demonstrates support for built heritage

With regard to renewing the Heritage Bylaw, this request was instigated by the Strategic Priority for a **complete review of the committees of Council, Council's participation on external boards and committees and all Town policies and bylaws**. Attached is the town's current Heritage Property Bylaw, which establishes the 'Town Registry of Heritage Property' and the Heritage Advisory Committee. The Bylaw outlines on what matters the Committee advises the town and Council, and sets out processes to register or deregister Municipally designated Heritage Properties. As shown on the attached Amherst Registry of Heritage Properties, the majority of registration took place in the 1980s and early 1990s. Except the recent addition of the Train Station in 2017, the general trend has been deregistration of properties rather than registration.

The Municipal Planning Strategy (MPS) renewal project that is just getting started will involve extensive public engagement, and will address the towns' built form and character. This will be an opportunity to engage the public on the importance of Amherst's history and its historical built form. The policies developed in the new MPS will reflect the level of importance placed on heritage, and the outcomes of the MPS development would inform any review of the Heritage Properties Bylaw. As such, it stands to reason that any review of the Heritage Bylaw should take place once the new MPS policies are established.

With regard to the second request, re-instituting the Heritage Advisory Committee, attached is the Heritage Advisory Committee Policy. The policy refers to the MPS as the basis for the creation of the Committee. As such, it would also make sense to consider re-instating a Heritage Advisory Committee separate from the Planning Advisory Committee after the new MPS policies are established.

Regarding the third request, while there may always be more that can be done to demonstrate support for built heritage, it is worth noting that since 2017 approximately \$2,985 in grants were given to the AAHT, and approximately \$48,700 was granted to the Cumberland County Museum & Archives since 2012.

Given the situation outlined above, it may be appropriate to write to the Amherst Area Heritage Trust thanking them for their presentation and their work to promote the built heritage of the town, and note the following:

- Renewal of the town's MPS will result in guiding policies that address Amherst's built heritage assets.
- That the Trust is listed as a community stakeholder in the public engagement strategy of the MPS renewal process.
- Encourage the Trust and its individual members to participate in the engagement process of the MPS renewal project.
- That decisions with respect to the Built Heritage Bylaw, and re-instatement of the Heritage Advisory Committee separate from the Planning Advisory Committee would be made in due course after the new MPS is adopted.
- Encourage the Trust to continue to make applications under the Grants to Organizations initiative.

Staff recommend that Council direct staff to write to the Heritage Trust as noted above.

TOWN OF AMHERST
HERITAGE PROPERTY BY-LAW

(Consolidated Version, May 27, 2013)

- 1.1 This by-law shall be known and may be cited as the “Heritage Property By-law”.
- 2.1 In this by-law, “Town Registry of Heritage Property” means a Municipal Registry of Heritage Property within the meaning of the Heritage Property Act, S.N.S. 1980, Chapter 8, having all the powers and duties prescribed by the Act or incidental thereto.
- 2.2 In this by-law, “Heritage Advisory Committee” means a Heritage Advisory Committee within the meaning of the Heritage Property Act, having all the powers and duties prescribed by the Act or incidental thereto.
- 2.3 In this by-law, “Town Heritage Property” means Municipal Heritage Property within the meaning of the Heritage Property Act.
- 3.1 There shall be a Town Registry of Heritage Property wherein all prescribed documents relating to the registration of heritage property pursuant to the provisions of the Heritage Property Act or this by-law shall be filed.
- 3.2 The maintenance of the Town Registry of Heritage Property shall be the responsibility of the Clerk.
- 4.1 There shall be a Heritage Advisory Committee which may advise the Town respecting:
 - (a) the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - (b) an application for permission to alter substantially or demolish a Town Heritage Property;
 - (c) building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act;
 - (d) any other matters conducive to the effect of carrying out the intent and purpose of the Heritage Property Act.
- 4.2 That the Planning Advisory Committee for the Town shall be the Heritage Advisory Committee for the Town.
- 4.3 The Heritage Advisory Committee may recommend to Council that a building, streetscape or area may be registered as a Town Heritage Property in the Town Registry of Heritage Property and the prescribed notice of such recommendation shall be served and filed by the Clerk in accordance with the Act; and, in addition to the requirements of the Act, a copy of the notice shall be filed in the Town Registry of Heritage Property.

- 4.4 Notice of a recommendation by the Town Heritage Advisory Committee that a building, streetscape or area be registered as a Town Heritage Property shall be in Form A.
- 5.1 Council may register a building, streetscape or area as a Town Heritage Property in accordance with the provisions of the Act and the registration shall be in Form B.
- 5.2 Notice of such registration shall be sent to each registered owner of the Municipal Heritage Property. One copy of the registration shall be deposited in the Registry of Deeds and one copy of the registration shall be filed in the Town Registry of Heritage Property.
- 6.1 Council may from time to time set out or amend the terms of reference within which the Heritage Advisory Committee shall operate. The council may set out and amend such guidelines as it sees fit for the designation of property as Heritage Property and the Heritage Advisory Committee shall make recommendations in accordance therewith.

FORM A

NOTICE OF RECOMMENDATION TO REGISTER
AS A TOWN HERITAGE PROPERTY

TO:

You are hereby notified that:

1. The land and building located at (address location, legal description or other identification of property) has been recommended to be registered in the Town Registry of Heritage Property for the Town of Amherst.
2. The reasons for this proposed designation are: (approximate date of erection; type of architecture, typical of an era; part of a streetscape with description of streetscape location; local historical significance; national historical significance.)
3. Section 13(4) of the Heritage Property Act prohibits demolition or any substantial
4. The effect of recommendation and registration in the Town Heritage Registry described in paragraph 1 is that no demolition or substantial alteration in exterior appearance may be taken from the date of registration unless an application, in writing, for permission is submitted to the Town and the application is granted with or without conditions. Where such application is not approved the owner may make the alterations described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.
5. You are hereby notified that the Council will sit to hear any objections regarding the recommendation of the property described in this notice on the _____ day of _____, 20 ____ at (time), at (place). (This date must be 21 days after service).

Information and particulars concerning the reasons for recommendation are available from the office of the clerk for the Town of Amherst weekdays from _____ a.m. to _____ p.m.

DATED this _____ day of _____, 20 _____.

