



**Town of Amherst  
Regular Council Meeting  
Agenda**

Date: **Monday, April 29, 2019**  
Time: **7:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. TERRITORIAL ACKNOWLEDGEMENT</b>	
<i>"We[] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples."</i>	
<b>2. CALL TO ORDER</b>	
<b>3. O CANADA</b>	
<b>4. APPROVAL OF AGENDA/MINUTES</b>	
4.1 Approval of the Agenda	
4.2 Approval of Minutes	3 - 11
<b>5. REQUESTS FOR DECISION</b>	
5.1 Water Utility Operating Budget Approval - BLANCH	12 - 14
5.2 Sanitary Sewer Rate Approval - CHRISTIE	15 - 17
5.3 Wastewater Treatment Facility Uniform Charge - BYRNE	18 - 19
5.4 Substance Use Policy - BLANCH	20 - 29
<b>6. INFORMATION / DISCUSSION ITEMS</b>	
<b>7. INTERNAL COMMITTEE REPORTS</b>	
7.1 Planning Advisory Committee - RHINDRESS	30 - 30
7.2 Amherst Board of Police Commissioners - JONES	31 - 31
7.3 Amherst Youth Town Council	32 - 34

7.4 Audit Committee - No Report

8. EXTERNAL COMMITTEE REPORTS

8.1 Cumberland Public Libraries - MACKENZIE 35 - 35

8.2 Cumberland YMCA - No Report

8.3 Cumberland Joint Services Management Authority - BYRNE 36 - 36

8.4 Northern Region Solid Waste Committee - RHINDRESS 37 - 37

8.5 L. A. Animal Shelter - No Report

8.6 Senior Safety - No Report

8.7 Inter Municipal Tourism - JONES 38 - 38

8.8 Poverty Reduction - No Report

9. ADJOURNMENT

**TOWN OF AMHERST  
Regular Council Meeting  
Minutes**

**Date:** March 25, 2019  
**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  
Bill Schurman, Director Recreation  
Greg Jones, Fire Chief  
Dwayne Pike, Police Chief  
Tom McCoag, Corporate Communications Officer  
Andrew Fisher, Manager of Planning & Strategic Initiatives  
Shelley Rector, Chief Financial Officer  
Rebecca Taylor, Business Development Officer  
Kim Jones, Municipal Clerk  
Natalie LeBlanc, Deputy Clerk

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**1. CALL TO ORDER**

Mayor Kogon called the meeting to order at 7:00 p.m.

**2. TERRITORIAL ACKNOWLEDGEMENT**

Mayor Kogon gave the Territorial Acknowledgement.

**3. O CANADA**

Caylee Vanderkooi did the singing of O Canada.

**4. APPROVAL OF AGENDA/MINUTES**

**4.1 Approval of the Agenda**

Moved By Councillor Byrne  
Seconded By Deputy Mayor Christie  
To approve the agenda as circulated.

**Motion Carried**

**4.2 Approval of Minutes**

**4.2.1 February 20, 2019 Special Meeting of Council**

Moved By Councillor MacKenzie  
Seconded By Councillor Rhindress  
To approve the minutes of the February 20, 2019 special meeting of Council.

**Motion Carried**

**4.2.2 February 25, 2019 Regular Meeting of Council**

**Moved By Councillor Blanch**

**Seconded By Councillor Byrne**

**To approve the minutes of the February 25, 2019 regular meeting of Council.**

**Motion Carried**

**5. REQUESTS FOR DECISION**

**5.1 Appointment of Police Chief**

**Moved By Councillor Jones**

**Seconded By Councillor Byrne**

**That Council appoint Dwayne Pike as Chief of the Amherst Police Department, effective immediately.**

**Motion Carried**

**5.2 Provincial Courthouse Accessibility Ramp**

**Moved By Councillor Blanch**

**Seconded By Deputy Mayor Christie**

**That Council approve the addition of an accessibility ramp as proposed, and as recommended by the Heritage Advisory Committee.**

**Motion Carried**

**5.3 Capital Short List Approval**

The CAO gave a breakdown of the projects included in the Capital Short List for approval as follows:

Backhoe Replacement	\$ 150,000
Crosswalk Lights West Victoria	10,000
Railway Crossing Improvements - Anson and Industrial Park Drive	54,785
Robert Angus Drive Sidewalk	275,000
Wastewater Treatment Plant and Lift Station Upgrades	125,000
Replace Fire Engine 2 New Pumper	535,000
TMR2 Radio System	125,000
Total	<u>\$1,124,785</u>

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Byrne**

**That Council approve the attached capital project on the short list for the 2019/20 fiscal year as presented for the Water Utility in the amount of \$150,000 to be funded as follows:**

Long Term Debt – Water	\$150,000
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**And further, that Council approve the attached short list capital projects for the Amherst General Capital Budget for the 2019/20 fiscal year as presented in the amount of \$1,124,785 to be funded as follows:**

Capital from Revenue - General	\$139,785
Capital from Revenue - Sewer	15,000
Capital Reserve (Carry Over Items)	50,000
Gas Tax	385,000
Long Term Debt – General	<u>535,000</u>
Total	\$1,124,785

**Motion Carried**

5.4 CJSMA Budget

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That Amherst's CJSMA board members be directed to vote in favour of the adoption of the CJSMA Budget at the meeting of the CJSMA Board on March 28, 2019.

