



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, January 22, 2018**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. O'CANADA	
3. APPROVAL OF AGENDA/MINUTES	
3.1 Approval of the Agenda	
3.2 Approval of Minutes	3 - 7
4. REQUESTS FOR DECISION	
4.1 Council Appointment to Tourism Committee (7213)	8 - 9
4.2 Tender - Design East Pleasant Street (7197)	10 - 12
4.3 Temporary Borrowing Resolution (7190)	13 - 17
5. INTERNAL COMMITTEE REPORTS	
5.1 Planning Advisory Committee (7259)	18 - 18
5.2 Amherst Board of Police Commissioners (7258)	19 - 19
5.3 Amherst Youth Town Council (7260)	20 - 20
6. EXTERNAL COMMITTEE REPORTS	
6.1 Cumberland Senior Safety Society (7265)	21 - 24
6.2 Cumberland YMCA (7266)	25 - 25
6.3 Cumberland Joint Services Management Authority (7267)	26 - 26

6.4 Northern Region Solid Waste Committee (7272)

27 - 27

6.5 L. A. Animal Shelter (7257)

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7. ADJOURNMENT

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: December 18, 2017
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Ian Naylor, Police Chief
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Rebecca Purdy, Executive Assistant
Tom McCoag, Corporate Communications Officer

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 PM and introduced special guests, Youth Councillor Braeden Lines and National Anthem singer, Elle Stubbert.

2. O'CANADA

3. APPROVAL OF AGENDA/MINUTES

3.1 Approval of the Agenda (7083)

Moved By Councillor Byrne
Seconded By Councillor MacKenzie
To approve the agenda

Motion Carried

3.2 Approval of Minutes (7084)

Moved By Councillor Rhindress
Seconded By Councillor Jones
To approve the minutes of the November 27, 2017 regular meeting of Council

Motion Carried

4. REQUESTS FOR DECISION

4.1 Amend Salary Administration Policy - IT Manager (7082)

Moved By Councillor Jones
Seconded By Deputy Mayor Christie
That Council approve an amendment to the Town of Amherst Salary Administration Policy to add IT Manager to the Officer category of Appendix "C"

Motion Carried

4.2 United Way Funding Request (6659)

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That Council ratify and approve the grant of \$1,000 to United Way of Cumberland County in support of their Festival of Trees

Motion Carried

4.3 Amend Solid Waste Bylaw (7058)

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That Council approve first reading of a bylaw to amend the Solid Waste Bylaw to facilitate the implementation of a two-stream recycling system

Motion Carried

Bylaw to Amend the Solid Waste Bylaw, D-20

1. This is a Bylaw to Amend the Town of Amherst Solid Waste Bylaw, number D-20, approved by Council on April 26, 2011.

2. The Town of Amherst Solid Waste Bylaw is hereby amended as follows:

a. Under the heading "**Definitions**" by adding the following definition as 2 (10) and renumbering the subsequent paragraphs:

"container recyclables" means redeemable beverage containers, steel, tin or aluminum food containers and cans, glass food containers, jars and bottles, low density polyethylene bags and packaging, high density bags, containers and packaging, polycoat containers for milk, milk products, soya milk, concentrates or other liquids or powders, and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Amherst or CJSMA as suitable for municipal container recyclables collection;

And by adding the following definition as 2 (18) and renumbering subsequent paragraphs:

"fibre recyclables" means corrugated cardboard, newsprint, catalogues, bond paper, glossy flyers and magazines, paper egg cartons, boxboard, computer paper, telephone and other soft cover books, and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Amherst or CJSMA as suitable for municipal fibre recyclables collection.

