



**Town of Amherst
Committee of the Whole**

Date: Monday, September 18, 2017
Time: 4:00 pm
Location: Council Chambers, Town Hall

	Pages
1. Call to Order 4:00	
1.1 Approval of Agenda	
1.2 Approval of Minutes	
1.2.1 June 26, 2017 Committee of the Whole - Regular (6414)	1 - 4
1.2.2 July 17, 2017 Committee of the Whole - Special (6415)	5 - 6
1.2.3 August 22, 2017 Committee of the Whole - Special (6416)	7 - 9
2. Council Direction Requests 4:05	
2.1 Jeffery Amherst Memo - BLANCH 4:05	10 - 10
2.2 Repeal Amherst Fire Department Bylaw (6392) - JONES 4:15	11 - 26
2.3 Bottled Water (5635) - HERRETT 4:25	27 - 29
2.4 Salt Spreader RFP (6434) - MACDONALD 4:35	30 - 31
2.5 Murals - North Nova Scotia Highlander Mural (5030) - SCHURMAN 4:40	32 - 36
2.6 Christie Foundation Donation to Curling Club (6431) - ARBING 4:50	37 - 46
2.7 Dog Park (6383) - SCHURMAN 5:00	47 - 51
2.8 Budget Development Policy (6442) - BYRNE 5:10	52 - 52
2.9 Backyard Chickens (6445) - BLANCH 5:20	53 - 54
3. Information Items 5:30	
3.1 Unsightly Premises Update (6254) - MACDONALD 5:30	55 - 68
3.2 Smart Grid Project Report (4023) - FISHER 5:40	69 - 69
3.3 1st Quarter Procurement Report (6371) - ARBING 5:45	70 - 70

3.4	Crosswalks (5636) - NAYLOR 5:50	71 - 74
3.5	Update on Landfill Fire (6444) - HERRETT 6:05	75 - 76
4.	Monthly Reports 6:15	
4.1	Corporate Services (6384) - ARBING	77 - 77
4.2	Operations (6385) - MACDONALD	78 - 78
4.3	Police Services (6386) - NAYLOR	79 - 82
4.4	Recreation (6387) - SCHURMAN	83 - 84
4.5	Fire (6388) - JONES	85 - 85
5.	Adjournment 6:30	

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

Date: June 26, 2017
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor Jason Blanch

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Andrew Fisher, Planner
Ian Naylor, Police Chief
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Greg Jones, Fire Chief
Rebecca Purdy, Executive Assistant
Sarah Wilson and Andrew Fisher

1. Call to Order

Mayor Kogon called the meeting to order at 4:03 PM

1.1 Approval of Agenda

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To approve the agenda with the deferral of agenda item 3.3 Bottled Water to a future meeting

MOTION CARRIED

1.2 Approval of Minutes - June 19, 2017

Moved By Councillor Jones

Seconded By Councillor Byrne

To approve the minutes of the June 19, 2017 Committee of the Whole meeting

MOTION CARRIED

2. In Camera

**Moved By Deputy Mayor Christie
Seconded By Councillor Byrne
To go In-Camera**

MOTION CARRIED

3. Council Direction Requests

3.1 Amherst Water Utility 2017-18 Budget (5903)

3.1.1 Operating

**Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
That the Amherst Water Utility Operating Budget for the 2017-18
fiscal year in the amount of \$2,029,748 be referred to the June 26,
2017 Regular Meeting for Council's approval**

MOTION CARRIED

3.1.2 Capital

**Moved By Councillor Byrne
Seconded By Councillor Jones
That the Amherst Water Utility Capital Budget for the 2017-18 fiscal
year in the amount of \$8,733,000, and approval in principle of the
subsequent nine years' Capital Budgets be referred to the June 26,
2017 meeting of Council for consideration**

MOTION CARRIED

3.2 Tender - Reservoir Replacement (5996)

**Moved By Deputy Mayor Christie
Seconded By Councillor Rhindress
That the tender for the construction of the new water reservoir storage
tanks and associated pressure reducing infrastructure, T-17-02, be referred
to the June 26, 2017 regular meeting for Council's consideration of
awarding it to Maritech Construction at their low bid amount of
\$5,121,825.50 plus HST**

MOTION CARRIED

3.3 Bottled Water (5635) - DEFERRED

3.4 RFP Smart Grid Feasibility Study (4023)

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

That the proposal submitted by SNC-Lavalin for RFP-17-03 for consulting services to conduct a Smart-Grid/Smart-Community Pilot Project Feasibility Study in the amount of \$39,330 plus HST be referred to the June 26, 2017 regular meeting for Council's consideration

MOTION CARRIED

3.5 Tender - Capital Paving (6004)

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That the 2017-18 Capital Paving Tender (T-17-09) be referred to the June 26, 2017 regular meeting for Council's consideration of awarding it to the lowest compliant bidder, Costin Paving and Contracting, at their unit prices based on our estimated quantities in the total amount of \$457,285.82 plus HST, and further, that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budget amount such that the value of the contract signed does exceed \$450,000 including HST

MOTION CARRIED

4. Information Items

4.1 FCM Conference Report (5930)

Information item; no direction given.

4.2 Legalization of Cannabis Report (5931)

Information item; no direction given.

5. Monthly Reports

5.1 Corporate Services (5932)

Information item; no direction given.

5.2 Fire Department (5933)

Information item; no direction given.

5.3 Police Services (5935)

Information item; no direction given.

5.4 Operations (5934)

Information item; no direction given.

5.5 Recreation (5936)

Information item; discussion but no specific direction given.

6. Adjournment

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

To adjourn at 5:45 PM

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

Date: July 17, 2017
Time: 4:30 pm
Location: Board Room, 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 Jason MacDonald, Deputy CAO Operations
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Natalie LeBlanc, Executive Assistant

1. Call to Order

Mayor Kogon called the meeting to order at 4:30 p.m.

2. Information Items

2.1 Permitted Uses within the Downtown Zone (6113)

Deputy CAO reviewed his memo included as part of the agenda package and addressed comments and enquiries from Council. This was an information item; no specific direction was given.

2.2 Status Update on Crosswalk Review (6114)

The Deputy CAO reviewed his memo included as part of the agenda package. He reminded the Committee that a Crosswalk Review is currently being conducted and that staff will be meeting further to this tomorrow to obtain and discuss the results of the review. Deputy CAO will be responding to the letter that was received on the matter.

2.3 Robb's Ballfield (6115)

Further to a recent complaint regarding the amount of dust and baseballs from the ballfield ending up on private property, the Deputy CAO is suggesting that, since any solution to this would come with a significant cost, it should be included for consideration in the 2018/19 budget discussions.

3. Adjournment

On motion, the meeting adjourned at 5:20 PM.

Gregory D. Herrett, CPA, CA
Chief Administrative Officer

David Kogon, MD
Mayor

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

Date: August 22, 2017
Time: 4:00 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 Terry Rhindress

Members Absent Councillor Wayne MacKenzie

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Ian Naylor, Police Chief
Vince Arbing, Treasurer
Bill Schurman, Director Recreation
Rebecca Purdy, Executive Assistant

1. Call to Order

Mayor Kogon called the meeting to order at 4:05 PM. The order of the agenda was amended to have the In-Camera portion last.

3. Council Direction Requests

3.1 Solar for Community Buildings Program (6285)

Moved By Councillor Byrne

Seconded By Councillor Jones

That staff not be directed to submit a bid to the Solar for Community Buildings Program by the September 29 deadline

**MOTION CARRIED 5-1
Nay: Councillor Blanch**

3.2 Update on Downtown Murals (6286)

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

That staff be directed to prepare a plan for addressing all of the murals in the Downtown area that were put in place by the Downtown Amherst Revitalization Society that would further expand upon the report prepared

in May of 2017 by establishing a priority order for each mural, and that this plan include a preliminary treatment approach, approximate costs and the fiscal year in which the location is to be addressed;

And further, given that by almost any measure the North Highlanders Mural would be high on that priority list, that staff be directed to prepare a detailed plan to address that mural including costs and a detailed treatment approach, including a commitment from the artists as to costs and timelines for Council's approval at the September meeting of Council.

MOTION CARRIED

4. Information Items

4.1 Update on Discussions re Col. James Layton Ralston Armoury (6287)

Mayor Kogon said word came through media that the Department of National Defence (DND) was going to divest itself of the Armoury. He discussed this with MP Bill Casey, as neither had been officially informed by the federal government. Mayor Kogon had written to the Minister of Defence asking for information and requesting that consideration be given to keeping the Armoury going; while receipt of his letter was acknowledged, no response regarding a decision was received. Mr. Casey visited with the DND Minister who said he had not signed off on it – that the announcement had been an error on the part of the Department. However, Mayor Kogon said the writing is on the wall – cadets using the facility don't count as a military use in the eyes of DND. It is the home of the Museum but that is also not considered a military use. The Legion and Museum both believe that the building will be divested. A Task Force was formed including Mayor Kogon, D/Mayor Christie, MP Casey, MLA Smith-McCrossin and the CAO and Deputy CAO to formulate a plan. In the initial meeting, the MLA opened it up to the public which was not the initial intent.