Motion Carried

5.5 Setting the Solid Waste Rate

Moved By Councillor Byrne

Seconded By Councillor Blanch

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2020, the amount of \$591,795 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS \$591,495 is funded from the Solid Waste Management Uniform Charge; and

WHEREAS there are approximately 3,205 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units; and

WHEREAS the Council may, under paragraph 75(4)(b) of the *Municipal Government Act*, in lieu of levying an area rate, levy a uniform charge on each property assessment in the area;

THEREFORE BE IT RESOLVED that a uniform charge of \$185.00 be levied for the fiscal year ending March 31, 2020 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 30, 2019 with interest to be charged on all final tax accounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.

Against (1): Councillor Rhindress

Motion Carried

5.6 Expense Reimbursement Policy

Moved By Councillor Jones

Seconded By Councillor Rhindress

That the attached Expense Reimbursement Policy be amended as proposed.

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 03000-07

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DEPARTMENT: CORPORATE SERVICES

TITLE: Expense Reimbursement Policy

Minutes reference date: November 26, 2018

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**PURPOSE:**

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer ("CAO"), and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

**SIGNING AUTHORITY:**

- 2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Mayor	CAO/Designate
Members of Council & CAO	Mayor/Designate
Town Employees	Director or CAO/Designate
Committee member or Commissioner	CAO/Designate

- 3. A Signing Authority may designate a second signing authority in their absence. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
- 4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

**INDIVIDUAL RESPONSIBILITIES**

- 5. Everyone who incurs an expense in relation to Town business is responsible for:
  - (1) familiarizing themselves and complying with the provisions of this policy;
  - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
  - (3) completing and submitting expense claims with necessary supporting documentation;
  - (4) Exercising reasonable diligence and are incurring expenses prudently and responsibly; and
  - (5) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

**PERMITTED EXPENSES**

- 6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
  - (1) authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
  - (2) pre-approved out-of-province travel, including transportation, accommodation and meal costs;
  - (3) approved training or continuing education costs.

**AUTHORIZED TRAVEL**

- 7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
  - (1) conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
  - (2) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
  - (3) a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Town if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
  - (4) in the case of the Mayor and Deputy-Mayor or Designate, attendance at functions, meetings or conferences involving less than \$200 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Mayor or Deputy-Mayor or Designate not to attend;
  - (5) in the case of a Councillor, attendance on behalf of the Town at a function identified in the previous subsection of this policy, involving less than \$200 in reimbursable expenses provided that such attendance is either at the request of the Mayor or Deputy-Mayor to attend in lieu of the Mayor or Deputy-Mayor; and
  - (6) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
- 8. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment contract.
- 9. An employee of the Town of Amherst, Committee member or Commissioner shall be reimbursed for the reasonable expenses, if pre-approved, incurred:
  - (a) in the carrying out of the duties and responsibilities associated with their employment and duly authorized by the Director and/or CAO on the Prior Approval Form;
  - (b) for meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
  - (c) for attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and

- (d) at a training or continuing education event in accordance with the provisions of this policy concerning training or education.

#### **OUT-OF-PROVINCE TRAVEL**

- 10. All requests for out-of-province travel shall be made in writing and shall contain the following information:
  - (a) the purpose and duration of the trip;
  - (b) the location(s) to be visited;
  - (c) the dates and times of arrival and departure;
  - (d) any pre-paid transportation, meals, or accommodation; and
  - (e) any other anticipated expenses.
- 11. All requests for out-of-province travel by Council members shall be reviewed by the CAO, Mayor or Designate who shall consider the necessity of travel based on the information provided.
- 12. All out-of-province travel by the CAO, other than that pursuant to the employment contract, shall be reviewed by the Mayor or Designate who shall follow the same guidelines established for Council members.
- 13. All requests for out-of-province travel by Town of Amherst employees, Committee members or Commissioners shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.
- 14. If a request for out-of-province travel is approved, and the Claimant (not Town of Amherst) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

#### **LIMITS ON REIMBURSEMENT OF EXPENSES**

- 15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
  - (1) subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
  - (2) the expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;
  - (3) airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
  - (4) accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
  - (5) reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of out-of-province travel, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
  - (6) the cost of any alcoholic beverages shall not be reimbursed;
  - (7) fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
  - (8) when personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
  - (9) reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
  - (10) there shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;
  - (11) there shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.

#### **TRAVEL ADVANCES**

- 16. Advances are not routinely approved. The following limits shall apply to the use of advances:
  - (1) all advances must be approved by the CAO;
  - (2) advances will only be issued where an overnight stay is required;
  - (3) advances will not be made for less than \$200;
  - (4) the CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
  - (5) upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Town of Amherst within 10 days of completing the travel.

## **USE OF TOWN OF AMHERST CREDIT CARDS**

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

## **PER DIEM MEAL ALLOWANCES**

18. For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay, in the amounts authorized from time to time as per diem meal allowances by the Province of Nova Scotia OR in the amount of \$12 for breakfast, \$17 for lunch, and \$26 for supper. This allowance includes gratuities and taxes.
19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

## **KILOMETRAGE**

20. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
21. Where several Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

## **VEHICLE RENTALS**

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
  - (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.
24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

## **EXPENSE CLAIMS**

25. Expense claims must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
  - (1) claims for per diem meal allowances;
  - (2) tolls and parking; and
  - (3) claims for personal vehicle kilometrage for authorized travel.
27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) the claim is consistent with policy;
  - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
  - (3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and

- (4) the expenses claimed have appropriate justification.
- 30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
- 31. The use of petty cash to pay an expense claim is prohibited.