Deleting the definition "recyclable material" at paragraph 2. (28).

b. Under the heading **Source Separation**, by removing "(2) recyclable materials" and replacing it with "(2) (i) container recyclable materials" and "(ii) fibre recyclable materials"

c. Under the heading **Solid Waste Collection**, paragraph 6 (4) becomes 6(4)(i) and the first word "general" is replaced with the word "container" and in the last sentence "six (6)" is replaced with "three (3)"; a new sub-paragraph 6 (4)(ii) is added: "paper recyclable materials shall be placed for collection in securely tied, transparent plastic disposable water-proof bags of a dimension no smaller than 60 cm X 80 cm, nor greater than 100 cm X 150 cm, and shall not exceed a weight of 25 kg per bag. Not more than three [3] such bags or bundles per dwelling unit shall be placed for collection on any one collection date;"

d. In the **INDUSTRIAL COMMERCIAL AND INSTITUTIONAL SECTOR (ICI)** section, under the heading **Industrial, Commercial, Institutional Solid Waste Disposal**, paragraph 10 (3)(i), by replacing the words "recyclable materials" with the words "container recyclable materials and fibre recyclable materials"; paragraph 10 (4)(i) replace the words "and recyclable materials" with the words "container recyclable material and fibre recyclable material".

In the same section, under the heading **Commercial Containers**, paragraph 11 (1)(v) add the word "CONTAINER" before the word "RECYCLABLES" and add the word "container" before the word "recyclables"; and by adding an additional sentence, "has displayed thereon the following message "FIBRE RECYCLABLES" where fibre recyclables are to be deposited in the commercial container."

4.4 Funding Request - CCTS (6574)

Moved By Councillor Rhindress

Seconded By Deputy Mayor Christie

That Council approve a one-time capital grant of \$5,000 to Cumberland County Transportation Services to assist in the purchase of a bus

Motion Carried

4.5 Organizational Issues

Moved By Deputy Mayor Christie

Seconded By Councillor Byrne

That the Town of Amherst Salary Administration Policy, number 4530-01 be amended as follows:

- 1. Effective February 1, 2018:**
 - 1. That the position of Executive Assistant to the CAO be eliminated;**
 - 2. That the position of Executive Assistant, Planning be eliminated;**
 - 3. That the position of HR Coordinator be eliminated;**
 - 4. That the position of Municipal Clerk, reporting to the CAO, be created and placed in the Officer category;**
 - 5. That the position of Deputy Clerk, reporting to the Clerk, be created and placed in the Admin/Customer Service 4 category;**
 - 6. That the position of Administrative Assistant - Clerk's Office, reporting the Clerk be created and placed in the Admin/Customer Service 2 category;**
 - 7. That the position of Senior Planner be eliminated;**
 - 8. That the position of Manager of Land Use Planning and Strategic Initiatives, reporting to the CAO, be created and placed in the Manager Category;**
 - 9. That the position of Accountant be eliminated;**
 - 10. That the position of Manager of Financial Services, reporting to the Director of Finance, be created and placed in the Manager Category.**

Effective May 1, 2018

- 1. That the position of Director of Finance/Corporate Services be eliminated**
- 2. That the position of Chief Financial Officer, reporting to the CAO, be created and placed in the Director Category**
- 3. That the Manager of Financial Services report to the Chief Financial Officer**

Motion Carried

**POLICY 04530-01
JOB CATEGORIES**

APPENDIX C

Category	Position
Deputy CAO	Deputy CAO
Director	Director of Finance/Corp Serv May 1, 2018
	Director of Recreation
	Chief Financial Officer May 1, 2018
Manager	Fire Chief
	Operations Manager
	Manager of Land Use Planning and Strategic Initiatives February 1, 2018
	Manager of Financial Services February 1, 2018
Officer	Planner February 1, 2018
	Accountant February 1, 2018
	Business Development Officer
	Building Official
	IT Manager
	Municipal Clerk February 1, 2018
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
Admin/Cust Serv 4	HR Coordinator February 1, 2018
	Exec Asst CAO February 1, 2018
	Fire Inspector
	Deputy Clerk February 1, 2018
Admin/Cust Serv 3	GIS Coordinator
	Exec Asst Planning February 1, 2018
	Corporate Communications Officer (CCO)
	Horticulturalist
	Fire Fighter
	Procurement Coordinator
	Revenue Officer
	Accounts Payable Coordinator
	Cashier/Receptionist
	Water Sewer Billing Clerk
	IT Coordinator
Admin/Cust Serv 2	Admin Asst Recreation
	Admin Clerk Public Works
	Active Living Coordinator
	Culture/Marketing/Tourism Coordinator (Term)
	Administrative Assistant – Clerk’s Office February 1, 2018
Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