Three issues that came out of that meeting, for which the public is clearly in support, were:

1. The building is vitally important to the community - needs to be retained
2. The cadet corps needs it
3. It needs to be a permanent home for the museum

If the date comes for divestiture it will be offered to the Province first, then the Town. Mayor Kogon said we need to ensure it serves those functions, plus others. It would need to be self-sustaining financially. We need a lot more information on what refurbishment will cost, what operational annual costs might be. Members of the public were engaged to work on looking for additional uses and potential money generating opportunities for the building.

Information from MP Casey is that, if the Feds divest themselves, they will put money into it to make it safe and usable first. They would be looking for a proposal. The goal of the task force will be to move toward a formal proposal to the federal government. However, the Town cannot take ownership without a huge financial risk – there is a need to proceed cautiously and to not commit the Town to potential large investment. The Town need to be able to have some control over the building even if we don't own it, and that may come down to negotiations with the private sector.

D/Mayor added that the Warden of Municipality of Cumberland needs to be added to the task force. Negotiations would involve the Feds having the building refurbished/fixed before it is divested. The Task Force feels the estimate by the federal government of \$15 to \$20 million is not realistic.

The Mayor will keep Council apprised of the discussions of the task force, and the public as well. The next meeting is scheduled for August 31.

2. In Camera

**Moved By Councillor Rhindress
Seconded By Deputy Mayor Christie
To go In-Camera at 5:05 PM**

MOTION CARRIED

5. Adjournment

**Moved By Councillor Blanch
Seconded By Councillor Jones
To adjourn at 5:30 PM**

Gregory D. Herrett, CPA, CA
Chief Administrative Officer

David Kogon, MD
Mayor

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Councillor Jason Blanch
Date: 18 September 2017
Subject: Jeffery Amherst

I would like to formally ask staff to produce a report looking at the movement to rename towns, streets and monuments that celebrate past war heroes whom, seen through today's ethical lens are not people who behaved in ways that we respect today. I am particularly interested in what has happened elsewhere and what is within the realm of possibility, responsibility of elected officials.



COMMITTEE OF THE WHOLE

RFD#

Date: September 18, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: September 18, 2017

SUBJECT: *Repeal of by-law "C-06-RESPECTING THE MANAGEMENT OF THE AMHERST FIRE DEPARTMENT"*

and replace with a new policy

"POLICY 68300-05 - RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT"

ORIGIN:

Created as a result of a review by the Fire Chief, with assistance from the fire department executive committee.

LEGISLATIVE AUTHORITY:

MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION:

That the Town of Amherst bylaw C-06 (Respecting the Management of the Amherst Fire Department) be repealed. In addition, it is recommended that this bylaw be replaced with a new policy named, "Policy 68300-05 - Respecting the Management of the volunteer component of the Amherst Fire Department". Council is asked to refer the bylaw to repeal bylaw C-06 to the September 25, 2017 regular meeting for first reading, with second reading to take place at the October meeting and the adoption of the policy at that time.

BACKGROUND:

The fire chief, with assistance from the fire department executive committee, has focused a review to bring the current bylaw up to date, while ensuring that all information is relevant to the current operations of the volunteer component of the Amherst Fire Department.

DISCUSSION:

During the review of bylaw C-06 "Respecting the Management of the Amherst Fire Department", the fire chief and the fire department executive committee found numerous irregularities with the current operation of the volunteer component of the Amherst Fire Department, in relation to the present bylaw. With the repeal of the current bylaw and the addition of the new policy, the current operation and management structure of the volunteer component of the Amherst Fire Department will remain the same. In addition, the new policy will only focus on the volunteer component of the Amherst fire department.



FINANCIAL IMPLICATIONS:

Repealing this bylaw will have no financial implications on the Town of Amherst.

COMMUNITY ENGAGEMENT:

Not applicable

ENVIRONMENTAL IMPLICATIONS:

Not applicable

ALTERNATIVES:

Council may choose to not repeal the current bylaw C-6 and direct staff to proceed with following the provisions of bylaw C-06 – Respecting the Management of the Amherst Fire Department

ATTACHMENTS:

1. Town of Amherst Bylaw C-06 “Respecting the Management of the Amherst Fire Department”
2. Proposed Town of Amherst policy “Policy 68300-05 - Respecting the management of the Volunteer Component of the Amherst Fire Department”

Report prepared by: Greg Jones, Fire Chief
Report and Financial approved by:



DEPARTMENT: FIRE DEPARTMENT

**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**

Minutes reference date:

1 PURPOSE

The purpose of this policy is to define the management of the volunteer component of the Amherst Fire Department.

2 SCOPE

This procedure applies to all prospective and active members of the volunteer component of the Amherst Fire Department.

3 THE FIRE DEPARTMENT

This department is established to provide emergency services to deal with various emergency situation. The head of this department shall be known as the Chief of the department, who shall be appointed by the Council and reports directly to the Chief Administrative Officer (CAO).

In addition to the chief of the department, there shall be a Senior Deputy Chief, Assistant Deputy Chief (as deemed necessary), Captains, Lieutenants and as many volunteer members as is considered to be necessary, to ensure effective operation of the department.

This department shall not respond to a request for assistance with respect to fire or emergency outside of the limits of the Town of Amherst except:

- When in the opinion of the Chief of the Department, threatens property in the Town of Amherst or property situated outside the Town of Amherst that is owned or occupied by the Town of Amherst;
- In a municipality with which an agreement has been entered into with the Council, to provide fire protection, or at a property with respect to which an agreement has been entered into in writing, with any person, corporation or Association;
- or when requested to respond to a mutual aid request with other municipalities.

4 MEMBERSHIP REQUIREMENTS

A person may apply to be an active volunteer firefighter with the fire department who:

- is not less than 19 years of age when applying;
- provides at least two references and a criminal record check;
- passes such written and/or oral tests, as requested by the Chief of the department;

DEPARTMENT: FIRE DEPARTMENT

**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**

Minutes reference date:

- is medically fit to be a firefighter, as certified by a physician
- resides within the approved response area of the Amherst Fire Department.

5 MEDICAL EXAMINATIONS

The Chief of the Department must be in possession of a Medical Certificate from a Medical Doctor certifying that the member is capable of carrying out all firefighting duties. The Chief may at his/her sole discretion, request an additional medical certificate from any member of the department, when deemed necessary. Failure to report for medical examination after directed to so, shall result in suspension, until the necessary certificate is obtained. All costs associated with such examinations shall be the responsibility of the member / candidate.

6 PROBATIONARY MEMBERS

A person who is accepted as a probationary member of the department for firefighting duties shall be on probation for a period of 12 months, during which period they shall take such training and examinations, as may be required by the Chief of the Department. If a probationary member appointed for firefighting duties fails any such examinations or perform the required duties, the Chief of the department shall decline their appointment as a regular active member of the department.

7 DUTIES OF A FIRE FIGHTER

Every member of the department shall report for duty at the time prescribed by the chief of the department and shall remain on duty until relieved. In the case where a member is failing to report for duty, the Chief officers shall be made aware of this by their company officer or the secretary of the department.

8 CODE OF ETHICS

Members shall always conduct themselves, on and off duty, in a manner that reflects positively on them and the department. Shall recognize that they serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment; and that these are protected from misuse and theft.

Members shall exercise professionalism, competence, respect and loyalty in the performance of their duties and use information, confidential or otherwise, gained by virtue of their position, only to benefit those they are entrusted to serve.

DEPARTMENT: FIRE DEPARTMENT**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**Minutes reference date:

A member shall not criticize or ridicule the department, its policies and procedures, its officers or other members by speech, writing or other expression, when such speech, writing or expression is defamatory, obscene, slanderous or unlawful.

While in uniform or structural firefighting equipment, a member shall not enter any premises where alcoholic beverages or substances are sold or consumed, except in the performance of their departmental duties or as authorized by the Chief of the Department.

A member shall not report for duty or be on duty while under the influence of an intoxicating beverage or substance.

9 REMUNERATION

The remuneration of all members of the department shall be determined by Council.

10 DISCIPLINE

The Chief of the Department, after consultation with the fire department executive committee, may reprimand, suspend or dismiss a member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this policy or the general operating guidelines that in the opinion of the Chief of the department, would be detrimental to the discipline and efficiency of the Department.

Following the suspension of any member, the Chief of the Department shall report, in writing, the suspension to the CAO.

In the case where a member is suspended for more than 7 days or dismissed, the Chief shall within 3 days of the suspension or dismissal give written notice to the member stating the date of suspension and reasons for the suspension or in the case of a dismissal, the reasons for dismissal.

Any member upon receipt of a notice of suspension or dismissal may within 5 days' request in writing to the Chief of the department, a hearing before the fire department executive committee.