**TIMEFRAME**

- 32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
- 33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

**FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS**

- 34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.
- 35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

**REPORTING REQUIREMENTS**

- 36. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
  - (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
    - a. travel and travel related expenses, including transportation, accommodation and incidentals;
    - b. meals; and
    - c. training and education.
  - (2) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:
    - a. travel and travel related expenses, including transportation, accommodation and incidentals;
    - b. meals; and
    - c. training and education.

**REVIEW REQUIREMENTS**

- 37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31<sup>st</sup> of each year.
- 38. By the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

**5.7 ABPC Citizen Appointment  
 Moved By Councillor Byrne  
 Seconded By Councillor Jones  
 That Council appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms from April 1, 2019 ending March 31, 2020, and reappoint Sandy Fairbanks for a two-year term ending March 31, 2021.**

Against (1): Councillor Blanch  
**Motion Carried**

**5.8 Planning Advisory Committee Appointments  
 Moved By Councillor MacKenzie  
 Seconded By Councillor Byrne  
 That Council re-appoint Gordon Goodwin to the Planning Advisory Committee for a three-year term ending March 31, 2022.**

**Motion Carried**

**5.9 Water Account Write Offs**

**Moved By Councillor Jones**  
**Seconded By Councillor MacKenzie**  
**That Council authorize staff to write-off uncollectible accounts in the amount of \$862.33.**

**Motion Carried**

**6. INFORMATION / DISCUSSION ITEMS**

**6.1 RCMP Correspondence**

Information item; no direction given or further action required.

**6.2 Correspondence from Adrian Bligh**

**Moved By Councillor Blanch**

**Seconded By Councillor Byrne**

**That Council direct the Planning Advisory Committee to review the Land Use Bylaw and propose amendments to permit non-electronic off-site signage in the downtown core, and further that the PAC do this in the most expedient manner possible.**

**Motion Carried**

**7. INTERNAL COMMITTEE REPORTS**

**7.1 Planning Advisory Committee**

Information item; no direction given or action required.

**7.2 Amherst Board of Police Commissioners**

Information item; no direction given or action required.

**7.3 Amherst Youth Town Council**

March break, no report.

**7.5 Communities In Bloom**

Information item; no direction given or action required.

**8. EXTERNAL COMMITTEE REPORTS**

**8.2 Cumberland YMCA**

Information item; no direction given or action required.

**8.3 Cumberland Joint Services Management Authority**

Information item; no direction given or action required.

**8.4 Northern Region Solid Waste Committee**

Information item; no direction given or action required.

**8.6 Senior Safety**

Information item; no direction given or action required.

**8.7 Inter Municipal Tourism**

Information item; no direction given or action required.

**8.8 Poverty Reduction**

No report. Deputy Mayor Christie indicated that the Committee is scheduled to meet on Friday, March 29.

**9. ADJOURNMENT**

**Moved By Councillor Byrne**

**Seconded By Councillor Jones**

**To adjourn the meeting at 8:15 p.m.**

**Motion Carried**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

# SYNOPSIS

## Amherst Water Utility Operating Budget

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Staff have been assessing the operating needs of the Amherst Water Utility and developed the budget presented for Council's consideration today. Once approved, the budget gives direction and guidance to staff on all financial issues throughout the fiscal year.

The Water Utility is regulated by the Nova Scotia Utility and Review Board (NSUARB). The most recent water rate study was approved by the NSUARB on June 9, 2017.

The Amherst Water Utility operating budget for 2019-20 is presented as follows:

Revenues	
Metered Sales	\$ 1,226,147
Flat Rate Sales	166,320
Bulk Water Sales	6,000
Fire Protection	807,481
Private Hydrants	14,750
Sprinkler Service	15,650
Interest	6,000
Sale of Services	2,890
Sundry	1,700
<b>Total Revenues</b>	<b>\$ 2,246,938</b>

Expenditures	
Source of Supply	\$ 35,900
Pumping	176,500
Water Treatment	22,100
Transmission & Distribution	767,340
Administration	889,686
Depreciation	355,412
<b>Total Expenditures</b>	<b>\$ 2,246,938</b>

### MOTION:

**That Council approves the 2019-2020 Amherst Water Utility Operating Budget of \$2,246,938 as presented.**



## AMHERST TOWN COUNCIL

RFD# 2019035

Date: April 29, 2019

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

**SUBMITTED BY:** Shelley Rector, CPA, CMA – CFO

**DATE:** April 29, 2019

**SUBJECT:** Approval of the Town of Amherst Water Utility Budget

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA 75(4) (b).

**RECOMMENDATION:** That Council approves the 2019-2020 Amherst Water Utility Operating Budget of \$2,246,938 as presented.

**BACKGROUND:** The water utility rates are regulated by the Nova Scotia Utility and Review Board. A summary of the rates and related rules and regulations are attached for Council's reference.