Following the motion, the CAO made the following remarks:

“First I want to say what a pleasure it has been to work with this council. I appreciate the cooperative and collaborative manner in which this conversation and inward look took place. Personally and on behalf of the staff of the Town I'd like to say that the mutual trust and respect that exists in our relationship has only grown over the past year. Council's patience through an obvious period of acclimatization and the respect shown by all for the differing roles and responsibilities can be held up as a model for other municipal units.

“I am pleased to announce the following staff changes and appointments:

1. Effective January 31, my long time Executive Assistant will finish her distinguished career with the Town and she will be retiring.

2. Effective April 30, Director of Finance Vince Arbing will be wrapping up his career of exemplary service to the Town and he will be retiring.
3. I am very pleased to announce the following appointments effective February 1, 2018:
 1. Sarah Wilson to Financial Services Manager;
 2. Andrew Fisher to Manager of Land Use Planning and Strategic Initiatives;
 3. Kim Jones to Municipal Clerk;
 4. Natalie Leblanc to Deputy Clerk.
4. We will immediately be opening a competition for Administrative Assistant - Clerk's Office.
5. In the coming months we will be opening a competition for Chief Financial Officer."

4.6 Off Leash Dog Park (6383)

Moved By Councillor Blanch

Seconded By Councillor Rhindress

That Council formally ratify its earlier informal decision to shorten the off-leash dog park pilot at the Robb facility such that it will end on April 30, 2018

Motion Carried

5. INFORMATION / DISCUSSION ITEMS

5.1 CJSMA - Update on Cell Construction (7087)

Information item; no direction given or action required.

6. INTERNAL COMMITTEE REPORTS

6.1 Amherst Board of Police Commissioners (7088)

Councillor Blanch presented the report from the Amherst Board of Police Commissioners. This being an information item, no direction was given or action required.

6.2 Amherst Youth Town Council (7089)

Youth Councillor, Braden Lines presented the report from the Amherst Youth Town Council. This being an information item, no direction was given or action required.

7. EXTERNAL COMMITTEE REPORTS

7.1 Cumberland Joint Services Management Authority (7090)

No meeting was held - no report.

8. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor MacKenzie

To adjourn at 7:30 PM

Gregory D. Herrett, CPA, CA
Town Clerk and Chief Administrative Officer

David Kogon, MD
Mayor

Synopsis

Council Appointment to Inter-Municipal Tourism Committee

At the recent joint meeting of all three municipal councils there was consensus that an ad hoc tourism committee would be established comprised of one elected representative from each of the councils.

At the January 15, 2018 In Camera meeting, Council passed the following motion:

That the appointment of Councillor Jones to the adhoc inter-municipal tourism committee, with Deputy Mayor Christie as the alternate, be referred to the January 22, 2018 regular meeting.

MOTION :

That Council appoint Councillor Jones to the adhoc inter-municipal tourism committee, with Deputy Mayor Christie as the alternate member.

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
DATE: January 15, 2018
SUBJECT: Tourism

At the recent joint meeting of all three municipal councils there was consensus that an ad hoc tourism committee would be established comprised of one elected representative from each of the councils.

Staff are seeking Council's direction on the Council member to bring forward to the January 22, 2018 meeting of Council for appointment to the committee.

SYNOPSIS

RFP – East Pleasant Street Engineering

The owners of the former St. Charles baseball field property intend to construct a new street and a number of townhouses on their property. They have indicated that if the Town undertakes the required reconstruction of East Pleasant Street this fiscal year, they will commence construction of their project. At the December Committee of the Whole meeting, this project was advanced to the upcoming fiscal year and staff were directed to issue an RFP for reconstruction design services.

An RFP for the design work was issued, and five bids were received and scored by Town staff on the basis of costs, needs of the Town, project schedule, company profile and past performance, project methodology and social considerations. EXP Consulting Engineering Services scored highest and is the recommended firm to complete the work.