11 PROMOTION

Any member may make application to the Chief of the Department to qualify them for promotion to a rank immediately superior to their present rank. All promotions within the

DEPARTMENT: FIRE DEPARTMENT

**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**

Minutes reference date:

department shall be made by the Chief of the department upon receiving recommendations from the fire department executive committee.

Every recommendation for promotion of a member shall be reviewed by the fire department executive committee and shall be based on the evaluation of the proven ability of the member; physical fitness of a member; the attendance record of the member and any written or oral examinations as may be required by the Chief of the department.

When, in the opinion of the Chief of the department, all other factors for the promotion of two or more members are equal, seniority of service in the department governs.

The provisions of this section with respect to the promotion of members does not apply to the Chief or Deputy Chiefs.

12 DEMOTION

The Chief of the department, may demote or remove from active duty any volunteer member based upon an evaluation of their inability to perform the required duties, their failure to meet the standard requirements for active duty as determined by the Chief of the department.

In the case where a member is recommended for a demotion or removal from active duty, the Chief shall within three days of making the decision give to the member written notice of the decision, setting forth reasons for the decision.

A member upon receipt of a notice of decision of demotion or removal from active duty may within five days of receipt of notice, shall submit an appeal request in writing to the Chief of the department. This request shall be reviewed by the Fire department executive committee within 5 days.

Upon completion of the hearing the Fire department executive committee shall provide the Chief of the department with their findings. The Chief of the department shall determine if the decision will be upheld or reversed.

The provisions of this section with respect to the demotion of members does not apply to the Chief or Deputy Chiefs.

DEPARTMENT: FIRE DEPARTMENT

**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**

Minutes reference date:

13 REPRESENTATIVE COMMITTEE

The representative committee shall consist of one elected firefighter from each company of the Amherst Fire Department, for a one-year term. These positions shall be voted on by the members annually, during the Amherst Fire Fighters Association meeting in October. Officers of the Amherst Fire Department shall not be a member of this committee.

Their duties shall be to assist firefighters, during an appeal hearing with the fire department executive committee. The representative committee member shall only represent a member from their own company. In addition, they shall only represent a member when requested to do so, by the member.

14 HONORARY MEMBERS

An active member may qualify to become an honorary member of the department after 20 years of active service in the Amherst Fire Department.

15 CAPTAINS AND OFFICERS

Each Company of the Department will be under the direction of a Captain and/or Lieutenant who is responsible to the Chief of the Department or Deputy(s), for the proper operation of the Company. Where the Chief of the Department designates a member to act in place of an officer, such member(s), when so acting, will have all the powers and shall perform all the duties of the officer that they replaced.

16 SECRETARY

The Secretary of the Department shall be appointed by the Chief of the department, and is responsible for collection and maintenance of an accurate record of attendance for each member; based on the recorded and approved roll calls. Shall create the annual honorarium report for the Chief of the department. Shall be a member of the fire department executive committee.

17 FIRE DEPARTMENT EXECUTIVE COMMITTEE

The Fire department executive committee shall assist the Chief of the department in performing all departmental duties with respect to the volunteer component of the department. The Fire department executive committee shall consist of all chief officers and the secretary of the department.

DEPARTMENT: FIRE DEPARTMENT

**TITLE: RESPECTING THE MANAGEMENT OF THE VOLUNTEER
COMPONENT OF THE AMHERST FIRE DEPARTMENT**

Minutes reference date:

18 DEPUTY CHIEF(s)

In addition to the Chief of the department, there shall be a Senior Deputy Chief and when deemed necessary an assistant deputy chief shall be appointed by the Chief of the department. The Senior Deputy Chief or the Assistant Deputy Chief shall report directly to the Chief of the Department on the activities of the Companies and shall carry out all orders of the Chief, and in the absence of the Chief, has all the powers as prescribed by law.

The Deputies shall also be responsible for arranging a training program for the department. Assist in the prevention, control and extinguishment of fires. Respond and assist at such emergencies as may be required by the Chief of the Department.

19 THE CHIEF OF THE DEPARTMENT

The Chief of the Department is responsible to the CAO for the proper administration and operation of the Department, and for the discipline of its members, and may recommend to the CAO such policies that may be necessary for the care and protection of the property of the Department, for the conduct of the members of the Department and generally for the efficient operation of the Department, provided that such policies do not conflict with the provisions of any law or any policy of the Town of Amherst.

- Is responsible for the enforcement of this policy, general operating guidelines and departmental rules;
- Shall submit to the council a monthly report of response requests.
- Shall review periodically the policies and procedures of the department; and develop new general operating guidelines, procedures and policies as required.
- Shall take all proper measures for the prevention, control and extinguishment of fires, for the protection of life and property, shall enforce all laws respecting fire prevention and shall exercise the powers and duties imposed by the Nova Scotia Fire Safety Act, the Nova Scotia Fire Safety Regulations, and the Nova Scotia Municipal Government Act;
- All other duties as deemed by the CAO.

BY-LAW RESPECTING THE MANAGEMENT OF THE AMHERST FIRE
DEPARTMENT

The Town Council of the Town of Amherst enacts as follows:

DEFINITIONS

1. In this by-law unless the context otherwise requires,
 - (a) "Advisory Committee" means the Chief, Deputy Chief or Deputies, as the case may be, and the Secretary of the Department.
 - (b) "Committee" means the Protective Services Committee of the Town of Amherst.
 - (c) "Council" means the Council of the Town of Amherst.
 - (d) "Department" means the Amherst Fire Department
 - (e) "Member" includes an officer.
 - (f) "Town" means Town of Amherst.

FIRE DEPARTMENT

2. A department for the Town of Amherst to be known as the Amherst Fire Department is established for the purposes of prevention, control or extinguishing of fires or preservation or protection of life and property within the Town and also for the purposes as set out in Section 3 of this By-law.
3. The department shall not respond to a call with respect to fire or emergency outside of the limits of the Town of Amherst except with respect to a fire or emergency;
 - (a) That in the opinion of the Chief of the Department, threatens property in the Town of Amherst or property situated outside the Town of Amherst that is owned or occupied by the Town of Amherst;
 - (b) In a municipality with which an agreement has been entered into with the Council to provide fire protection, or entered into with the Council to provide fire protection, or
 - (c) at property with respect to which an agreement has been entered into in writing with any person, corporation or Association and the Council to provide fire protection therefore;

(d) in Mutual Aid fire calls with other towns.
DIVISIONS AND COMPANIES

4. The Department shall consist of the following divisions or companies:
 - (a) a division of administration and communication;
 - (b) the hose company;
 - (c) ladder company;
 - (d) salvage company.

PERSONNEL

5. The Department shall be composed of the following personnel: a Chief of the department, a Senior Deputy Chief and such other Deputy Chiefs as are necessary, Captains, Lieutenants or other officers and as many volunteer members as is considered to be necessary for the effective operation of the department and as approved by Council.

REMUNERATION

6. The remuneration of all members of the Department shall be determined by Council.

CHIEF OF DEPARTMENT

7. The head of the Department shall be known as the Chief of the department who shall be appointed by the Council.

DUTIES OF THE CHIEF OF THE DEPARTMENT

8. The Chief of the Department is responsible to the Council for the proper administration and operation of the Department, and for the discipline of its members, and
 - (a) may recommend to the Committee such general orders and departmental rules as may be necessary for the care and protection of the property of the Department, for the conduct of the members of the Department and generally for the efficient operation of the Department, provided that such general orders and rules do not conflict with the provisions of any law or any by-law of the Town;
 - (b) shall review periodically the policies and procedures of the Department;
 - (c) shall take all proper measures for the

prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all laws respecting fire prevention and exercise the powers and duties imposed on him by the Fire Prevention Act;

(d) is responsible for the enforcement of this by-law and the general orders and departmental rules;

(e) shall submit to the Committee for its approval and for submission to the Council as required by the Council the annual estimates of the Department;

(f) shall submit to the Committee and for submission to Council monthly reports of fires.

DEPUTY CHIEF

9. In addition to the Chief of the Department, personnel shall consist of a Senior Deputy Chief and such number of other Deputy Chiefs as from time to time may be deemed necessary by the Advisory Committee and approved by Council.

DUTIES - DEPUTY CHIEF

10. (1) The Senior Deputy Chief or the Deputy Chief shall report to the Chief of the Department on the activities of the Companies and shall carry out the orders of the Chief, and in the absence of the Chief, has or have all the powers and shall perform all the duties of the Chief.

(2) The Deputies shall also be responsible for arranging a training program for the Department.

- a. Assist in prevention and control and extinguishment of fires.
- b. Perform rescue and salvage operations and render first aid.
- c. Respond and assist at such emergencies as may be required by the Chief of the Department.
- d. Participate in training at stations.
- e. conduct fire prevention and familiarization inspections of premises.

CAPTAINS AND OFFICERS

11. In addition to the Deputy Chiefs and Chief of the Department there shall be captains and other officers as from time to time may be deemed necessary and recommended by the Advisory Committee and as approved and appointed by the Public Safety Committee.