**DISCUSSION:** As the rate for services to be charged by the Water Utility was already approved by the UARB for this fiscal year, the revenue component of the budget is based on the prior years' actual consumption trends multiplied by the approved rates.

The estimated amount of the operating expenditures is provided in the attached SAP document which outlines the line items expected for this fiscal year. A summary is provided below:

Revenues	
Metered Sales	\$ 1,226,147
Flat Rate Sales	166,320
Bulk Water Sales	6,000
Fire Protection	807,481
Private Hydrants	14,750
Sprinkler Service	15,650
Interest	6,000
Sale of Services	2,890
Sundry	1,700
<b>Total Revenues</b>	<b>\$ 2,246,938</b>

Expenditures	
Source of Supply	\$ 35,900
Pumping	176,500
Water Treatment	22,100
Transmission & Distribution	767,340
Administration	889,686
Depreciation	355,412
<b>Total Expenditures</b>	<b>\$ 2,246,938</b>



**FINANCIAL IMPLICATIONS:** The water utility rates will be set per the attached rules and regulations approved by the Utility and Review Board. A summary of the water rate charges is provided below. Details on other charged can be found in the rules and regulation.

**1. RATES:**

(a) <u>Base Charges</u>	<u>Quarterly</u>	
Unmetered		83.16
(assuming 272 cubic meters per year)		
Size of Meter		
5/8"		31.11
3/4"		45.35
1"		73.83
1.5"		145.03
2"		230.47
3"		458.32
4"		714.65
6"		1,426.67
8"		2,565.90
(b) Consumption Rate (per cubic meter)		
	\$0.765	per cubic meter

**COMMUNITY ENGAGEMENT:** Communication coordinated by Corporate Communications Officer including media releases, the Town’s website and social media.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:** Defer the approval of the Town of Amherst Water Utility Budget to final budget deliberations.

**ATTACHMENTS:**

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

# SYNOPSIS

## Sewer Rates

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The sewer budget is balanced independent of the other operating expenditures in the budget. The amount charged for the sewer rates cover the anticipated expenditures for the year including capital out of revenue of \$15,000. There has been no change in the sewer rate in at least the last five years. There is no increase anticipated for the 2019-20 fiscal year.

**WHEREAS Council is authorized by the Town of Amherst Sanitary Sewer Rates By-law to set rates for sewer services;**

**THEREFORE BE IT RESOLVED THAT owners shall be billed for sewer services using one of the following methods effective April 1, 2019:**

- **Metered Customers**

Those owners whose water service is metered shall pay a usage charge:

- **Residential**: \$0.99 per cu. meter of metered water consumption as determined by the Amherst Water Utility;
- **Commercial/Industrial/Institutional**: \$0.49 per cu. meter of metered water consumption as determined by the Amherst Water Utility.

- **Base Charges**

Those owners whose water service is metered shall pay a base charge quarterly. The quarterly base charge by meter size is:

5/8"	\$18.00
3/4"	\$27.00
1"	\$43.75
1 1/2"	\$86.00
2"	\$136.25
3"	\$271.25
4"	\$500.00

- **Non-Metered Customers**

For non-metered customers in unmetered mobile home parks, the park owner shall pay \$178.53 per dwelling unit per annum.

---

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

**SUBMITTED BY:** Shelley Rector, CPA, CMA – CFO

**DATE:** April 29, 2019

**SUBJECT:** **Setting the Town of Amherst Sewer Rates**

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA 75(4) (b) and Town of Amherst Sanitary Sewer Rates By-law.

**RECOMMENDATIONS:** That, per the attached SAP summary, Council set the Town of Amherst Sewer Rate.

**BACKGROUND:** The sewer budget is balanced independent of the other operating expenditures in the budget. The amount charged for the sewer rates cover the anticipated expenditures for the year including capital out of revenue of \$15,000. There has been no change in the sewer rate in at least the last five years.

**DISCUSSION:**

There is no anticipated increase in the sewer rate for this fiscal year. The charges are as follows:

- a) Those owners whose water service is metered shall pay a usage charge:
- o Residential: \$0.99 per cu. meter of metered water consumption as determined by the Amherst Water Utility;
  - o Commercial/Industrial/Institutional: \$0.49 per cu. meter of metered water consumption as determined by the Amherst Water Utility.
  - o Base Charges  
Those owners whose water service is metered shall pay a base charge quarterly. The quarterly base charge by meter size is:

5/8"	\$18.00
3/4"	\$27.00
1"	\$43.75
1 1/2"	\$86.00
2"	\$136.25
3"	\$271.25
4"	\$500.00



b) Non-Metered Customers

For non-metered customers in unmetered mobile home parks, the park owner shall pay \$178.53 per dwelling unit per annum.

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

**COMMUNITY ENGAGEMENT:** Communication coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:** Defer the approval of the sewer rates to approval of the overall operating budget.

**ATTACHMENTS:**

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

# SYNOPSIS

## Wastewater Treatment Uniform Charge

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The Town raises a portion of the debenture principal and interest payments for the wastewater treatment facility through the uniform charge on unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst.

There is no anticipated increase in the wastewater treatment facility uniform charge this fiscal year. To cover a portion of the debenture principal and interest payments there will be a uniform charge of \$72.00 levied for the fiscal year ending March 31, 2020 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst.