The cost of the engineering design services will be divided 50/50 between the Water Operating Budget and the Streets Operating Budget in the current fiscal year.

MOTION:

That Council accept the proposal for the engineering design of the East Pleasant Street reconstruction project from EXP Consulting Engineering Services of Halifax in the amount of \$25,440 plus HST



REQUEST FOR DECISION

RFD# 2018060

Date: January 22, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: January 22, 2018

SUBJECT: East Pleasant Street Engineering Services - RFP-17-30

ORIGIN:

Amherst Town Council adjusted the 10-year capital plan to include the reconstruction of East Pleasant Street from Church Street to Croft Street in the 2018 fiscal year, and directed staff to issue a request for proposals for engineering and design services.

LEGISLATIVE AUTHORITY:

Town of Amherst Procurement Policy, #3700-01

RECOMMENDATION:

That Council accept the proposal for the engineering design of the East Pleasant Street reconstruction project from EXP Consulting Engineering Services of Halifax in the amount of \$25,440 plus HST

BACKGROUND:

The owners of the former St. Charles baseball field property intend to construct a new street and a number of townhouses on their property. They have indicated that if the Town undertakes the required reconstruction of East Pleasant Street this fiscal year, they will commence construction of their project. At the December Committee of the Whole meeting, this project was advanced to the upcoming fiscal year and staff were directed to issue an RFP for reconstruction design services.

In order to have the street reconstruction completed within this upcoming construction season it is advised that the engineering services be awarded as soon as possible. Part of the project will be to complete the tender documents for the reconstruction work and it is very important that the Town gets this project issued for tender as soon as possible in the construction year in order to obtain the best construction price and ensure it is completed during the upcoming construction season.

DISCUSSION:

An RFP for the design work was issued, and closed on December 20, 2017. The Town received five bids which were scored by Town staff. EXP Consulting Engineering Services scored highest and is the recommended firm to complete the work. Proponents were scored on the basis of costs, needs of the Town, project schedule, company profile and past performance, project methodology and social considerations. It should be noted that all companies were over our



estimated budget amount of \$20,000 and therefore all scored zero in this area, effectively making cost a non-issue as far as scoring was concerned.

FINANCIAL IMPLICATIONS:

The cost of the engineering design services will be divided 50/50 between the Water Operating Budget and the Streets Operating Budget in the current fiscal year. The total cost of the project is approximately \$805,000. The design work will have to be completed regardless of when the project is scheduled.

COMMUNITY ENGAGEMENT:

Once the tender for the work has been completed the Town will hold a public information session and invite all the stake holders to attend and obtain the necessary information.

ENVIRONMENTAL IMPLICATIONS:

In general, the biggest impact to the environment could be during the construction portion of the work, as all storm run-off from the project will go to Dickey Brook. It is important that all environmental protection is in place during construction.

ALTERNATIVES:

The project could be designed in house using existing staff; however, with the level of effort involved with existing projects the capacity to complete this project in time for the upcoming construction season is not available.

ATTACHMENTS:

Report prepared by: Ben Pitman, P.Eng. Town Engineer

Report and Financial approved by:

Synopsis

Temporary Borrowing Resolution

Temporary borrowing resolutions (TBRs) are used as temporary financing for capital projects. The Minister of Municipal Affairs allows municipalities to use TBRs to borrow funds on short term loans not exceeding 12 months. Once the projects are completed and the actual costs are known, by next year, the Town will enter into long term borrowing with the Municipal Finance Corporation by issuing debentures. We require the Minister's approval of a TBR before we can apply for debentures.

Similar to the General Borrowing Resolution approved by Council last spring, this TBR will give the Town the authority to borrow, *if required*, from our financial institution, RBC, for the completion of the capital projects identified. This is not to say the Town *will* borrow the funds, and it does not commit us to long term financing. The main purpose of this TBR is to obtain Ministerial approval so that we can borrow funds next spring in the debenture issue. This TBR will only be valid for 12 months from the date the Minister approves it.