Chief Administrative Officer

FORM B

(To be filed in the Registry of Deeds
for the district in which the property
is located in the Town Registry of Heritage Property)

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO:

You are hereby notified that:

1. The land and building located at: (address, local, legal description or other identification of property) has been registered in the Town Registry of Heritage Property by resolution adopted at a meeting of Council the date of 200 .
2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Town and the application is granted with or without conditions. Where an application is not approved, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

DATED this _____ day of _____, 20 ____ .

Chief Administrative Officer

(seal)

REGISTERED PROPERTIES IN THE TOWN OF AMHERST

REGISTRY OF HERITAGE PROPERTIES

AS OF MARCH 27, 2017

<u>DESCRIPTION</u>	<u>DATE REGISTERED BY COUNCIL</u>	<u>DATE BUILT</u>
2 Charles Street	April 15, 1985	circa 1833
96 Church Street	August 18, 1986	circa 1873
150 Church Street	September 20, 1982	circa 1831
1 Ratchford Street Trinity St. Stephens United Church	November 18, 1991	circa 1906/07
29 Spring Street	April 15, 1985	circa 1832
30 Hickman Street West Highlands School	October 25, 1999	circa 1911
27 West Victoria Street	June 19, 1989	circa 1873
46 West Victoria Street	August 17, 1987	circa 1884
50 East Victoria Street (also registered provincially)	May 18, 1983	circa 1884/86
54 East Victoria Street	November 21, 1983	circa 1888
60 East Victoria Street Christ Church	November 21, 1983	circa 1827
66 East Victoria Street First Baptist Church	November 21, 1983	circa 1895
79 East Victoria Street	April 15, 1985	circa 1887 Renovated 1907
91 East Victoria Street	April 6, 1992	circa 1887
98 East Victoria Street Dominion Public Building	November 21, 1983	circa 1935
103 East Victoria Street Royal Bank	April 15, 1985	
163 East Victoria Street	April 6, 1992	circa 1870
165 East Victoria Street	April 6, 1992	circa 1870
169 East Victoria Street	June 19, 1989	circa 1870
177 East Victoria Street (also provincially registered)	August 18, 1986	pre-1850
186 East Victoria Street	June 19, 1989	circa 1869
233 East Victoria Street	June 19, 1989	circa 1845
CNR/VIA Rail Station Station Street (also Federal Heritage Railway Stations Protection Act)	March 27, 2017	circa 1907/1908

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **Heritage Advisory Committee Policy**

Minutes reference date: 26 May 2008 26 January 2015

PURPOSE:

The purpose of this policy is to establish a policy for the governance of the Heritage Advisory Committee in accordance with the Town of Amherst Heritage Properties Bylaw and to carry out the heritage goals, objectives and policies of the Municipal Planning Strategy and Strategic Plan.

BASIS:

The basis for the Committee comes from both the Town's Strategic Plan and Municipal Planning Strategy. The strategic plan states that the Town is committed to preserving our heritage and making heritage awareness a part of our programs. It includes a specific task which states that the Town will, "Develop a Heritage Advisory Committee Policy that addresses the heritage of the Town of Amherst in general, including heritage properties."

Furthermore the Town's Municipal Planning Strategy contains objectives that endeavor to encourage the conservation, retention and improvement of the historically and / or architecturally significant residential and commercial buildings and streetscapes.

ROLE OF COMMITTEE:

The role of a Heritage Advisory Committee is to:

1. Advise Council respecting the registration and / or de-registration of heritage properties under the Heritage Properties Bylaw.
2. Establish and implement a built heritage protection strategy. This strategy will focus on the retention and rehabilitation of the built heritage of Amherst through education, promotion and recognition of the significant built heritage of the Town.
3. Establish and implement a cultural heritage strategy. This strategy will focus on preserving and promoting the cultural heritage of the Town.
4. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.

MEMBERSHIP:

1. The Heritage Committee is the Planning Advisory Committee of the Town of Amherst

STAFF RESOURCES:

1. The Deputy Chief Administrative Officer – Operations (Deputy CAO) is responsible for all functions of the Committee including:

- a. Calling meetings;
 - b. Taking minutes;
 - c. Distributing reports and other information as required;
 - d. Notifying and contacting public as required; and
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
2. Where additional information or work is required of staff by the Committee, the Deputy CAO will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
 3. Meetings are to be attended by the Deputy CAO or designate as well as an Administrative Assistant. At the discretion of the Deputy CAO, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer and the Director of Community and Economic Development.

MEETINGS:

1. Meetings will be scheduled by the Chairperson in consultation with the Deputy CAO.
2. All meetings are open to the public unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Municipal Government Act*.
3. Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: February 22, 2022
Subject: Water Main Breaks and Water Quality

This memorandum is being provided in response to inquiries as to the frequency of recent water main breaks and have there been any changes made to the water treatment process.

Water Main Breaks

Over the past 7 weeks there have been 6 broken water mains in our distribution system. Anytime a water main breaks customers in the area of the break experience; traffic disruptions, temporary water service interruptions and discolored water. Operations staff are frequently asked;

- Is there something in particular that's causing these breaks?
- Is this an unusually high number?

The majority of broken water mains occur during the winter months and are directly related to pressure, age of the pipe and pipe material. The pressure inside a water main can change in a couple different ways. The most common way is through temperature changes, sometimes called thermal expansion. As the ground around a pipe freezes and thaws, the pipes expand and contract. The majority of our distribution system consists of cast iron water mains, cast iron is brittle and doesn't expand and contract easily with temperature changes. The combination of freeze/thaw cycles and brittle cast iron pipes leads to broken mains. Broken water mains with PVC (plastic) pipe or ductile iron pipe are very rare.

Historically we experience 10-15 broken water mains in any given year. Records for the past 3 years of broken mains;

- 2019 – 14
- 2020 – 13
- 2021 – 11

It would not be unusual to experience another 6-8 main breaks over the remainder of the winter and in to early spring.

Water Quality

The Town's approval to operate a Municipal Water Works & Water Treatment under the Nova Scotia Environment Act requires the use of chlorine (sodium hypochlorite chlorination) to disinfect the water. The chlorination process has to be operated in a manner to ensure a minimum chlorine residual of 0.20 mg/l and not exceed 4.0 mg/l throughout the distribution system at all times.