12. Each Company of the Department is under the direction of a Captain or Lieutenant who is responsible to the Chief of the Department or his Deputy, for the proper operation of the Company.
13. Where the Chief of the Department designates a member to act in place of an officer in the Department, such member, when so acting, has all the powers and shall perform all the duties of the officer replaced.

SECRETARY

14. The members of the Department may elect one of their number to be Secretary. The Secretary of the Department is responsible for the carrying out of the following duties:
 - (a) provide administrative facilities for the Chief and Deputy Chief of the Department;
 - (b) assist the Chief to prepare the Departmental budget;
 - (c) maintain personnel records.

ADVISORY COMMITTEE

15. The Advisory Committee shall assist the Chief in his duties.

MEMBERSHIP

16. The Chief of the Department shall advise the Committee of the appointment of any qualified person as a member of the Department.

QUALIFICATIONS

17. A person is qualified to be appointed a member of the Department for fire fighting duties who:
 - (a) is not less than 19 years of age;
 - (b) is of good character, and he shall provide two references;
 - (c) passes such aptitude and other written and oral tests as may be required by the Chief of the Department;
 - (d) if medically fit to be a member as certified by a physician and the cost of such examination shall be paid by the Town;

- (e) resides within the Town of Amherst.

PROBATIONARY MEMBERS

- 18. A person appointed as a probationary member of the Department for fire fighting duties shall be on probation for a period of 6 months during which period he shall take such training and examinations as may be required by the Chief of the Department.
- 19. If a probationary member appointed for fire fighting duties fails any such examinations or perform the required duties, the Chief of the Department shall not recommend his appointment as a regular member of the Department.

MEDICAL EXAMINATIONS

- 20. The Chief of the Department must be in possession of a Medical Certificate from a Medical Doctor certifying that a member is capable of carrying out all fire fighting duties.
 - (a) Failure to report for medical examination after direction to report shall result in suspension until the necessary certificate is obtained;
 - (b) The Chief may from time to time, request an additional medical certificate from any member of the Department when deemed necessary.

DUTIES

- 21. Every member of the Department shall report for duty at the time prescribed by the departmental rules and shall remain on duty until relieved.
- 22. In the case of a member failing to report for duty, the Chief of the Department shall be advised by an officer of the Company.
- 23. No member,
 - (a) while in uniform, shall enter any premises where alcoholic beverages are sold or consumed, except in the performance of his departmental duties;
 - (b) if his ability is impaired by the use of an intoxicating beverage or drug, shall be permitted to remain on duty, and such impairment shall be reported in writing through his superior officer to

- the Chief of the Department;
- (c) while on duty shall consume any intoxicating beverage or any drug which will impair his ability.

24. No member shall solicit the influence or support of anyone in order to secure a transfer, [promotion or other advantage.

HONORARY MEMBERS

25. (a) A member may become a honorary member of the Department upon the recommendation of the Chief of the Department and approval of the Committee.
(b) A member shall qualify to become an honorary member upon attaining the age of 65 or after 20 years of active service.
(c) An honorary member shall not be required to report for active duty.

PROMOTION AND DEMOTION

26. The provisions of this section with respect to the promotion and demotion of members does not apply to the Chief or Deputy Chiefs.
27. Any member may make application to the Chief of the Department to qualify him for probation to a rank immediately superior to his present rank.
28. Every recommendation for promotion of a member made to the Committee by the Chief and Advisory Committee of the Department shall be based on the evaluation of:
- (a) the proven ability of the member;
 - (b) physical fitness of a member; and
 - (c) the fire and station record of the member.
29. When, in the opinion of the Chief of the Department and the Advisory Committee, all other factors for the promotion of two or more members are equal, seniority of service in the Department governs.
30. All promotions within the Department shall be made by the Committee upon recommendation of the Chief and the Advisory Committee.
31. The fire fighting and station record of each member of the Department shall be evaluated annually as follows:
- (a) The Captain of each Company shall evaluate each

- member of the Company;
- (b) The Deputy Chief, so designated by the Chief, shall evaluate the Captains.
32. The Chief of the Department and the Deputy Chiefs shall evaluate all members of the Department who are participating in and training for promotion.
33. Every applicant for promotion shall take such practical written or oral examinations or both as may be required by the Chief and Advisory Committee of the Department.
34. The Chief of the Department, after consultation with the Advisory Committee, may make a recommendation to the Committee for the demotion of or removal from office of any member based upon an evaluation of his inability to perform the office, his lack of physical fitness to perform the office or his failure to meet the standard requirements of his office as may be determined by the Chief and Advisory Committee of the Department. Any demotion or removal from office of a member shall be made by the Committee.
35. In the case where a member is recommended for a demotion or removal from office by the Chief, the Chief shall within three days of making the recommendation give to the member written notice of the recommendation setting forth reasons for the recommendation.
36. A member upon receipt of a notice of recommendation of demotion or removal from office may within five days of receipt of notice request in writing a hearing before the committee.

DISCIPLINE

37. The Chief of the Department, after consultation with the Advisory Committee, may reprimand, suspend or recommend to the Committee, dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this by-law or the general orders and departmental rules that in the opinion of the Chief would be detrimental to the discipline and efficiency of the Department.
38. Following the suspension of any member, the Chief of the Department shall report, in writing, the suspension and his recommendation to the Committee.
39. In the case where a member is suspended more than 7 days or is recommended for dismissal, the Chief shall within

3 days of the suspension or recommendation of dismissal give written notice to the member stating the date of suspension and reasons for the suspension or in the case of a recommendation of dismissal, the reasons for dismissal.

40. Any member upon receipt of a notice of suspension or recommendation of dismissal may within 5 days request in writing a hearing before the Committee.
41. A member may be dismissed by the Committee for just cause, but shall not be dismissed without being afforded an opportunity for a hearing before the Committee.
42. This by-law comes into effect on the approval of the Minister of Municipal Affairs and repeals any by-laws respecting Fire Departments previously in effect.

I, Fred Haines, Town Clerk of the Town of Amherst do hereby certify that the foregoing is a true copy of a by-law duly passed at a duly called meeting of the Town Council of the Town of Amherst duly convened and held on the 8th day of December, 1986 and approved by the Minister of Municipal Affairs, the 5th day of January, 1987 and as amended the 8th day of September, 1992, with an amendment passed by Council on the 8th day of September, 1992 and by the Minister of Municipal Affairs on the 29th day of September, 1992.

Fred W. Haines
Town Clerk

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: September 18, 2017
Subject: Policy on Bottled Water

At the June 19, 2017 meeting of Committee of the Whole, Council directed staff to develop a policy with regard to bottled water that would address the use of Town provided bottled water within Town Hall and explore the best environmentally positive way in providing liquid refreshments to citizens at events.

A policy draft is attached, for discussion, which is based on a similar policy in place at the Provincial Government level.

Staff are seeking Council's input on the attached draft.

DEPARTMENT: Council and All Departments

TITLE: Purchase and Use of Bottled Water Policy

Minutes reference date:
Effective date:

Policy Statement:

The Town of Amherst, through the Amherst Water Utility, provides municipal drinking water in the area. It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money.

To this end, the Town of Amherst will no longer purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.

Definitions:

Bottled Water

Water that can be purchased in individual sized bottles (plastic and glass)

Potable Water

Water that is safe for human consumption and domestic use

Tap Water

Water that is provided by a municipal water treatment or distribution facility and registered public drinking water supply

Policy Objectives:

The objectives of this policy are to achieve the following:

- Eliminate the Town purchasing of bottled water where potable water is available;
- Minimize Town staff and client use of bottled water;
- Increase the use of potable tap water for Town staff and clients

Application

This policy applies to all Town employees.

It is recognized that individuals who are immune-compromised or have other sensitivities related to water quality may need to buy bottled water.

This policy is exempt in the case of an emergency as defined by the Emergency Management Act.

Policy Directives

- Meetings and events hosted by the Town of Amherst (on or off site) shall have tap water available to clients and employees when potable water is available. Bottled water will not be provided;
- The use of Town supplied bottled water will be limited to work places that do not have access to potable water or are under a water advisory.

Policy Guidelines

- Encourage staff to use potable water in refillable containers rather than purchasing bottled water when at work (e.g., buildings, meetings and training sessions);
- Encourage staff to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

Accountability

Management and staff responsible for purchasing are accountable for executing this policy. Employees are responsible for following the policy.

Monitoring

Each department will be responsible for monitoring the policy's implementation, performance and effectiveness



COMMITTEE OF THE WHOLE

CDR#

Date: September 18, 2015

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: September 18, 2017

SUBJECT: New Salt Spreader RFP-17-08

ORIGIN:

2017 Capital Budget

LEGISLATIVE AUTHORITY:

Procurement Policy

RECOMMENDATION:

That RFP-17-08 for supply of a new salt spreader be referred to the September 25, 2017 regular meeting of Council for approval.