MOTION :

That Council approve a Temporary Borrowing Resolution in the amount not exceeding \$1,712,500 for the following items, and submit it to the Department of Municipal Affairs for Ministerial approval:

- East Victoria Street – water main replacement (water utility) \$ 183,000
 - Production Well Blow Off for 2 Wells (water utility) 50,000
 - Alma Street – water main replacement (water utility) 50,000
 - Highfield Street – water main replacement (water utility) 50,000
 - Freeman Street – water main replacement (water utility) 30,000
 - Trench Box (water utility) 20,000
 - East Victoria Street – sanitary sewer, street reconstruction, curb 367,000
 - Station Street – storm water separation 412,500
 - Fire Truck 550,000
- \$ 1,712,500



REQUEST FOR DECISION

RFD# 2018063

Date: January 22, 2018

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CA - Treasurer

DATE: 22 January 2018

SUBJECT: Temporary Borrowing Resolution

ORIGIN:

2017-18 Capital Budget

LEGISLATIVE AUTHORITY:

Section 66 of the *Municipal Government Act* provides that the Town of Amherst, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute; Section 65 authorizes the Town to expend funds for the capital purpose of: water systems; acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose; wastewater facilities and stormwater systems; and equipping and maintaining fire departments or emergency services providers.

RECOMMENDATION:

That Council approve a Temporary Borrowing Resolution in the amount not exceeding \$1,712,500 for the following items, and it's submittal to the Department of Municipal Affairs for Ministerial approval:

- East Victoria Street – water main replacement (water utility) \$ 183,000
- Production Well Blow Off for 2 Wells (water utility) 50,000
- Alma Street – water main replacement (water utility) 50,000
- Highfield Street – water main replacement (water utility) 50,000
- Freeman Street – water main replacement (water utility) 30,000
- Trench Box (water utility) 20,000
- East Victoria Street – sanitary sewer, street reconstruction, curb 367,000
- Station Street – storm water separation 412,500
- Fire Truck 550,000
- \$ 1,712,500

BACKGROUND:

Temporary borrowing resolutions (TBRs) are used as temporary financing for capital projects. The Minister of Municipal Affairs allows municipalities to use TBRs to borrow funds on short term loans not exceeding 12 months. Once the projects are completed and the actual costs are known, by next year, the Town will enter into long term borrowing with the Municipal Finance Corporation by issuing debentures. We require the Minister's approval of a TBR before we can apply for debentures. The \$1,712,500 is the amount Council approved to borrow in the 2017/18 capital budget process less the Water Reservoir project.



DISCUSSION:

Similar to the General Borrowing Resolution approved by Council last spring, this TBR will give the Town the authority to borrow, *if required*, from our financial institution, RBC, for the completion of the capital projects identified. This is not to say the Town *will* borrow the funds, and it does not commit us to long term financing. The main purpose of this TBR is to obtain Ministerial approval so that we can borrow funds next spring in the debenture issue. This TBR will only be valid for 12 months from the date the Minister approves it.

FINANCIAL IMPLICATIONS:

There are no actual financial implications to approving the TBR unless we actually use it, as an overdraft, to finance the capital projects. If this occurs, the rate will be as that set out in the General Borrowing Resolution with RBC in the spring, prime minus ¼% on the amount borrowed. As stated earlier, the long term financing of these projects will come in the form of debentures issued in the spring or fall.

COMMUNITY ENGAGEMENT:

None at this time.

ENVIRONMENTAL IMPLICATIONS:

The financing of the capital projects is not expected to have any environmental implications.

ALTERNATIVES:

There are really no viable alternatives to applying to the Minister of Municipal Affairs for this TBR. Such approval will be required before we can apply for long term financing next year.