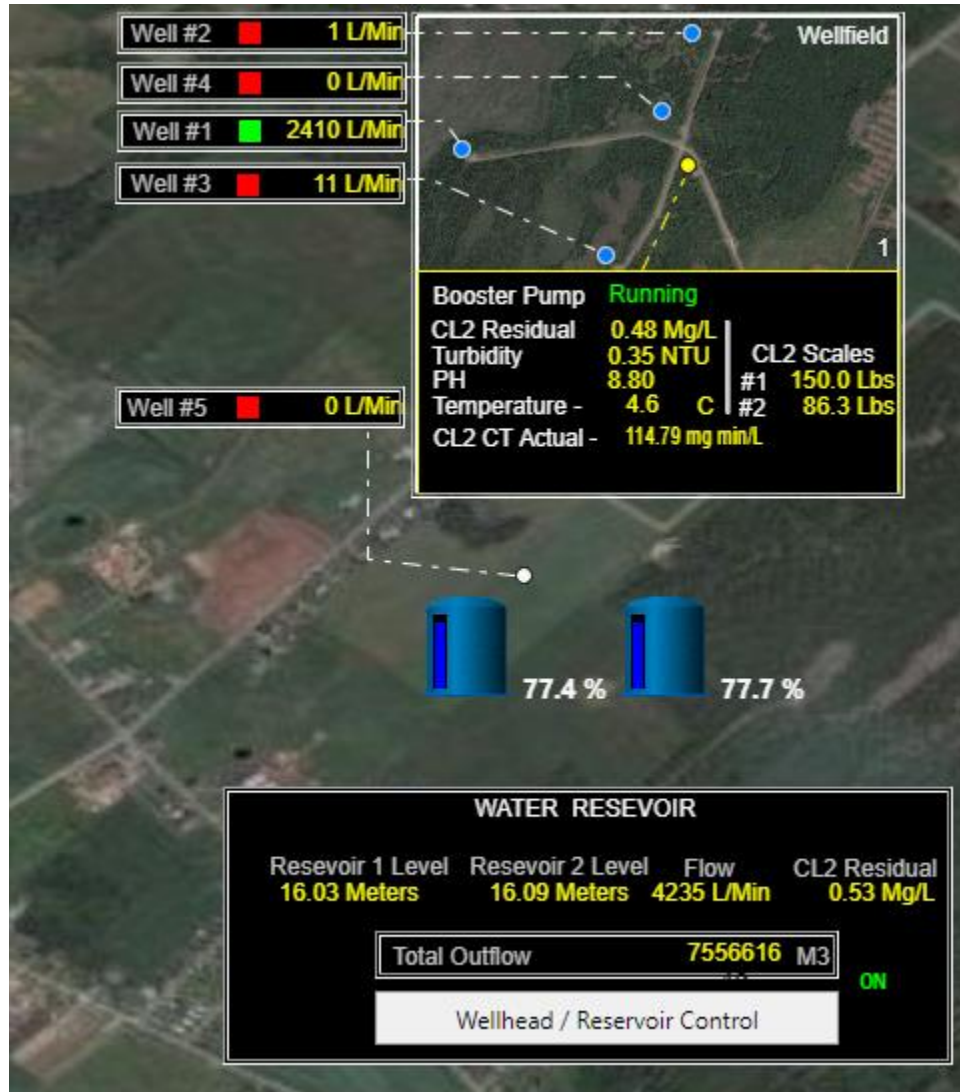
The Amherst water utility adds chlorine at the rate of 0.56 mg/l to ensure all points in the distribution system can maintain the minimum chlorine residual of 0.20 mg/l.

There are no other chemicals used or required to treat the water supply and the chlorine dosage rate of 0.56 mg/l has been such for over 20 years.

To ensure water quality the Water Utility has the following requirements;

- Weekly water sampling from 9 sites throughout the distribution system. Weekly samples are tested for;
 - Total Coliforms – Present or Absent
 - E. Coli – Present or Absent
 - Free Chlorine Residual is recorded at each site
- At the wellfield there is continuous monitoring of chlorine residual, turbidity, water temperature and pH. A chlorine residual below 0.20 mg/l will start an automated wellfield shutdown procedure via the SCADA system.
- Continuous monitoring of chlorine residual at the reservoirs and McCully Street booster station.

Screen capture below from the Town's SCADA system shows the various parameters that are continuously monitored for quality control/assurance. An operator can "click" on any of the onscreen icons to display additional information or see trends over a specified time period.



MEMO

To: Mayor Kogon & Members of Council

From: Sarah Wilson, Senior Accountant / Acting Treasurer

Date: February 22, 2022

Re: 2022/23 Capital and Operating Budget Timelines

Capital Budget

The capital budget is comprised of general capital and water capital budgets. Historically the Town has prepared 10 year capital budgets, however starting in 2022/23 we will be moving to 5 year capital budgets. It is a requirement of the Canada Community Building Fund (CCBF, formerly known as Gas Tax) to have a 5 year capital budget. The Town has been updating the asset management plan and has chosen to focus on the first five years but continues to have a ten year planning horizon.

Submissions for the capital budget have been received from Directors and are currently being compiled. The 5 year capital budget will be presented to Council in March for review. Staff will take direction for further revisions and / or bringing the proposed budget forward to Council for final approval. In 2020/21 the capital budget was approved on April 26 and in 2019/20 it was approved on January 27 and February 4.

Operating Budget

The operating budget is comprised of six segments; general, mandatory provincial contribution area rate, community support area rate, sewage, solid waste and water utility. Each segment has its own balanced budget and a separate motion of Council for approval.

Directors are currently working on their operating budget segments which are to be completed by March 4.

The Town of Amherst Water Utility is in the process of a Water Rate Study with the Nova Scotia Utility and Review Board (NSUARB), this budget won't be presented to Council until after a decision has been made from the NSUARB.





The Mandatory Provincial Contribution Area Rate budget will be presented to Council in March. In the past this budget has consistently been presented and approved in February. Due to the lead time required to determine best estimates for the mandatory provincial expenditures, this budget will be delayed until March for presentation.

The remaining operating budget segments (general rate, sewage, solid waste and community support area rate) will be presented to Council in April. These budgets were approved by Council on June 7 for the 2021/22 fiscal year. In the prior fiscal year 2020/21 they were approved in February and May.