BACKGROUND:

The Town closed RFP-17-08 for the supply of a new salt spreader on August 17, 2017. The financial aspect of the bids received were as follows:

Bidding Company	Bid Price	Optional Equipment	Score
Applied Pressure	\$45,260		0
Del Equipment	\$25,445	\$4,700	92
Parts for Trucks	\$27,500		0

DISCUSSION:

Upon evaluation of the bids by the Operations Manager, Transportation Foreman and the Procurement Coordinator, it was determined that Applied Pressure did not meet one of the mandatory criteria in the specification list. Parts for Trucks did not meet three of the mandatory criteria in the specification list. Therefore, they could not be scored. Del Equipment scored well with 92% and offered a stainless steel option for \$4,700 extra that is being recommended for purchase.

FINANCIAL IMPLICATIONS:

The total amount of the purchase is \$30,145 plus HST for a total of \$31,437. The approved capital budget for this purchase is \$35,000



COMMUNITY ENGAGEMENT:

Pending Council's approval a media release will be issued.

ENVIRONMENTAL IMPLICATIONS:

With the purchase of this equipment, we will be able to retire our oldest, least efficient dump truck, thus improving the overall efficiency of the Operations Fleet.

ALTERNATIVES:

Do not purchase the new salt spreader and direct staff to maintain the existing equipment for an additional year.

ATTACHMENTS:

None

Report prepared by: Benjamin Pitman P.Eng. Town Engineer
Report and Financial approved by:

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Bill Schurman, Director of Recreation
DATE: September 18, 2017
SUBJECT: North Nova Scotia Highlanders Mural

Further to the May 15 and August 18 reports submitted on murals located within the Town, the following information and recommended plan of action pertaining to the North Nova Scotia Highlanders Mural located at 10 Havelock Street is submitted for Council's consideration.

The Mural is dedicated to the 486 men who lost their lives in the Second World War and features various events involving the North Novies.

The mural's condition is rated as poor. Discussions on replacement of the mural included type of surface and location.

Jennifer Morris Cormier, who owns the creative rights to the North NS Highlanders Mural would agree to creating the replica of the mural. The current size is 35'x40' with the proposed new size to be scaled to 28' x 40'. The artist recommends that the mural be painted on primed and sealed coated high standard plywood painted in 4' x 8' sections. The artist would enter into an agreement to paint the mural to be unveiled for November 11, 2018. Fees for the artist's work will not exceed \$12,000 (plus applicable taxes)

With the recommendation to paint the mural on a separate wood surface rather than directly onto a building, the location of the mural became a discussion topic. A letter received from Royal Canadian Legion Branch #10 and included in this report indicates the Legion's interest in having the Town consider replacing the North Nova Scotia Highlanders Mural as soon as possible, as well as creating a new mural themed after the 100th anniversary of Vimy Ridge. The Legion recommended that both murals be located on the Town Hall building facing Havelock Street.

Mr. Ray Coulson, curator of the North Nova Scotia Highlanders Regimental Museum was contacted regarding the suggestion of the Royal Canadian Legion to relocate the North Novies Mural on the Town Hall building and on the suggestion that the mural be painted on a wooden frame and mounted on the Town Hall building. Mr. Coulson supports the location and the materials suggested.

The following are the estimated costs (plus applicable taxes) for the North Nova Highlanders Mural. Procurement where required will confirm actuals.

• Artist fees	\$12,000
• Materials	
○ Wood	\$2,750
○ Paint/sealers	\$1,500
• Lighting	\$1,000
• Installation	\$4,200
• Landscaping (including Vimy Oak)	\$3,500
• Total Estimated Cost	\$24,950

If approved this would be included in the 2018-19 Capital Budget.

A budget of \$1,000 for annual sealing and maintenance would be included for consideration in the 2019-20 operating budget and in subsequent years.

Although a separate topic from the North Nova Scotia Highlanders Mural, with respect to the request from Legion Branch #10 to consider a mural recognizing Vimy Ridge, the Legion did indicate their willingness to participate in fundraising.

Recommendation:

That staff be directed to enter into an agreement with artist Jennifer Morris Cormier to paint a 28' x 40' replica of the North Nova Highlanders Mural on a plywood surface with the completion date to be no later than September 30th 2018, and that staff, following procurement policy, purchase and coordinate all materials and services required including professional installation and lighting of the mural to be located on the Town Hall building facing Havelock Street.

Further, that staff be directed to meet with Royal Canadian Legion #10 representatives to discuss their request for a Vimy Ridge Mural to be located on the Town Hall Building with a report including costs and potential commitments and sources for funding to be presented to Mayor and Council no later than March of 2018.



Royal Canadian Legion

BRANCH NO. 10

P.O. BOX 97 • AMHERST, N.S. • B4H 3Y6
PHONE 902-667-8487



August 23, 2017

Town of Amherst,
P.O. Box 516,
Amherst, N.S., B4H 4A7

Attention:- Bill Schurmann,

Reference: Town Murals

Gentlemen:

We would like to express our Legion's interest in installing two new murals, on the side of the town hall building, one about Vimy Ridge and the other to replace the North Nova Scotia Highlanders one on Havelock St.

We will gladly participate in any fund raising activities that may be untaken, hopefully soon, as the old North Novie mural is getting beyond repair.

Yours in comradeship,

Roy Porter,

President.

RECEIVED

AUG 29 2017

Corporate Services
Amherst, N.S.





COMMITTEE OF THE WHOLE

CDR#

Date: September 18, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CPA, CA – Director of Corporate Services

DATE: September 18, 2017

SUBJECT: Amherst Curling Club – Funding from Christie Foundation

ORIGIN:

Correspondence from the Christie Foundation that they will donate \$20,000 to the Town provided that the Town, in turn, provides \$20,000 funding to Amherst Curling Club.

LEGISLATIVE AUTHORITY:

Income Tax Act, Sections 118.1 and 110.1

RECOMMENDATION:

That the request to receive a donation of \$20,000 from the Christie Foundation to fund a corresponding contribution to Amherst Curling Club in the amount of \$20,000 be referred to the September 25, 2017 regular meeting for Council's consideration.

BACKGROUND:

The Amherst Curling Club has made an application to the Christie Foundation to help with the costs of major renovations to their building to improve the curling experience for their patrons, as well as to enhance their ability to encourage more community use. They want to improve safety and accessibility. The total cost of the renovations is \$90,000 plus HST.

DISCUSSION:

The Christie Foundation has advised they wish to support the Curling Club this year in the amount is \$20,000. The Christie Foundation can only give grants to registered charitable organizations. Donations to Canadian municipalities qualify as charitable donations under the Income Tax Act.

The Christie Foundation's support for programs in the community is tremendous, and we are pleased to be able to facilitate its contributions in this manner.

FINANCIAL IMPLICATIONS:

There would be no financial implications for the Town in this transaction; it would be an 'in and out' entry. However, the financial implications for the Amherst Curling Club program would be to improve its ability to provide a quality program for the community.



COMMUNITY ENGAGEMENT:

No community engagement is contemplated in carrying out this request. The community engagement occurred between the Amherst Curling Club and the Christie Foundation.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated with this business process.

ALTERNATIVES:

1. Refer the matter to the September 25, 2017 Regular Council meeting for Council's consideration of accepting donation the from the Christie Foundation and passing it on to the Amherst Curling Club;
2. Decline this request.

ATTACHMENTS:

- Amherst Curling Club application for funding
- Letter from Christie Foundation

Report prepared by: Vince Arbing, Director, Corporate Services

Report and Financial approved by:

8 August, 2017

Administrative Officer
The Dr. & Mrs. H.E. Christie Community Foundation
PO Box 986
Amherst NS B4H 4E1

FUNDING APPLICATION

Please find enclosed an application from the Amherst Curling Club.

The club is a not-for-profit organization, and because we are not a registered charity, we understand that forwarding funds directly to the club may be an issue. We have explored the option of receiving the funds through the Canadian Council of Provincial and Territorial Sport Federations (CCPTSF). We would need to amend our existing fundraising project, and there is also an administrative fee of 5%. An alternative might be the Town of Amherst as a funding pathway. We thought it appropriate to seek your review prior to doing the administrative work of receiving funds. Any questions regarding this can be directed Robin Keith, our club treasurer. His contact information is on the application.

Any or all of the requested funding would be greatly appreciated.

Yours truly,



Ron Davis
President
Amherst Curling Club



Dr. and Mrs. H.E. Christie Community Foundation

P.O. Box 986
Amherst, Nova Scotia
B4H 4E1

Phone: (902) 667-9650 E-mail: TCCF@eastlink.ca
Administrator: Paul Mahaney

FUNDING APPLICATION

Name of Applicant Organization:

Trustees:

David H. Christie

Morris J. Haugg

Jennifer Brannon

Barry MacLeod

Donna Fitzpatrick

Mark Carter

AMHERST CURLING CLUB

Mailing Address:

PO Box 71

AMHERST NS B4H 3Y6

Canada Revenue Agency Business Number 126153626

Contact Person (s): ROBIN KEITH (TREASURER)

Email: amherstcurlingclub@gmail.com

Telephone/Fax #: (902) 669-1372

Please Provide:

- (1) a description of your organization. This may include the objects of your memorandum of incorporation (not the By-Laws), your mission/vision statement and a brief history of your activities and accomplishments. (This information is optional, if it has been previously supplied.)
- (2) a copy of your most recent annual financial statements. If these cannot be made available, please explain and enclose as much financial information as may be relevant to the application.
- (3) a brief general description of the assistance you are requesting including the scope and nature of proposed projects. This should include a financial report showing cost break-down for the project, including funds already available or committed to the project.