ATTACHMENTS:

Temporary Borrowing Resolution - Various Purposes and Schedule "A"

Report prepared by: Vince Arbing, CA - Treasurer

Report and Financial approved by:

**TOWN OF AMHERST
TEMPORARY BORROWING RESOLUTION**

\$1,712,500

File No. 2017/18-1
Various

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

AND WHEREAS clause 65 of the Municipal Government Act authorizes the Town of Amherst to expend funds for the capital purposes of:

- equipping and maintaining fire departments or emergency services providers;
- water systems;
- wastewater facilities and stormwater systems; and
- acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose;

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Million, Seven Hundred and Twelve Thousand and Five Hundred Dollars (\$1,712,500) in total for the purposes set out above, subject to the approval of the Minister of Municipal Affairs;

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

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Million, Seven Hundred and Twelve Thousand and Five Hundred Dollars (\$1,712,500) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding twelve (12) months from the date of the approval of the Minister of Municipal Affairs of this resolution;

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the day of , 2018.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this day of , 2018.

For DMA Use Only	

Mayor

Clerk

Schedule "A"

TOWN OF AMHERST TEMPORARY BORROWING RESOLUTION

\$1,712,500

File No. 2017/18-1
Various

East Victoria Street – water main replacement (water utility)	\$183,000
Production Well Blow Off for 2 Wells (water utility)	\$50,000
Alma Street – water main replacement (water utility)	\$50,000
Highfield Street – water main replacement (water utility)	\$50,000
Freeman Street – water main replacement (water utility)	\$30,000
Trench Box (water utility)	\$20,000
East Victoria Street – sanitary sewer, street reconstruction, curb	\$367,000
Station Street – storm water separation	\$412,500
Fire Truck	<u>\$550,000</u>
	<u>\$1,712,500</u>

Internal Committee Report

Planning Advisory Committee

January 2018

The Planning Advisory Committee met on Monday, January 8, 2018. On the agenda was an application from the Holy Family Parish Church at 63 Church Street to amend the Land Use Bylaw to allow new internally illuminated signed (including LED signs) in the Core Area District of the Downtown Commercial Zone.

A Public Participation Opportunity was held on the matter, following which the PAC passed the following motion:

To request that staff further investigate what other communities permit, and propose to amend the Land Use Bylaw by adding a Section 6.14 (h) that would permit LED message signs in the Downtown Core Area with guidelines around them similar to other communities.

Staff are preparing a further report and a draft amendment to the Land Use Bylaw to bring back to the Committee at the February 5th meeting for recommendation, at which time another Public Participation Opportunity will be held.

Internal Committee Report

Amherst Board of Police Commissioners

January 22, 2018

The Amherst Board of Police Commissioners met on January 17, 2018 in Council Chambers. Some of the highlights of that meeting include:

- Cpl Tyson Nelson and Cst Aaron Graham from the Cumberland Integrated Street Crime Unit made a PowerPoint presentation on their team's efforts to combat the spread of criminal activities that affect both Amherst and the entire region. The Cumberland SCEU is an integrated unit comprised of members from the Amherst Police Department and the Cumberland RCMP. This Unit is responsible for the enforcement and investigation of 'street' level crime. The Unit uses intelligence obtained through surveillance, police informants, and other techniques to disrupt local crime groups and prolific offenders.
- At the December Board meeting, Chief Naylor was directed to facilitate research on potential electric patrol vehicles. He presented a report on a hybrid police vehicle by Ford that will become available in Canada. Once pricing and other information is available, the Chief will share that information with the Board.
- Board Chair Paul Calder acknowledged the upcoming retirement of Rebecca Purdy and thanked her for her years of contribution to the Board as Recording Secretary.

The next meeting is scheduled for Wednesday, February 21, 2018 at 3 PM.

Internal Committee Report

Amherst Youth Town Council

January 2018

During the month of December the main event that the AYTC was involved in was our family movie night at the Community Credit Union Business Innovation Center. The event was well planned but there was low attendance. We plan to try different methods of advertisement in the future to have better attendance at events.

The AYTC has planned a Hawaiian winter luau skating party for the winter carnival. The event will take place on February 17th at 2:00pm and run for 1 ½ hours at the outdoor skating rink. There will be refreshments and we plan to set up a photo booth.