It is too early to provide an indication of what the budgets and rates may look like for 2022/23 but we are still on track to meeting similar if not earlier approval dates for the majority of the operating budget segments than the 2021/22 fiscal year.

Summary

The capital budget will be presented to Council in March.

The Mandatory Provincial Contribution Area Rate budget will be presented to Council in March.

The remaining sections of the operating budget will be presented to Council in April.

The Water Utility budget will be presented to Council once the NSURB makes a decision on our rate study. The hearing is scheduled for March 1st. Final approval from the Board is expected a number of weeks after the hearing.



MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Director of Planning & Strategic Initiatives
DATE: February 22, 2022
RE: **Council Strategic Priorities – February 2022 update**

The purpose of this memo is to provide an update with respect to Council's priorities.

1. The development and construction of a **new Community Centre**

Proposals in response to the Feasibility Study RFP are currently being reviewed. A decision on the successful proponent is expected by very early March. A committee of both Mayors, CAOs and the Town's Director of Planning and Strategic Initiatives will review the proposals.

2. A complete review of the **Town's Municipal Planning Strategy**

Upland Planning & Design met with the Planning Advisory Committee for part 1 of a 2-part process to develop a detailed public engagement strategy. PAC members were asked to identify community stakeholders. On February 28th the PAC will review and confirm the engagement strategy. Upland site visits and document collection is also underway.

3. A complete **review of the committees of Council**, Council's participation on external boards and committees and **all Town policies and bylaws**.

This work is ongoing.

4. The potential expansion of the **Amherst and Area Industrial Park**

Council have instructed staff to enter into negotiations to purchase lands that may serve to address this priority, or at least significantly impact how this project moves forward. As the new Business Development Officer comes on board, this priority will be revisited in the near-term to identify options to move forward.

5. Continuing to foster the conditions to **facilitate business development**

Jeff Bacon started as the new Business Development Officer on February 1st. Mr. Bacon has been getting up to speed by familiarizing himself with the joint Economic Development and Tourism Strategies, as well as, updating the town Business Directory on the town website. Updating the directory has given him the opportunity to start connecting with some local

businesses. Mr. Bacon is also working with the Chamber to coordinate this year's Gritty to Pretty program.

6. Continuing the work that has been ongoing to **ensure community vibrancy**

In the fall of 2021 staff facilitated the Moveable Park Tactical Placemaking Project to create a public space to gather on a downtown greenspace. This project has been positively received and has been left in place over the winter months. In addition, the outdoor skating rink at the corner of Maple Ave. and East Victoria Street is being maintained weather permitting. Staff continue to plan for a more permanent community gathering space at the East Victoria – Havelock Street location.

7. **Attracting people to live in Amherst** by ensuring it is an inclusive, welcoming community in which **to live, work and play**

Both the Inclusion, Diversity and Equity Committee and the Accessibility Advisory Committee have met. There are plans underway for a series of public participation opportunities for people to have input. Several initiatives to potentially address the housing issues in Amherst are being worked on.

8. Promotion of the history and culture of Amherst through **continued festivals and events that celebrate our heritage and culture**

With the regulations and restrictions, Winter Carnival was mainly virtual this year. We participated in a virtual Launch of African Heritage Month in February. This year's theme is Through Our Eyes: The Voices of African Nova Scotians. We also hosted a poster and essay contest related to the theme. The Inclusion, Diversity and Equity committee met again on February 17th.

9. **Addressing drugs and addiction**

Whenever possible, Cst Goodwin continues to work with the Cumberland Integrated Street Crime Unit. It continues to be a challenge to free Cst Goodwin up at times because of the very heavy workload of the Major Crime Unit which often includes strict deadlines. Street Crime continues to work on various priorities, but as with most, they have also been affected by recent covid-19 infections/exposures.

The Chief continues to attend online meetings for the Atlantic Meth Strategy.

Melanie and other patrol members continue to deal with many different clients that are struggling with substance use disorder, which is often accompanied with homelessness and mental health issues. We continue to work with other agencies, but often, because we are open 24-hours, we are often the only agency left to deal with many issues when someone is in crisis. With the extremely poor weather we've had over the last month, it has been difficult to ensure that people in need have adequate shelter, as in some cases, other issues have made it very difficult to find solutions, even temporary ones. As a result, it is not uncommon for us to respond to repeated complaints of trespassing and related complaints. On several occasions, because there were no other options, and because of the very cold weather, people ended up staying in the lobby of the police station. This is far from ideal as

we often have other people attending the Police Department to speak to police and are still dealing with Covid restrictions.

10. Addressing the need for **sufficient supply of suitable and affordable housing in Amherst**

Significant work on this priority detailed in a separate report.

Task Title+A1:E14	Bucket	Progress	Assigned to	Last Comment
Amherst Area Heritage Trust Presentation	20220117 COW	InProgress	Andrew Fisher;Jason MacDonald	PostedBy:Andrew Fisher, PostedDate: 2022-02-15T18:23:52+00:00, Comment: A memo outlining a response to the Heritage Trust's requests is on COW's February agenda.
Amherst Little League Presentation	20220117 COW	InProgress	Jason MacDonald	PostedBy:Jason MacDonald, PostedDate: 2022-02-17, Comment: Meeting scheduled for Feb 23
Municipal Boundary Review	20220117 COW	InProgress	Andrew Fisher	PostedBy:Andrew Fisher, PostedDate: 2022-02-14T20:48:58+00:00, Comment: A public consultation session will be scheduled in the near future.
Wellfield Land Acquisition	20220117 COW	InProgress	Andrew Fisher	Ongoing
Solid Waste Collection Contract	20211122 COW	InProgress	Jason MacDonald	PostedBy:Jason MacDonald, PostedDate: 2022-01-11T17:16:13+00:00, Comment: Herrett indicates they are working on their contract extension issue. - going to COW week of Feb 14
Contract Awards Less than 250K	20211018 COW	InProgress	Aaron Bourgeois	PostedBy:Aaron Bourgeois, PostedDate: 2022-02-14T19:36:56+00:00, Comment: The RFP was re-issued and one response was received. Staff are in the process of evaluating the proponents proposal.
Noise Bylaw	20211018 COW	InProgress	Dwayne Pike	PostedBy:Dwayne Pike, PostedDate: 2022-02-15T12:05:13+00:00, Comment: 2022-02-15: Been busy the last few weeks with protests and planning and other issues. DDPIke
Solid Waste Bylaw 2nd Reading	20220124 Council	Completed	Natalie LeBlanc	PostedBy:Jason MacDonald, PostedDate: 2022-02-03T15:41:48+00:00, Comment: Add appeared in paper. Verification sent to GFL.
Resolution to Permit Export of Materials by GFL Environmental Inc	20220124 Council	Completed	Jason MacDonald	PostedBy:Jason MacDonald, PostedDate: 2022-02-03T15:41:08+00:00, Comment: Resolution sent to GFL
Waste Resource Benefits Agreement Resolution	20220124 Council	Completed	Jason MacDonald	PostedBy:Jason MacDonald, PostedDate: 2022-02-03T15:40:47+00:00, Comment: Resolution sent to GFL