Please send your application to:

Administrative Officer
The Dr. & Mrs. H.E. Christie Community Foundation
PO Box 986, Amherst, Nova Scotia B4H 4E1

The Amherst Curling Club was established in 1873 and has served Amherst and Cumberland County at its current downtown location of 45 Prince Arthur Street since 1949. The facility has four sheets of ice and a main building housing a lounge, banquet facilities, locker rooms and ice-making equipment. We have approximately 95 adult and 12 junior curlers. In addition, thanks to a previous grant from the Christie Foundation, we have an active and growing lite-rock program for youth from age 5 to 12. We have one seasonal paid employee, the icemaker, and the club is managed and operated by a great group of 40 to 50 volunteers. We manage to operate year to year thanks to our volunteers, but our building is almost 70 years old, and always needs attention. The building is owned and operated solely by the club, a not-for-profit organization.

During curling season (November through March) we not only operate league play, but host Nova Scotia Curling Association events, bonspiels for visiting teams, and day curlers from various clubs. The lounge size and ample parking on the property make it attractive for renters for social events as well. Currently it serves annually to support the Cumberland Health Care Auxiliary "Highland Fling". It is used as a rain location and dressing area for the annual Indigenous Peoples celebration, and for various fundraisers and corporate social days. Lacking, however, is accessibility to the building and barrier free washrooms.

We are in the midst of major improvements that we believe will improve the curling experience for our patrons, as well as enhance our ability to encourage more community use. We want to improve safety and accessibility, with functionality being the main goal of the project that includes:

Part 1. An upgrade to the electrical service entrance, replacing aging components originally installed in 1949.

Part 2. Addition of a barrier free unisex washroom on the main floor. Currently the men's washrooms are in the basement, and women's washrooms are on the second floor.

Part 3. Barrier free access to the main floor level, making the lounge and viewing facilities available to all.

One of the concerns for our facility is the possibility of a sudden failure of the electrical service entrance resulting in a loss of the curling ice, or worse, a fire. A local contractor has been selected to complete this work before October.

With completion of the entire accessibility project (parts 2 and 3), we hope to see increased use of the club by our seniors, more spectators for our youth curlers, more rentals of our facility because of improved access and functionality, and the ability to host more curling events for masters and limited-mobility curlers. It was somewhat embarrassing this past season when we hosted the Nova Scotia Provincial Junior Curling championships, and had to inform parents and grandparents that our building was not accessible.

We are requesting a grant of \$20,000 from the Dr. and Mrs. H. E. Christie Community Foundation. We intend to implement the washroom and ramp this construction season, with completion in time for the start of the curling season in early November. With your cooperation, we can alleviate the strain on our curling general account and line of credit.

Total project budget (exclusive of tax) is

Part 1 Electrical \$40,000

Part 2 Washroom \$20,000

Part 3 Access ramp \$30,000 ✓

Other funding requests still active are:

Canada 150 Community Infrastructure Program (CIP) (awarded \$37,000);

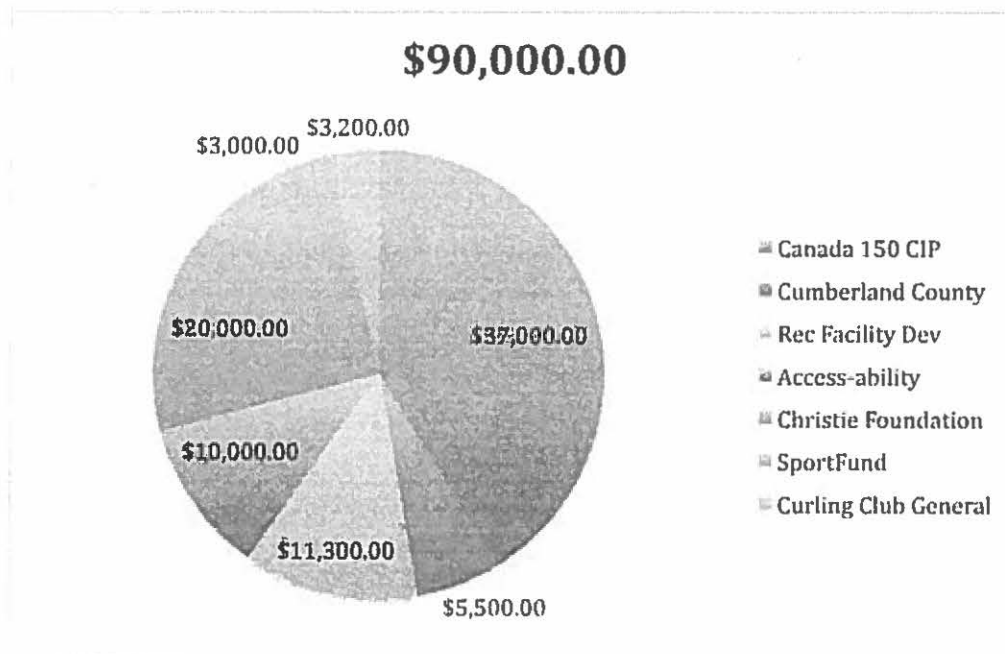
Municipality Cumberland County 2016, (awarded \$5,500),

NS Recreation Facility Development Grant, (awarded \$11,300); and

NS Community Access-ability Program, (pending \$10,000).

In addition, we have an approved fundraising project with the National Sport Trust Fund (Nova Scotia Chapter) and we are fundraising through individual contributions of members and friends of the club.

Following a successful 2016/2017 fiscal year, the curling club can provide cash and, if necessary, borrowed money to complete the project. Our most recent annual reports are attached. The chart below shows our total anticipated funding plan for the project.



Dr Hugh Christie was a long time member of the curling community, and currently 34% of our adult membership is over age 65. As indicated in the recent Town of Amherst Recreation Master Plan, the population of Amherst over age 65 is expected to grow from 24% to 36% over the next 15 years. Curling is a sport that can be enjoyed by all ages, and we see these accessibility improvements as a huge benefit for not only curlers, but also all community members to make use of our facility.

Thank you for your consideration. We can follow up with a report to the Christie Foundation before the end of this calendar year on how your funds helped make the improvements a reality.

Amherst Curling Club
Balance Sheet

	As at 04/30/2017
ASSET	
Current Assets	
Cash on Hand	11,822.60
Operating bank - CIBC	14,455.72
Capital - Scotiabank	5,500.00
Total Cash	31,778.32
Receivables	0.00
Total Receivable	0.00
Total Current Assets	31,778.32
Inventory Assets	
Inventory - club pins	355.00
Inventory - equipment	3,780.00
Inventory - bar	3,141.79
Building	204,000.00
Total Inventory Assets	211,176.79
TOTAL ASSET	242,955.11
LIABILITY	
Current Liabilities	
Accounts Payable	7,560.09
El Payable	0.00
CPP Payable	0.00
Federal Income Tax Payable	0.00
Total Receiver General	0.00
HST Charged on Sales	3,009.98
HST Paid on Purchases	2,933.11
HST Owning (Refund)	76.87
Total Current Liabilities	7,636.96
Long Term liabilities	
Loan	24,555.33
Roof Replacement	0.00
Total Long Term Liabilities	24,555.33
TOTAL LIABILITY	32,192.29
EQUITY	
Surplus	
Surplus - Previous Year	195,711.82
Current Earnings	15,051.00
Total Surplus	210,762.82
TOTAL EQUITY	210,762.82
LIABILITIES AND EQUITY	242,955.11

Generated On: 12 May 2017

Accepted at annual general meeting 17 May 2017

Lester Wah
 President, Amherst Curling Club

**Amherst Curling Club
Current Account Statement**

	Actual 05/01/2016 to 04/30/2017
REVENUE	
Membership	33,922.50
Bar	39,550.25
Curling equipment	738.00
Advertising signage	12,201.75
Rentals	5,298.60
Challenge League	680.00
Kitchen	1,119.15
Fundraising	28,437.00
Bonspiels	4,495.00
Grants/Donations	7,351.39
Junior Curling memberships	0.00
Total Revenue	133,783.64
EXPENSE	
Jr Expenses	0.00
Provincial fees	1,410.00
Advertising & Promotions	0.00
Curling equipment	943.00
Bar purchases	16,633.45
Interest and bank charges	721.57
Entertainment	0.00
Games	0.00
House	4,431.95
Bonspiels	3,662.14
Ice Making	5,823.84
Insurance	5,537.00
Membership expense	0.00
Miscellaneous	195.50
Interest on Long term debt	1,188.76
Office	2,641.63
Oil / Wood	4,916.81
Power	19,214.48
Propane/Natural Gas	3,921.05
Prop Taxes / Water	5,774.04
Telephone	1,509.67
Fundraising	11,901.91
Kitchen	569.41
Capital asset purchases	0.00
Employment expenses	14,915.49
HST	2,201.59
TOTAL EXPENSE	108,213.30
NET INCOME	25,570.34