These uniform charges are due and payable on September 30, 2019 with interest to be charged on all final amounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.

**WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2020, an amount to be raised for a portion of the debenture principal and interest payments for the wastewater treatment facility, a purpose for which the Town may expend funds; and**

**WHEREAS there are approximately 486 unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst; and**

**WHEREAS the Council may, under paragraph 75(4)(b) of the *Municipal Government Act*, in lieu of levying an area rate, levy a uniform charge on each unmetered mobile home within a land leased community in the area;**

**THEREFORE BE IT RESOLVED that a uniform charge of \$72.00 be levied for the fiscal year ending March 31, 2020 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst, and that these uniform charges are due and payable on September 30, 2019 with interest to be charged on all final tax accounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.**

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

**SUBMITTED BY:** Shelley Rector, CPA, CMA – CFO

**DATE:** April 29, 2019

**SUBJECT:** **Setting the Wastewater Treatment Facility Uniform Charge**

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** MGA 75(4) (b).

**RECOMMENDATIONS:** That Council set the Town of Amherst Wastewater Treatment Facility Uniform Charge of \$72.00 to be levied for the fiscal year ending March 31, 2020 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst.

**BACKGROUND:** The Town raises a portion of the debenture principal and interest payments for the wastewater treatment facility through the uniform charge on unmetered mobile homes within a land leased community within the boundaries of the Town of Amherst.

**DISCUSSION:** There is no anticipated increase in the wastewater treatment facility uniform charge this fiscal year. To cover a portion of the debenture principal and interest payments there will be a uniform charge of \$72.00 levied for the fiscal year ending March 31, 2020 on each unmetered mobile home within a land leased community within the boundaries of the Town of Amherst. These uniform charges are due and payable on September 30, 2019 with interest to be charged on all final amounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.

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

**COMMUNITY ENGAGEMENT:** Communication coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:** Defer the approval of the wastewater treatment facility uniform charge to approval of the overall operating budget.

**ATTACHMENTS:**

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



# SYNOPSIS

## Substance Use Policy

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The Town of Amherst is committed to the health and safety of its employees and has written this policy to communicate expectations and guidelines surrounding substance use and impairment and workplace responsibilities.

The policy addresses medical and non-medical use of substances that have the potential to impair and also addresses the actions we will take should an employee need assistance with a substance problem.

The policy also gives direction to employees at all levels who have a duty to report issues if they have reasonable grounds to suspect a problem.

This type of policy is common place in most workplaces today and clearly identifies the expectations of the employer to ensure a safe workplace for employees and the general public.

### **MOTION:**

**That Council adopt the Substance Use Policy.**



## AMHERST TOWN COUNCIL

RFD# 2019041

Date: April 29, 2019

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

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

**DATE:** April 29, 2019

**SUBJECT:** **Substance Use Policy**

---

**ORIGIN:** Internal review of human resources policies

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

**RECOMMENDATION:** That Council adopt the Substance Use Policy.

**BACKGROUND:** Staff began developing this policy with the legalization of cannabis and medical cannabis and the potential impact that may create in the workplace. As research progressed it became apparent that we needed to broaden the scope of the policy to address other substances that could cause impairment. For example, some prescription medication could cause a level of impairment that could create a safety hazard at the workplace.

**DISCUSSION:** Staff attended a session conducted by the Office of the Employer to learn best practices in this area. As such this policy was drafted and was discussed several times at the senior management level.

The policy addresses medical and non medical use of substances that have the potential to impair and also addresses the actions we will take should an employee need assistance with a substance problem.

The policy also gives direction to employees at all levels who have a duty to report issues if they have reasonable grounds to suspect a problem.

This type of policy is common place in most workplaces today and clearly identifies the expectations of the employer to ensure a safe workplace for employees and the general public.

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

**COMMUNITY ENGAGEMENT:** There was no community engagement

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



**SOCIAL JUSTICE IMPLICATIONS:** This is an internal policy focused on the health and well being of our employees

- ALTERNATIVES:**
1. Refer back to staff for amendment
  2. Do not adopt the policy
  3. Adopt policy as presented

**ATTACHMENTS:** Draft policy attached

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

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

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**1. PURPOSE:**

The Town of Amherst is committed to the health and safety of its employees and has adopted this Policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

**2. POLICY STATEMENT:**

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, the Town of Amherst reserves the right to prohibit certain items and substances from being brought on to or present on Town of Amherst premises.

**3. Definitions and Terms:**

**a) Alcohol:** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**b) Alcohol Use:** means the use of any beverage, mixture, or preparation, including any medication, containing alcohol.

**c) Contractor:** Independent entity that agrees to furnish certain number or quantity of goods, material, equipment, personnel, and/or services to the Employer and Employees.

**d) Drug:** pure substance, chemical or agent used to alter the way the body or mind functions.

**e) Drug Identification Number (DIN):** number assigned by Health Canada to a drug product prior to being marketed in Canada. Identifies all drug products sold in the dosage form and is located on the label of OTC and prescription drug products authorized for sale in Canada.

**f) Drug Paraphernalia:** equipment, product or material intended or designed to be used in manufacturing, compounding, converting, concealing, processing, preparing or introducing a substance into the human body.