February, April May meeting 20220124 Council
dates

Completed

Natalie LeBlanc;Kim Jo PostedBy:Natalie LeBlanc, PostedDate: 2022-01-25T14:59:18+00:00, Comment: Moved By
Councillor Landry Seconded By Councillor Fawthrop

That Council approve of changing the following meeting dates: February 2022 Committee of the
Whole meeting date from Monday, February 21, 2022 to Tuesday, February 22, 2022 due to the
Heritage Day holiday, and change the regular April 2022 Committee of the
Whole meeting date from Monday, April 18, 2022 to Tuesday, April 19, 2022 due to the Easter
Monday holiday, and change the May 23, 2022 Council meeting to Tuesday, May 24, 2022 due
to the Victoria Day holiday.

Motion Carried

Monthly Report

Corporate Services

February 28, 2022

CORPORATE SERVICES

Both the operating and the capital budget processes are underway. Capital budget submissions have been received from departments and are being compiled. The capital budget will be presented in March. Operating budgets are currently being reviewed by all departments and then an overall review will be done by Corporate Services.

The third quarter financials are being reviewed. An audit committee meeting to review the third quarter results will be held in March.

PAYROLL

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

FINANCIAL

2022 Property Assessment Notices – were mailed out January 10, 2022. Appeals must be received by PVSC no later than midnight on February 10, 2022.

2022 Assessment Appeals – we will receive inventory listing of appeals March 1, 2022.

2022 Tax Exemptions – Letters were sent to all Clubs on January 13th with the application requesting a copy of their most recent financial statements and a questionnaire to be completed and returned by Friday, February 4. We received 11 out of 16 applications. Follow-up will ensue for those not yet received.

2022 Spring Tax Sale – Preliminary Tax Sale Notices were sent out on January 13th with a response date of February 4th. Tax Sale tentatively scheduled for Tuesday, May 17, 2022.

Tax Certificates – there were 16 tax certificates requested the month of January 2022.

Water – 3rd quarter water bills were completed and sent in late January with a due date of Feb. 28, 2022.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Dec 1/21	Pending as of Dec 1/21	Withdrawn as of Dec 1/21	Outstanding Appeals as of Dec 1/21	Appeals Successful as of Dec 1/21	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	28	\$14,920,700	20	0	7	3	14	\$ 526,400	\$ 8,791	7
Commercial	22	\$26,387,200	15	0	4	1	10	\$ 799,400	\$35,733	0
TOTAL	50	\$41,307,900	35	0	11	4	24	\$1,325,800	\$44,524	7

CUSTOMER SERVICE TRACKING – E11

There was a total of 66 opened cases in January and 59 cases closed. The category with the most opened/closed cases in January was related to icy streets.

HUMAN RESOURCES

Competitions completed and/or in progress in the month of January:

Business Development Officer: this competition concluded with the hiring of Jeff Bacon as the successful candidate. Jeff began his role as Business Development Officer on January 31, 2022. Welcome to the ‘A’ team Jeff!

Land Use Planner: this competition closed on December 10, 2021. The interviewing process did not identify a suitable candidate.

Competitions currently in progress:

Community Well-Being Manager: this competition closes February 22, 2022.

2022 Summer Students: the competition for this year’s summer students will be open until approximately the end of March at which time selection will begin.

PROCUREMENT

Staff continues with preparing, coordinating and completing the procurement process for both capital projects and operational requirements. Continued work with insurance requirements, vendor file management and project work, as necessary.

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Capital													
Expected Procurement from Capital Budget: 49:													
Scopes for capital received in the month	0	0	4	0	8	12	2	3	4	5	2	0	0
All procurement:													
Total new scopes of work received in month	0	6	6	4	14	12	5	4	8	13	7	1	0
Released to the public in the month	4	7	5	3	7	7	6	6	2	12	12	4	1
Closed during the month	4	6	7	4	7	4	6	6	2	12	10	5	1
Awarded by par/council during the month	3	10	5	7	7	2	2	6	3	10	8	4	4
Open at the end of month (released month a, closed month b)	5	1	1	2	3	4	2	2	2	1	3	3	2

INFORMATION SERVICES (IS)

A cell phone booster has been purchased and installed at Town Hall.

We purchased the required desktop computers for this year's budget.

We were busy with all the everyday Desktop IT issues that occur in all the buildings for the Town of Amherst. Updated servers and software at Town Hall and the Police Department.

IS Cases/Incidents Stats

	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Opened	33	21	14	11	12	9	2	1	1	4	13	4
Closed	30	19	18	10	11	10	3	1	0	3	11	7

Monthly Departmental Report

Operations

February 2022

In addition to their routine maintenance work Operational Services staff worked on and will be working on:

RECREATION & HORTICULTURE

- Nova Scotia Figure Skating Provincials originally scheduled for February 25-27 have been rescheduled to March 25-27, 2022 at the Amherst Stadium.
- The walking track remains open with a limit of 10 walkers at any time.
- Public Health continue to use the CCUBIC conference room for PCR testing and vaccinations.
- The outdoor skating is open daily from sunrise to 10pm.
- The MHL and CCMHA anticipate league games will recommence on February 14th.
- Procurement documents are being finalized by staff for the 2022 growing season. (hanging baskets and bedding plants)

PUBLIC WORKS

- Quarterly meter reading was completed in January. Water utility staff have been working on list of meters that registered zero consumption for the past quarter and assisting customers with leak investigation for high consumption meter reads.
- There were 4 broken water mains repaired in the past month. (South Albion, East Victoria, Winston and Westminster)
- There were 3 major snow events (30+cm) in the past month. Staff worked around the clock during these storms plowing streets, sidewalks, fire hydrants and hauling snow from the downtown and parking lots.
- The Public Works mechanic has been extremely busy keeping our snow removal equipment operational.
- With the majority of staff time being dedicated to snow and de-icing operations over the past month staff did not run the asphalt recycler, potholes were patched with cold mix asphalt only.