Accepted at annual general meeting 17 May 2017

Lester Wah
President Amherst Curling Club

Generated On: 12 May 2017



Dr. and Mrs. H.E. Christie Community Foundation

**P.O. Box 986
Amherst, Nova Scotia
B4H 4E1**

**Phone: (902) 667-9650 E-mail: TCCF@eastlink.ca
Administrator: Paul Mahaney**

13 September, 2017

Trustees:

David H. Christie	Town of Amherst
Morris J. Haugg	98 Victoria Street
Jennifer Brennan	Amherst, NS
Barry MacLeod	B4H 1X6
Donna Fitzpatrick	Attn: Corporate Services
Mark Carter	Mr. Vince Arbing

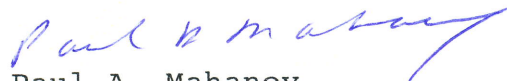
Dear Vince,

The Board of Trustees of the Dr. & Mrs. H.E. Christie Community Foundation would like to provide funding to the Town of Amherst in the amount of \$20,000.00 provided the town will in turn provide funding in the same amount to the Amherst Curling Club.

Please advise me if the Amherst Town Council will agree to receive these funds.

Thank you for your assistance.

Sincerely,


Paul A. Mahaney
Administrator



COMMITTEE OF THE WHOLE

CDR#

Date: September 18, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Andrew Fisher, Senior Planner & Business Development Officer (acting)

DATE: September 18, 2017

SUBJECT: Off-leash dog park input

ORIGIN:

2017/18 Capital Budget.

LEGISLATIVE AUTHORITY:

Municipal Government Act (MGA) section 65 (ah) providing the power to spend money required by the municipality for, "...public grounds, squares, halls, museums, parks,..., and community centres" and section 175 that provides for a Dog By-law.

RECOMMENDATION:

That Council give direction to staff to investigate the scope of work required to create, as a pilot project, an off-leash dog park within one of the ballfields of Robb's Park.

BACKGROUND:

In response to expression of interest in the community, Council included in the Capital Budget \$25,000 for an off-leash dog park, and directed staff to seek public input around the interest, location, and desired amenities of such a facility. Three public workshops were held in August and September where staff provided an overview of dog park best practices in other jurisdictions. Based on this overview, six potential Town-owned locations were reviewed. Attendees were then taken through a mapping exercise, and asked to complete a survey.

A total of 36 surveys were completed, and can be summarized as follows:

1. Most respondents have medium-large dogs (over 20 lbs)
2. Relatively few have registered their dog
3. Anticipated use would be daily or weekly, and most often in the evening.
4. Park size, cleanliness/maintenance, a separate small dog area, and a water source were considered the most important features.
5. Cleanliness/maintenance, dog conflicts, and dogs getting loose were the most common concerns.
6. 22 of 36 respondents indicated a willingness to sit on a dog park committee.
7. Out of the six locations suggested, the Robb Complex, followed by Dickey Park were strongly favored.

Participants were also asked to draw on the map where they tend to walk their dog(s) to help



identify where facilities such as waste receptacles might be placed. The attached map shows the most common route tends to be a loop around Church, East Victoria, Willow, and Spring Streets. Staff intend to review this information with respect to existing waste receptacles locations to see if service can be improved.

DISCUSSION:

Staff feel it would be prudent to consider an off-leash park as a pilot project to gauge the level of interest prior to, or instead of, making a significant capital investment. While the workshops were not well attended, there is reason to believe there may be broader support in the community for an off-leash facility. The original announcement of the workshops resulted in significant activity on Facebook; however, vacations in August and school commencement in early September may be contributing factors to the low turnout. As such, the creation of a basic off-leash space within an existing facility could provide information around the demand for such a facility, the needed amenities, and how best to manage it.

The Recreation Department confirmed that the three ball diamonds at the Robb Complex are underutilized, even during the baseball season. Repurposing one of the diamonds would not impact existing user groups, and would be ideal for an off-leash park pilot project. Each diamond is of ample size (approx. 1.5 acres), has existing fencing, off-street parking, and a water source. A preliminary inspection indicates that relatively minor improvements and additions to the existing fencing could be undertaken to prevent dogs from getting out of the off-leash space.

Staff need to develop a detailed scope of work including but not limited to: fencing improvements, signage, maintenance scheduling, and enforcement. Depending on the outcome of the detailed scope of work, it may be possible to implement the project this fall.

FINANCIAL IMPLICATIONS:

2017/18 Capital budget includes \$25,000 for an off-leash dog park. The Pilot project is anticipated to cost less than \$5,000.

COMMUNITY ENGAGEMENT:

Advertised public workshops held August 8, 17, and September 7th. Further community engagement is recommended should a pilot project be implemented.

ENVIRONMENTAL IMPLICATIONS:

Dog waste and noise from barking are significant issues that must be mitigated.

ALTERNATIVES:

- 1) Do not pursue an off-leash dog park, and direct staff to take no further action.
- 2) Bring a detailed scope of work back to Council for further review.

ATTACHMENTS:

- 1) Workshop Survey Results, 2) Dog walking route Map



Survey: Off Leash Dog Park Public Meetings (2017)

We need your input to determine the interest in developing, maintaining and operating an off-leash dog park in Amherst. Please answer the following questions: **36 total surveys were completed.**

1. Do you currently have a dog? Yes **34** / No **2**

If yes, how many dogs? _____ Approximate weight? _____ pounds

27 have 1	Under 20lbs (8)	60-80lbs (3)
6 have 2	20-40lbs (5)	80-100lbs (2)
1 has 3	40-60lbs (8)	over 100 lbs (2)

Is your dog(s) registered with the Town? Yes **11** / No **19**

2. If an off-leash Dog Park is located in town, how often do you think you might use it?

Daily	Weekly	Monthly	Once in a while	Never
13	21		2	

3. Circle the times of day would you most likely use the park?

Mon-Fri:	6am – 9am	9 am – noon	noon – 3pm	3pm – 7pm	7pm – Dusk
	7	3	4	17	22
Sat-Sun:	6am – 9am	9 am – noon	noon – 3pm	3pm – 7pm	7pm – Dusk
	5	10	7	13	14

4. How important are the following items to a successful dog park? Please number the 3 items that are most important, and place an **X** beside the least important items?

- Size **11 considered most important, 3 considered 2nd most 4 considered 3rd most**
- Benches for people **1 considered 2nd most, 1 considered 3rd most**
- Cleanliness/maintenance **5 considered most important, 3 considered 2nd, 8 considered 3rd**
- Dog amenities (toys, play structures, etc.) **1 considered 3rd**
- Lighting **1 considered most important, 2 considered 2nd**
- Location (specify) **2 considered most important, 2 considered 2nd, 3 considered 3rd**
- Parking close to site **3 considered most important, 1 considered 2nd, 1 considered 3rd**
- People/dog water fountain **4 considered most important, 5 considered 2nd, 3 considered 3rd**
- Restrooms **4 considered 2nd, 3 considered 3rd**
- Separate small dog area **6 considered most important, 8 considered 2nd, 1 considered 3rd**

- k. Shaded areas 2 considered most important, 2 considered 2nd, 5 considered 3rd
 - l. Waste bag dispensers 1 considered most important, 3 considered 2nd, 2 considered 3rd
 - m. Other: _____
5. Are there issues related to dog parks that concern you. Select all that apply.
- a. Cleanliness 18
 - b. Dog conflicts 20
 - c. Maintenance 11
 - d. Location (specify): _____
 - e. Dogs getting loose 10
 - f. User fees 6
 - g. Noise 3
 - h. Parking 5
 - i. Changes to landscape/view scape 1
 - j. Other: garbage receptacles, supervision
6. Would you be willing to sit on a dog park advisory committee? YES 22 / NO 11
7. Would you support a dog park located on:
- a. Donald Avenue (near Community Garden) 5
 - b. Park Street (Northern Telecom Park) 4
 - c. Beacon Street (adjacent to Little League baseball field) 7
 - d. Robb complex (within one baseball field) 25
 - e. Dickey park (wooded area) 22
 - f. Motor Avenue (adjacent to the marsh and marsh trail) 8
 - g. Another location: _____

Other comments, suggestions, and concerns:

Fenced area

Supply waste bags / bins

No large gravel

Water source

Current Vaccination requirements

Would it be by permit only

Concerns of disease / injury

Cost to dog owners

Accessibility / Noise

Specify large/small dog times

Snow removal – can't exceed height of fence

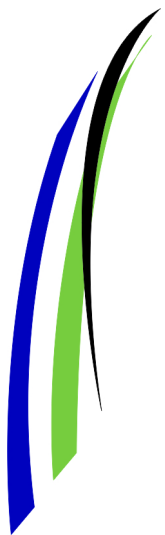
Regular waste bag removal

Dog conflicts

Feels this is a necessary facility

Expression of thanks to the Committee

Thank you for providing feedback! For more information email amherstrecreation@amherst.ca or call (902) 667-3352