**g) Employee:** a person employed by the Town of Amherst to do work. For the purpose of this policy this includes contractors, volunteers, vendors and any person authorized by the Town of Amherst to be on the workplace/worksite.

**h) Employer:** means the organization of the Town of Amherst. This term includes the agents, officers and representatives of the Town of Amherst.

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

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**i) Employee Assistance Program/Family Assistance Program:** means a confidential corporate sponsored program offering support and counselling services to employees (and identified family members) that are experiencing personal and/or work/personal related.

**j) Fit for Duty:** reporting to work and being able to perform assigned duties and tasks, whether on a Town of Amherst job site or another site assigned by a supervisor, and not being under the influence of any substance that causes impairment or that adversely affects the employee's ability to perform their assigned duties and tasks in a safe and responsible manner throughout his/her entire work shift.

**k) Group Health Plan:** Health insurance program comprised of a group of members.

**l) Impairment:** state of being diminished, weakened or damaged, especially cognitively or physically.

**m) Incident:** any occurrence that caused or had the potential to cause damage to persons, property, reputation, security or the environment.

**n) Off Duty Conduct:** actions of the Employee, including verbal, non-verbal, and written acts, outside of the hours the Employer is scheduled to work.

**o) Reasonable Suspicion, also called Reasonable Grounds:** The direct observations of the employee's conduct or other indicators such as physical appearance of the employee, odors associated with the use of substances and includes the presence of drug paraphernalia on the employee, his/her work area, or his/her vehicle, or observed changes in the employee's behavior such as erratic behavior, slurred speech, confusion, staggering and unsteadiness.

**p) Safety Sensitive Position: Safety Sensitive Position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety.** Workplace performance affected by substance use could result in a significant incident, near miss or failure to adequately respond to a significant incident and detrimentally affects the health, safety or security of the employee, others, property, the environmental or employer's reputation.

For the purposes of this policy the following positions are designated Safety Sensitive:

- Police Officers
- Firefighters and Fire Inspectors
- Dispatcher
- Building Officials
- Operations Manager

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

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- Horticulturalist
  - Facilities Manager
  - Operator with Refrigeration Class II
  - Parks and Stadium Supervisor
  - Parks, Maintenance and Stadium Operator
  - Stadium Attendant
  - Parks Attendant
  - Recreation Maintenance
  - Sub Foreman
  - Carpenter
  - Mechanic
  - Welder
  - Lead Hand
  - Operator
  - Water and/or Sewer Maintenance
  - Utility
  - Laborer

**q) Substance:** includes any drug, alcohol, substance, chemical or agent regardless of whether the use or possession is lawful or unlawful or requires a personal prescription or medical certificate from a licensed treating physician, Nurse Practitioner (NP), or those permitted by law, and includes any non-prescription and over the counter substances.

**r) Supervisor:** A supervisor is a person who has charge of a workplace and/or authority over a worker.

**s) Volunteer:** includes anyone attending at any workplace or worksite of the employer and for the purposes of this policy a volunteer will be considered like an employee.

**t) Workplace/Worksite:** any place that physical and or mental labour occurs, whether paid or unpaid. This includes whether on a Town of Amherst job site or another site assigned by a supervisor and where an employee attends while working for the employer, during scheduled work hours, and/or is acting on behalf of the employer.

#### 4. OBJECTIVES

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off Town property:

- a) Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- b) Employees must remain fit for duty for the duration of their shift;

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

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- c) Distribution or sale of drugs, alcohol or any substance that causes impairment during work hours, including during paid and unpaid breaks, is strictly prohibited;
  - d) Possession of non-prescribed drugs or substances that cause impairment during working hours is strictly prohibited;
  - e) Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of Town of Amherst policies and all applicable legislation;
  - f) Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
  - g) Employees on prescription medication or medically approved substances **must** communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

## 5. Roles and Responsibilities

### **a) Senior Management will:**

- i. Clearly communicate expectations surrounding alcohol and drug/substance use, misuse, and abuse;
- ii. Maintain a program of employee health and awareness;
- iii. Provide a safe work environment; and
- iv. Review and update this policy regularly.
- v. Will ensure, when appropriate that accommodations are provided if warranted.

### **b) Supervisors will:**

- i. Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- ii. Ensure that any employee who asks for help due to a drug/substance or alcohol dependency is provided with the appropriate support (including accommodation); and
- iii. Maintain confidentiality and employee privacy.

### **c) Employees must:**

- i. Abide by the provisions of this policy and be aware of their responsibilities under it;
- ii. Arrive to work fit for duty, and remain as such for the duration of shift;
- iii. Communicate dependency or emerging dependency to management or human resources; and
- iv. Follow an after-care program, where established.
- v. Seek advice and appropriate treatment, where required;
- vi. Perform work safely in accordance with established safe work practices;
- vii. Avoid the consumption, possession, sale, or distribution of drugs, substances that cause impairment or alcohol on Town property and during working hours (even if off Town property);

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

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- viii. When off duty, refuse a request to come into work if unfit for duty;
  - ix. Report limitations and required modifications as a result of prescription medication;
  - x. Report co-workers to management who they have reason to believe are not fit for duty according to this policy;
  - xi. Any employee working in a Safety Sensitive position who has a limitation or restriction on their ability to perform their job, or if prescribed medical treatment which has or will adversely affect those abilities, must report such limitations or restrictions to their immediate supervisor, who in turn will notify Human Resources.