Upcoming / Ongoing projects:

- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed
- Patching of potholes with recycled hot mix asphalt
- Ice maintenance at the outdoor rink
- Staff training – water and wastewater operator exams
- Acute lethality testing at the WWTP

Monthly Departmental Report

Police Services

February 2022

This report covers the month of January 2022

TRAINING

PROS Course: Constable Julian Galloway attended the PROS course that was hosted by Charlottetown Police Service from January 24th to the 27th. Normally our staff attend courses hosted by the RCMP in Dartmouth but as a result of Covid-19 restrictions, the RCMP PROS course was postponed until March 2022. Constable Galloway can now access and work on files that are maintained in the PROS file management system.

Carbine Armourers Course: Corporal Derek Hebert attended the Colt Carbine Armourers Course January 4th to the 6th. This enables us the ability in most cases to fix and maintain our carbines without having to rely on Colt Canada representatives which can result in costly bills for regular maintenance and repairs.

OPERATIONAL

Covid-19: During the month of January, we continued to have some shortages as a result of Covid-19 spread, but were able to manage effectively. We continue to utilize PPE and Public Health guidelines to protect our members and staff from exposure ensuring that masks, social distancing and other protocols are strictly followed and mitigating risk. Several of our members and staff have received the additional booster for protection against Covid-19 and we continue to monitor the effects of Covid-19 in our community and explore every opportunity to ensure that our members and staff are protected and can continue to serve and protect our community.

Protests: As a result of planned protests as a response to Covid-19 vaccination requirements for Truck drivers crossing the Canada/US border, the Amherst Police Department prepared and had scheduled extra staff for 2 protests which were planned during the month of January. Planned protests held at the border often have a significant impact on the town if there are disruptions at the border which result in a blockade. In cases of a blockade, all west-bound traffic on the 104 is diverted into town through Exit 4. Our members provide support to the RCMP resources at the border if needed, but primarily deal with directing excess traffic to planned parking areas. This is often done with the assistance of other town departments such as Public Works and Amherst Fire.

The first protest was on January 23rd and was organized by multiple groups from both Nova Scotia and New Brunswick with a plan to slow traffic at the border by occupying one lane of traffic for hours. Many of those in attendance were also involved in protests and rallies in other jurisdictions prior to attending the NS/NB Border protest. The Nova Scotia RCMP deployed a significant number of resources to the border to ensure it remained open and that the Protest remained peaceful. The Amherst Police Department also had extra members called out to ensure that we could address any traffic issues in town. There were no significant issues reported.

The second protest was planned for Saturday, January 29th and once again included transport trucks and people from both Nova Scotia and New Brunswick who planned on attending the border with the intentions of locking it down in support of the Truckers. APD had prepared with scheduling extra resources and the RCMP had a significant presence in and around town. While many people arrived at the protest rallying point, severe weather impacted their ability to attend the border and protest as they had planned.

In light of the planned protests and disruptions all around the country, it is expected that the NS/NB Border will continue to be a target for protests. As a result, we have to plan and ensure that we have allocated the resources required to address any issues that arise and work closely with our partners in the RCMP and other agencies.

Impaired Driver: A 43-year-old Amherst man has been charged in 2 separate incidents of impaired driving within 3 days. On January 31st, at 2:45pm, Police stopped a vehicle on Willow Street that had been coming towards the police car head-on. The male exhibited signs of intoxication and was arrested for impaired driving. 3 days later, police observed a vehicle at 1:24am on Prince Arthur Street driving on the wrong side of the road. The vehicle was stopped and the male again exhibited signs of intoxication and was arrested and held in custody. The male is scheduled to appear in court at a later date.

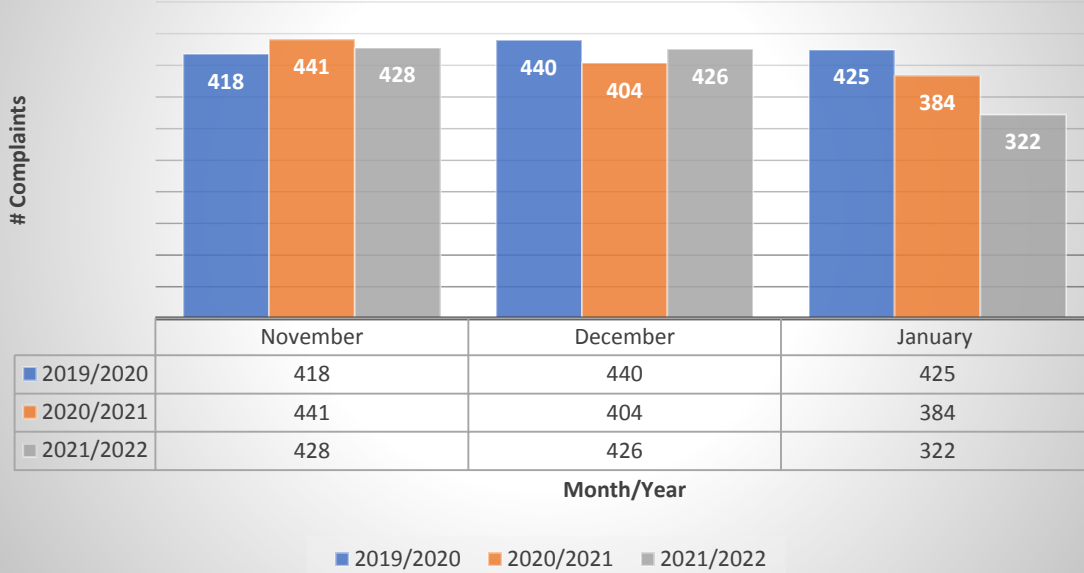
CRIME PREVENTION/SCHOOL RESOURCE

Constable Harrison and Crime Prevention Coordinator Melanie Siddall continue to work closely and engage with the schools and in other crime prevention initiatives which continues to be challenging due to the Covid-19 Pandemic. Melanie continues to spend a significant amount of her time working on homelessness, mental health and addiction related issues in our community. While this is not her primary role as Crime Prevention Coordinator, the urgent nature of these matters keeps our department constantly engaged and working our community partners to find solutions and support for those in need, especially as a result of the very cold weather experienced during January.