AYTC members attended the Town's New Year's Eve event and operated the photo booth, did glitter tattoos, and face painting. Other members also handed out noise makers and party hats.

The AYTC apparel has arrived and all AYTC members that wanted apparel will be paying for it personally.

The AYTC has received a \$2500 grant from the Community Health Board. We will be looking into various options on how to use that money effectively at our next meeting.

External Committee Report

Cumberland Senior Safety Program

January 2018

The Coordinator's report for the Cumberland Senior Safety Society for November – December 2017 was presented.

Information for the 2018 budget will be gathered and sent out to Board members to review and approve at the March meeting.

The Department of Seniors has been contacted with a request to get a vendor number for the Society so payment can be received directly to our bank account.

Discussions were held in regards to the 2018 Seniors Celebration Day location and activities. It was suggested that the AGM try to be held on the same day as the Celebration in order to obtain more participation from the public.

Attached is a summary of the activities in 2017 for your information.

Cumberland County Senior's Safety Program
Coordinator Activity Summary for the Year 2017

The year 2017 was a busy year for the program and the coordinator. The following report provides a summary and activity stats regarding key components of the programs mandates.

The programs mission statement is to enhance the inclusion, safety, health and well-being of seniors residing in Cumberland County, thereby enabling seniors to feel safe and independent in their homes and in their community.

The summary of the following activities provides the reader with an understanding of areas of focus and results of key activities for the year.

One of the key activities of the program is to provide further educational offerings to service providers and the community.

In 2017 the coordinator hosted or personally delivered 44 separate events or presentations to groups in Cumberland County. These events ranged from the extensive 6 week Police and Senior's Safety Academies to individual presentations on Health and safety related topics. Attendance records indicate that over 850 Cumberland county residents including residents of many rural communities have participated in these events. These events have served to enhance knowledge in areas concerning safety, well-being and crime prevention as well as provide an opportunity for social inclusion.

The second key activities was to continue to expand widespread publicity of Seniors Safety Program in Cumberland County. This was accomplished as a result of the before mentioned events and through the distribution of brochures that provide an overview of the program and services it offers. In 2017 there were approximately 1100 brochures distributed through-out Cumberland County. There was also several events hosted by the coordinator that obtained media coverage in newspapers as well as radio stations.

The third key activity is to increase the inclusivity of the program. This was accomplished primarily with the coordinators involvement with local organizations by being an active and participating member of many committees and the participation in several local events. The list of committees the coordinator sits on are: The Ageing Well Network, The Empowering Beyond Barriers committee, The Interagency Committee Against Sexual Violence, The Cultural Diversity and Social Inclusion Committee. The coordinator participated in many local events such as the 16 Days of Violence and Vigil ceremony, the Aboriginal Day activities Pumpkins for Poverty, Coats for Cumberland and The Pride Flag Raising Ceremony. The coordinator has become a board member of the Tantramar Seniors College and uses that role as a venue to determine educational needs of the local seniors and it provides an opportunity to reach an audience and have a venue to deliver more of these offerings to seniors.

The fourth key activity was to develop key relationships with the local police departments and community partnerships. The coordinator worked closely with local Police Agencies in the development and delivery of the popular police academies in Amherst, Springhill and Oxford in 2017. A good working relationship has been established with these agencies and several serious referrals have resulted from this relationship. The coordinator has also developed a good working relationship with several seniors clubs in Cumberland County and often attends their meetings to see what issues and concerns they are having that he may be able to assist with. Several events were held that included members from these clubs to participate in the planning and delivery of the events.

In addition to these activities the coordinator is also project prime in the application and justification process for grants and partnerships to guarantee the sustainability of the program. Applications to the Dept. of Seniors has led to the obtaining of a three year commitment to funding for the program with a funding increase to \$25000 per year for the next three years. The coordinator determined the activities required to fulfill the requirements of the funding and has developed a work plan with areas of focus for the next three years. The coordinator has also worked with the town and county to promote awareness of

the program to town and municipal councils and actively participates in the application for funding from both of these sources. The coordinator has also established many key relationships with the partner agencies that provide support in the form of in-kind services. This is as critical to the sustainability of the program as the direct funding.