## 6. Suspicion of Impairment

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

- a) If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the employee's status.
- b) Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol or other impairing substances, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
- c) If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management (when possible) and DOES NOT require a breathalyzer or blood test. The employee may be advised that the Town of Amherst has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if deemed necessary.
- d) When it is suspected that an employee is impaired, the employee will not be allowed to drive. The employee should be advised if they choose to refuse Town of Amherst organized transportation and make the decision to drive their personal vehicle, the Town is obligated to and will contact the police to make them aware of the situation.
- e) A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include discipline or a monitored referral program as part of a treatment plan.

## 7. Substance Dependency

**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

Town of Amherst understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Town of Amherst promotes early diagnosis. Any employee who suspects that they might have an emerging drug/substance or alcohol problem is expected to seek appropriate treatment promptly.

**8. Voluntary Identification**

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by Town of Amherst, unless otherwise authorized by law.

**9. Agreement for the Continuation of Employment**

Town of Amherst reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

**10. Disciplinary Action**

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- a) Failure to meet prescribed safety standards as a result of impairment from alcohol, drugs or substances that cause impairment; and
- b) Engaging in illegal activities (for example, selling drugs, alcohol or substances that cause impairment while on Town of Amherst premises).

**11. Acknowledgement and Agreement**

I, (Employee Name), acknowledge that I have read and understand the Substance Use Policy of Town of Amherst. I agree to adhere to this policy and will ensure that any employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Substance Use Policy**

Minutes reference date:  
Date approved:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

➤ Witness: \_\_\_\_\_

# **Internal Committee Report**

## **Planning Advisory Committee**

**April 2019**

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The Planning Advisory Committee met on April 4, 2019. Items on the agenda included the election of Chair and Vice-Chair, as well as a staff report regarding a possible Land Use Bylaw amendment for off-site signage in the downtown core area district. Further to this, a public participation opportunity has been scheduled for Wednesday, May 1 at 4:30 p.m. in Council Chambers.

The next meeting of the Planning Advisory Committee is scheduled for May 6, 2019 at 4:30 p.m.

# **Internal Committee Report**

## **Amherst Board of Police Commissioners**

**April 2019**

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The Amherst Board of Police Commissioners met on April 10<sup>th</sup>. Two new Commissioners, Steve Wells and Roy Pettigrew were introduced and both gave and signed Oaths.

Other items on the agenda included the re-election of Chair Paul Calder and Vice-Chair Sandy Fairbanks, operating and capital budget presentations, as well as the Chief's report.

# MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Gregory D. Herrett, CPA, CA  
Chief Administrative Officer

DATE: April 29, 2019

SUBJECT: April AYTC Report

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Given the complexity of, and wide scope of work required to fully understand and potentially plan, the activities outlined in the April Amherst Youth Town Council report, it is recommended that consideration of the proposed motion be deferred to the next meeting of Committee of the Whole for discussion so that all aspects of the request can be fully understood before the direction is given to staff to embark on the work – should Council ultimately give that direction.

# Internal Committee Report

## Amherst Youth Town Council

April 2019

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Over the last month AYTC has been involved in several matters. We met with the Baha'i group, a collection of youth from EB Chandler. Together we discussed in what ways we could affect positive change in their school and our community. One of their requests was the implementation of garbage, recycling and compost bins throughout the town, preferably on street corners and popular walking paths. This group has witnessed high levels of littering due to the inconvenience of having no nearby garbage, recycling and or compost bins. They have also brought to our attention issues with the skate park, expressing concern over the lack of an authoritative presence at the skate park. They informed us of an intimidation factor caused by older youth playing loud and aggressive music, and have asked us to speak to the Amherst Police Department to discuss a higher level of observation and presence at the skate park.

Cumberland Pride will be hosting a queer movie night at the Community Credit Union Business Innovation Center and has requested that AYTC supply nutritional snacks and beverages for this event. We are planning on serving popcorn, fruits and vegetables along with juice, all of which will be included in the entry price which has yet to be determined by Cumberland Pride.

The planning of our mental health week is well under way, we have outlined our plans for each day of the week and are now working to secure speakers and venues for our events. The events will be including both high school students and the community through various events. We have been in contact with the YMCA for hosting a pound class there, a speaker at the high school and a group session during lunch hour for those who wish to have more in depth conversations surrounding mental health and healthy coping mechanisms.

AYTC has been working with members in the community to draft a motion we would like to present to the Town Council tonight on ways we as both youth and adults can lower our town's carbon footprint and work against climate change, which is currently threatening our marsh that connects us to the rest of our country. AYTC has met and worked with leaders in climate change prevention within our area to create this document and we hope the Council understands the severity of our situation and are eager to work with us in contributing to the solution as much as our resources will allow.

Amherst Youth Town Council would like to put forward a motion that Amherst Town Council request that staff prepare a report and recommendations and return to Council within 90 days concerning:

1. The declaration of a Climate Emergency for the town of Amherst, Nova Scotia.
2. Create climate targets that meet the IPCC targets of a reduction by 45% of the 2010 carbon emissions by the year 2030 with net zero emissions by 2050 and net negative carbon

emissions through the second half of the century. And request the inclusion of these targets in the next update of the town's financial and infrastructure plan.