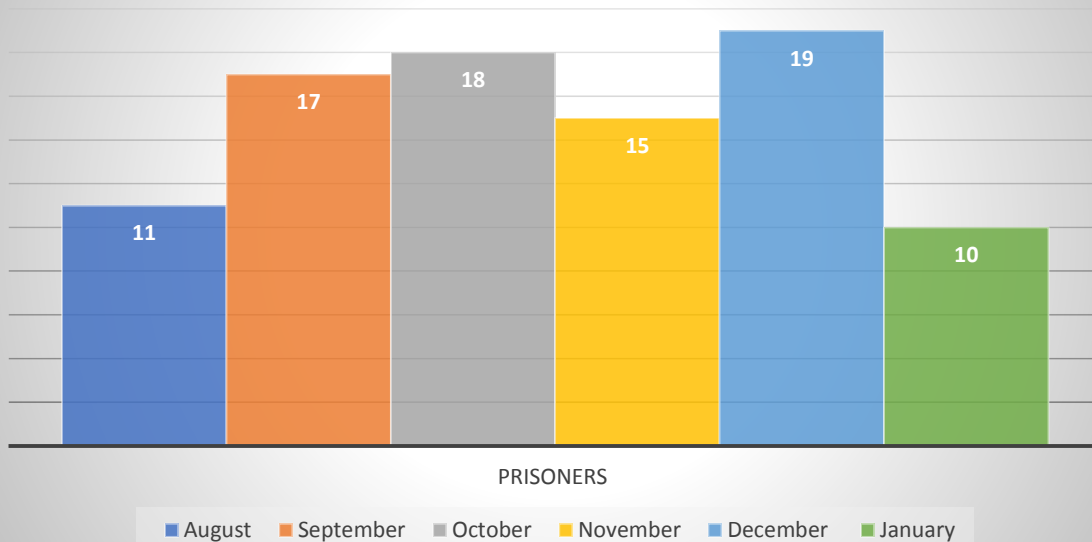
OPERATIONAL STATS – JANUARY 2022

Occurrences:	322	Criminal Code Charges:	57
Impaired by Alcohol:	5	CDSA:	0
Impaired by Drug:	2	CBCA:	0
Traffic Tickets:	10	PPA:	0
HPA:	0	Traffic Written Warnings:	3
Vehicle Checks:	46	LCA:	1
Foot Patrol Hours:	2hrs, 47min	Bike Patrol Hours:	0

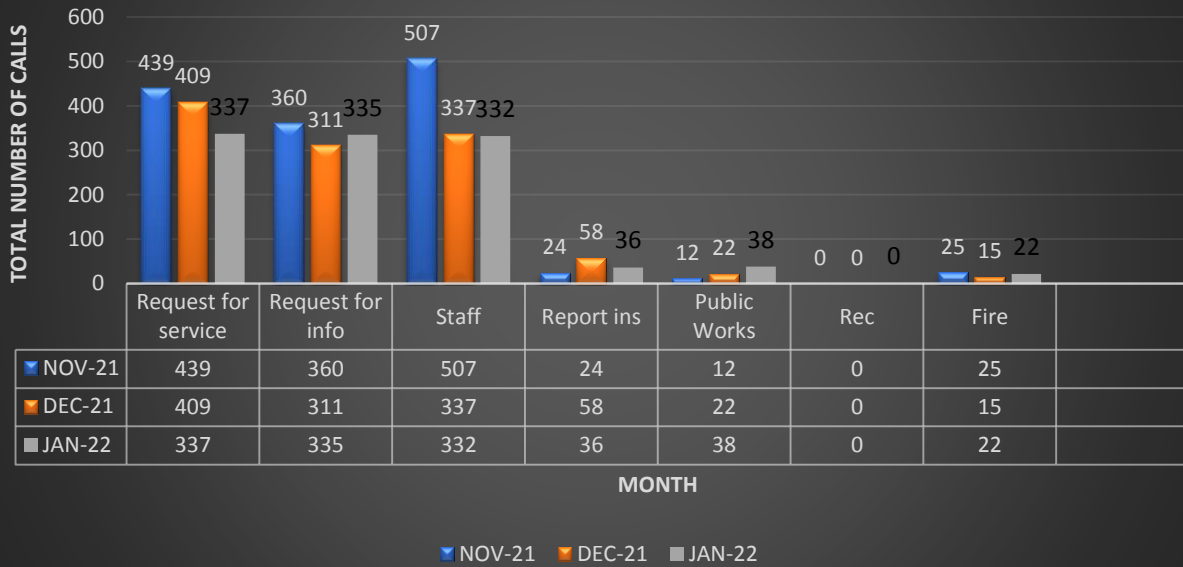
APD Occurrences Months of November, December and January