As a result of these activities the coordinator in 2017 has directly worked with 67 clients one on one to assist in solving their issues and providing much needed assistance. These clients are a direct result of referral by other agencies and direct contact with the coordinator due to increased knowledge of the program throughout Cumberland County. These issues ranged from the provision of information through to working with police on assault and homeless issues.

The demographic breakdown of the one on one consultations are 51% clients in the town of Amherst and 49% clients in various regions of the county. Typically the clients in Amherst were males and the county clients were females.

These numbers and statistics indicate the overall performance of the program but more importantly the overwhelming need of the program. The coordinator has established key areas of focus for 2018 and beyond with measurable results and will continue to work toward the achievement of the mission and objectives of the program.

Report prepared by

Ray Bristol

Senior's Safety Coordinator

Cumberland County

Jan 10th 2018

External Committee Report

Cumberland YMCA

January 2018

Cumberland YMCA CEO Trina Clark presented at a Joint Councils meeting on January 9, 2018.

Some fast facts for 2017 were presented including stats on membership, financial assistance, and volunteer hours.

Ms. Clarke also outlined a number of the Y's community programs including the Membership Assistance Program, Community Outreach, Full of Life, After the Bell, Youth on the Move, and the Youth Centre, all of which run at a break even and have costs offset by grants, partnerships and donations.

Copies of the presentation were made available to Council at the January 9 Joint Councils meeting.

External Committee Report

Cumberland Joint Services Management Authority

January 2018

Scotia Recycling continues to receive and process incoming recycling material from the CJSMA as a result of the loss of our recycling facility.

The Enforcement Officer continues to work on the Detailed Audit Program, where bags are randomly selected curbside and brought back to the Landfill to be separated. To date, 865 bags have been audited and at this point results indicate that the largest contaminates are organic and paper products. There are a few more samples to be collected in Springhill and Parrsboro before the final numbers will be available.

Staff are still visiting various food establishments to ensure proper set up and compliance of sorting facilities. Staff also continue to work with apartment owners to ensure proper set up and have been successful in implementing green cart programs where necessary.

Presentations have also been held with Amherst, Oxford and Cumberland on the Dual-Stream Recycling.

External Committee Report

Northern Region Update

January 2018

A meeting of the Northern Region Solid Waste Committee was held at the Municipality of Cumberland County on December 8.

Nova Scotia Environment have reported that disposal numbers have been increasing and that the work needs to continue to work towards the goal of reducing waste. Results from the audits will be used for increased enforcement with a plan expected to be in place by Spring/Summer.

Regional Chairs have been asked to ensure that their Councils are aware of the true costs of solid waste and that they understand the current issues being faced.

Divert is looking into a 3-year average smoothing of diversion credits so that municipalities would have a more predictable figure/stable funding.

The Waste Resource Association of Nova Scotia hosted a workshop/conference with 53 delegates attending from all four Atlantic Provinces. There was a great cross-connection of representatives from Regional Charis, Municipal Councillors, Nova Scotia Environment, Divert NS, Reginal Coordinators, Solid Waste Mangers and Directors, Educators, Enforcement Officers, haulers and the private sector.

External Committee Report

L. A. Animal Shelter

January 22, 2018

The L. A. Animal Shelter Board of Directors met on January 11, 2018. Highlights of that meeting include:

1. Finance: Year end financials are not available due to the break in and the large community response with donations is taking longer to process; the shelter's budget will be close to balanced.
2. Break In: Signage ordered, "no cash on premises", and "smile you're on camera" Surveillance systems and drop box for cash being looked into and hopefully will be donated. Donations have far exceeded losses.
3. Looking to have a Dog Party at the off leash dog park over winter festival.
4. Serious dog bite incident while a dog was at a foster home. Veterinarian diagnosed hypothyroidism and bacterial and fungal otitis all of which may have accounted for the aggressive behavior. Vet did not recommend euthanasia as requested by foster family. Further assessment of dog, legal opinion on risks and responsibilities being undertaken before decision will be made.