3. The creation of a sustainability plan for the Town of Amherst which includes:
  - a. Advancement of the Active Transport plan
  - b. Public transport from downtown to uptown
  - c. A restriction on single-use plastics within town boundaries
  - d. The utilization of sustainable and in place materials, i.e. Windmills, Tidal power, solar, etc.
  - e. The inclusion of the town's infrastructure, sewage treatment, buildings, water reservoir, well fields and the police and fire vehicle fleets.
4. The development of a carbon budget for the town of Amherst to limit warming to less than 1.5°C with an annual reporting period to guarantee the town stays under budget.
5. The council work with local organizations to develop their understanding of the current climate crisis and how they, as business owners, contribute to the crisis and how they can affect positive change and encourage these businesses to meet the same targets as what the town will work to meet which will ensure warming is limited to 1.5°C with an annual reporting process with respect to Amherst Town Council's carbon budget.
6. The establishment of a community group, which prioritizes youth voices, that supplies guidance and information to the residents of Amherst along with support for the Town to begin a transition off of fossil fuels in ways that will prioritize efficiency and the most vulnerable to climate equally.

# External Committee Report

## Cumberland Public Libraries

### April 4, 2019

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#### **Election of Officers**

The Board re-elected Mr. Fawthrop as Chair, and Councilor MacKenzie as Treasurer.

#### **Public Meeting**

The Cumberland Public Library Board will hold an annual State of the Library meeting on April 25th. Chief Librarian Denise Corey will discuss how libraries in Nova Scotia are funded, present an overview of the funding we receive from the Province and Municipalities and how we allocate those funds. Deputy Chief Librarian Chantelle Taylor will present end of year statistics. The meeting will include time for the public to ask questions and/or express opinions.

#### **Operational Policies Review**

The Board updated the Libraries' Operational Policies, which haven't been updated since 2009. Newly added was the Code of Conduct and Conflict of Interest policy.

#### **March Break 2019**

Cumberland Public Libraries had a very successful March Break with 412 people attending 21 programs held during the week. This is up over one hundred people from last year.

#### **Youth Services Librarian**

Fiona Watson, Youth services librarian, will be leaving Cumberland Public Libraries on April 26. The Library is currently advertising for a new librarian and is hoping to have someone in the position in June.

#### **Statistics**

In the month of December, Cumberland Public Libraries signed out over 9,592 items, over 3,800 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also, in March Four Father Library held 22 programs for children and adults, with 425 people in attendance.

5,489 people visited in the Four Fathers Library during the month of March.

**Next Board meeting June 6, 2019.**

# External Committee Report

## Cumberland Joint Services Management Authority

April 2019

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The CJSMA Board of Directors met on March 28. The 2019/2020 budget was passed as presented, and staff indicated they expect to end the 2018/2019 year within budget. Councillor Wade Adshade of Oxford will be the new Board Chair as of April 1, and Councillor Paul Porter of the Municipality of Cumberland will be the Vice-Chair.

During the month of March, three loads of fibre materials and eight loads of plastic/containers were shipped to Scotia for process. However, Scotia continues to restrict loads of plastic/container materials due to capacity.

CJSMA conducted a study to examine the diversion of mattresses from landfill. The study found that while mattresses are a difficult material to landfill they are just as difficult to recycle. The study recommends the Province implement a stewardship program similar to the current tire program. If a Maritime-wide program was implemented (to increase volumes), the study indicates that the CJSMA site would be a good location for a processing facility.

The 2019 Solid Waste Newsletters are currently being printed and will be sent out in May.

The next CJSMA Board meeting is scheduled for May 23, 2019 at the Amherst Town Hall.

# **External Committee Report**

## **Northern Region Solid Waste**

**April 2019**

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The regular meeting of the Northern Region Waste-Resource Committee was scheduled for Friday, April 12, 2019 but was cancelled due to scheduling conflicts. The Chair requested staff provide a written update to the committee until the next meeting.

A new meeting date has been set for Friday, June 14<sup>th</sup> in Elmsdale.

# External Committee Report

## Inter Municipal Tourism

April 2019

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The Committee met on April 16, 2019 at the Municipality of Cumberland downstairs meeting room.

The draft Tourism Strategy was approved by the Committee, who is currently working on a presentation to request that this strategy be adopted by Council.

A draft Terms of Reference has also been developed for this new Committee which will be going to Council for support and approval.

A request for funding will be the first stage of implementation which will include the development of a tourism specific brand, a tourism marketing plan, and the design and development of a tourism website for the Cumberland region. We anticipate the total funding request to be \$200,000. Assuming we are able to leverage just over half the cost from ACOA and Tourism Nova Scotia, the municipalities (Cumberland, Amherst, and Oxford) will be asked to cost share the remaining 47% - \$94,000.

			Year1	Year2
	Cost Share	Total project	75%	25%
Cumberland	64.66%	\$ 60,783.	\$45,587	\$15,196
Amherst	31.37%	\$ 29,489	\$22,117	\$ 7,372
Oxford	3.97%	\$ 3,728	\$ 2,796	\$ 932
Total	100.00%	\$ 94,000	\$ 70,500	\$ 23,500

The cost sharing comes from the three municipalities based on population numbers (as per the 2016 Census). These figures are preliminary and no formal request has been made to date.