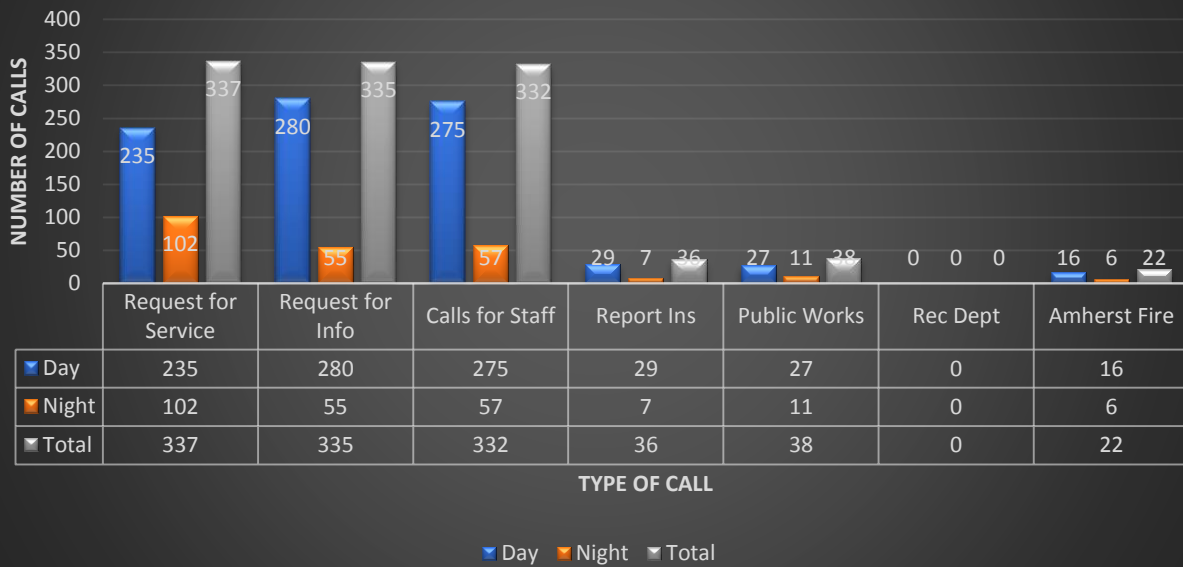
APD - Prisoners Held



Dispatch Calls by Category - Monthly



JANUARY 2022 Dispatch Calls



Monthly Departmental Report

Fire Department

February 2022

RESPONSE #'s (January)

Town of Amherst – 11 events

- 2 Monitored alarm activations
- 1 Smoke alarm activation
- 3 Smell of smoke / Air quality check
- 1 Power lines on fire / arcing
- 1 Flue fire
- 2 Electrical fire
- 1 Motor vehicle accident

Contract area (District 2) – 6 events

- 1 Structure fire
- 2 Power lines on fire / arcing
- 1 Motor vehicle accidents
- 1 Monitored alarm
- 1 Mutual aid

WEEKLY TRAINING

As the COVID-19 pandemic continues to change, the department continues to find new ways to adapt to the pandemic environment and maintain an operational interaction, with all members of the department. Operationally, the department is focusing its training on pre-operational planning, communications and changes in hazardous materials operations.

BASIC FIRE FIGHTER TRAINING PROGRAM

The recruits have completed their third month of the basic fire fighter training program. The next phase in their program will focus on: Forcible entry, Ropes and Knots, Hose operations, Fire suppressions tactics and a mid-term exam to evaluate everything that they have learned so far.

LEADERSHIP DEVELOPMENT PROGRAM

In November the department started a leadership development program in which fourteen members enrolled. The members enrolled in this program are scheduled to complete their training in coming weeks. This training is designed to develop our future leaders and to prepare them to move from a frontline firefighter position to a company officer position in the future.

FIRE PREVENTION

Over the next few months, the department will be focusing on the fire prevention plan for 2022. Unfortunately, the restrictions related to COVID-19 have affected the traditional delivery of fire prevention events, activities and educational sessions. This year's plan will be developed to provide both a virtual and in-person component.

Monthly Departmental Report

Planning & Strategic Initiatives

February 2022

As anticipated, the strong interest in residential development has carried over from 2021 into 2022 with several developers in the planning stages of larger scale multi-unit residential developments throughout town. Staff are spending a significant amount of time in discussions with these parties. In addition, there are efforts being made to address housing in Amherst that are detailed in separate in-camera report to be presented to Council soon.

Following a January Public Participation Opportunity for the development agreement application for a three building, 164-unit apartment complex on vacant land south of E.B. Chandler School, the PAC reviewed the information and requested more information from the applicant. Staff are in the process of communicating those information requests to the applicant. It will then be up to the applicant to respond; at which time it will return to the PAC who will consider a recommendation to Council.

Staff are also in receipt of an application for a development agreement to permit a youth support housing facility within the dwelling located at 27 West Pleasant. This application relates to the sale of town land in the spring of 2021. A Public Participation Opportunity will be scheduled in the near future.

Upland Planning & Design have launched the Municipal Planning Strategy renewal project by meeting with the PAC to get their input into the development of a community engagement strategy. Upland will present the strategy to the PAC on February 28th to confirm the strategy is on track. Upland site visits and document collection are also underway. Expect to see a MPS project website launched in the coming month.

The Dangerous & Unsightly Premises Administrator continues to work through the cases identified in the town-wide scan that require immediate attention or are minor in nature. High snow levels accumulated since early January have had an impact on progress in some individual cases.

The new Business Development Officer started on February 1st and is working on getting up to speed on a number of initiatives and priorities. As one might imagine, there is a significant amount of on-boarding required to get up to speed in this position. Early priorities have been to establish relationships with the economic development partners in the region, and to understand the implementation status of the Regional Economic and Tourism Strategies. Updating the town's Business Directory and coordinating the Gritty to Pretty program for 2022 are some of the other early priorities.

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

Monthly Departmental Report

Community Well Being

February 2022

Active Living

- Snowshoe loans continue to be popular, all 26 pairs have been constantly out for 3 weeks.
- Multisport program restarts Feb. 15 with swimming at the YMCA. Indoor soccer will follow.
- Learn 2 Lead continues to organize and plan community workshops, upcoming ones are Leading the Way: LGBTQI2S Inclusion in Sport and one with Caregivers Nova Scotia
- Public skate will continue on Feb. 14
- The Amherst vs Amherst Walking challenge is happening during February. Amherst currently has about 150 different participants.
- Youth on the Move will restart Feb. 15 with the Adventure Therapy Project running the program out of all the schools in Cumberland County. Amherst schools are scheduled toward the end of the fiscal year as many of the schools are still hesitant about bringing in outside groups.

Winter Carnival

- The official schedule is now available for the winter carnival taking place Feb. 17 – 21.
- The winter carnival will offer guided snowshoes, a family skating party, virtual contests, and community organized events.

Events

- The call out for the volunteer awards has started. This year the provincial volunteer awards take place in Sept. but we have decided to honour our volunteers during National Volunteer Week, April 17 – 23. We hope to be able to host a ceremony for our volunteers during that week.
- The take and make craft for African Heritage Month went over well. One teacher requested packs for three of her classrooms which we provided.
- The annual French Toast Fest is planned for the end of March.