MEMORANDUM

To: Mayor Kogon and Members of Council
From: Councillor Vince Byrne
Date: 18 September 2017
Subject: Request for Policy for Developing Capital and Operating Budgets

I have been reviewing our policies with respect to the formulation of the Town's budget, with a particular interest in ensuring that the Town continues with the Mandatory Provincial Contribution Area Rate. I want to ensure that the Area Rate continues and that we continue our efforts to ensure that taxpayers are aware of the existence and the reasons for the Area Rate. During my review I noted that while there are policies which provide guidance on capital budgets there are none with respect to the process which is followed leading to the approval of the annual operating budget. While the current process works well I believe that a process should formally exist in policy. Therefore I wish to put forward the following motion for Committee of the Whole:

That Council provide staff with direction to develop a policy, for the October meeting of Committee of the Whole, regarding the preparation and approval of the annual operating and capital budgets including the process and timeline by which the Mandatory Provincial Assessment Contribution Area Rate is set. The draft policy should also include guidelines for communicating and consulting with the public with respect to the annual budget.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: 18 September 2017
Subject: Backyard Chickens

Attached is a memo received from Councillor Blanch with regard to the issue of allowing “backyard chickens” for discussion.

The purpose of this memo is to advise the members of Council that paragraph 4.3 of the Land Use Bylaw states the following”

“The keeping of agricultural animals is prohibited in Town except for the following lots which have

agricultural uses existing at the date of this bylaw:

i) PID# 25047010 ii) PID# 25037219 iii) PID# 25358086”

Therefore, purely in terms of process, Committee of the Whole should determine its will to entertain an eventual amendment to facilitate this change and either decide not to pursue the change or approve a motion to refer the issue to the Planning Advisory Committee. As Council is likely aware, the process of amending the Land Use Bylaw strictly follows the provisions of the MGA.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Councillor Jason Blanch
Date: 18 September 2017
Subject: Backyard Chickens

I was approached recently by a community member who asked me to add the topic of allowing backyard chickens in Amherst to the COW for Monday. The proposition is a limit of 3 or 4 birds, no roosters, for citizens to have fresh eggs. This is not a new idea as it has been done in many communities in the past few years.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: 18 September 2017
Subject: Unsightly Premises Report

Attached are a number of documents setting out the status of resolved and outstanding unsightly premises matters.

Section 345(3) of the Municipal Government Act states:

“The administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued.”

By virtue of Policy 66150-01 (attached) Council has delegated most of its authority under the MGA to the Planning Advisory Committee.

Staff will be pleased to answer questions relative to this report.

Unsightly Premises Monthly Council Report	Files - Up to June, 2017
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Address		Date Opened	Year	Initial Determination	Current Status	Next Due Date
NEW FILES - THIS MONTH						
1	4 Hamlet Court	June 23, 2017	2017	Garbage and junk	Visited the property. On signs of garbage or rodents. No issues closed file.	June 23, 2017 Closed file.
2	13 Copp Avenue	June 21, 2017	2017	Lawn not mowed	At the time of my inspection on June 21 2017 I could not see any problems that would classify this property as dangerous or unsightly.	June 21, 2017 Closed file.
3	21 Russell Street	June 26, 2017	2017	Rodent and smell of gardage.	Visited the property. There was some garbage around the garbage bin. Sent owner a letter aking to clean up and have regular pick up for the garbage. Revisited the property several times with no signs of garbage on the ground or rodents.	July 05, 2017 revisit.
4	141 Church Street	June 21, 2017	2017	Garbage and unsightly conditions of the yard.	Spoke to Jack Dobson on June 21 2017 at 141 Church Street about the garbage build up at this location (due to a complaint). At the time of the conversation there was a crew there cleaning out both apartments, Jack said he would have the garbage removed this week. I will recheck by Wednesday June 28 2017.	July 07, 2017 revisit.
5	48 Havelock Street	June 16, 2017	2017	Junk on the front lawn.	Visited the property, there was old carpet and construction material on curb side. Sent owner a letter asking them to clean up the junk.	July 10, 2017 revisit.
6	21 Poplar Street	June 21, 2017	2017	Lawn in not mowed and junk in yard	On my Visit to the property on June 21 2017 I took pictures and found the property to be unsightly or dangerous for the following reasons: 1- There are two derelict vehicles on the driveway side of the building.2- There is debris in the long grass on the driveway side.3- Uncut grasses on the driveway side do to the junk in this area.	2017, 07, 12 revisit.
7	9 North Adelaide Street	June 21, 2017	2017	Garbage by back shed.	On my visit to the above property on (June 21 2017), this property is deemed as unsightly or dangerous for the following reasons:1- Garbage by the back shed.	2017, 08, 04 revisit,
8	61 Hickman Street	June 21, 2017	2017	The state of the house.	On my visit to this property on June 21 2017, this property is deemed to be unsightly or dangerous for the following reasons: 1- No siding on the building (all sides but the back) 2- Long grass in dog pen.	2017, 06, 05 revisit.
9	8 Prince Arthur Street	June 26, 2017	2017	Garbage left in trailer over night.	Visited the property, There was a trailer full of gardage on the property. Took pictures.	2017, 07, 14 revisit.
10	80 Hickman Street	June 28, 2017	2017	Junk and rubbish	Sent property owner first letter	2017-07-2017 revisit
11	16 Prince Arthur Street	June 6. 2017	2017	building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit October 26, 2017.	2017-10-26 revisit
12	10 Prince Arthur Street	June 6. 2017	2017	Garbage in trailing and building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit August 14, 2017..	2017-08-14 revisit

CLOSED FILES - THIS MONTH						
1	4 Hamlet Court	June 23, 2017	2017	Garbage and junk	Visited the property. No signs of garbage or rodents. No issues closed file.	June 23, 2017 Closed file.
2	13 Copp Avenue	June 21, 2017	2017	Lawn not mowed	At the time of my inspection on June 21 2017 I could not see any problems that would classify this property as dangerous or unsightly.	June 21, 2017 Closed file.
ONGOING FILES						
	Address	Date Opened	Year	Initial Determination	Current Status	Next Due Date
1	21 Russell Street	June 26, 2017	2017	Rodent and smell of gardage.	Visited the property. There was some garbage around the garbage bin. Sent owner a letter aking to clean up and have regular pick up for the garbage. Revisited the property several times with no signs of garbage on the drown or rodents.	July 05, 2017 revisit.
2	141 Church Street	June 21, 2017	2017	Garbage and unsightly conditions of the yard.	Spoke to Jack Dobson on June 21 2017 at 141 Church Street about the garbage build up at this location (due to a complaint). At the time of the conversation there was a crew there cleaning out both apartments, Jack said he would have the garbage removed this week. I will recheck by Wednesday June 28 2017.	July 07, 2017 revisit.
3	48 Havelock Street	June 16, 2017	2017	Junk on the front lawn.	Visited the property, there was old carpet and construction material on curb side. Sent owner a letter asking them to clean up the junk.	July 10, 2017 revisit.
4	21 Poplar Street	June 21, 2017	2017	Lawn in not mowed and junk in yard	On my Visit to the property on June 21 2017 I took pictures and found the property to be unsightly or dangerous for the following reasons: 1- There are two derelict vehicles on the driveway side of the building.2- There is debris in the long grass on the driveway side.3- Uncut grasses on the driveway side do to the junk in this area.	2017, 07, 12 revisit.

Unsightly Premises Monthly Council Report	Files - Up to July 2017
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Address		Date Opened	Year	Initial Determination	Current Status	Next Due Date
NEW FILES - THIS MONTH						
1	74 East Pleasant Street	July 7, 2020	2017	Garbage and junk in the back yard.	Visit property on 2017/07/20 take pictures, deemed the property not to be unsightly.	2017, 07, 20 File Closed.
2	4 Rusell Street	2017, 07, 10	2017	Pile of tree branches in front yard	Talked to Rod Gilroy 902-667-1175 on July 31, 2017, He is managing the property Rod told me that the tree branches would be cleaned up on August 1, 2017.	Revisit 2017, 08, 01.
3	5 Admore Avenu	2017, 08, 02	2017	Lawn not mowed	Talked to owner, she said it would be done by the end of week. The lawn was mowed August 3, 2017.	2017, 08, 03 File Closed.
4	13 Minto Street	2017, 07, 21	2017	House had been abandoned for 1-2 months. It is full of garbage and mice	Visited the property and took picture. The house is abandoned and full of junk. The building is secured and is in holding by Veranova company.	Revisit when Veranova calles back.
5	61 Hickman Street	June 21, 2017	2017	The state of the house.	On my visit to this property on June 21 2017, this property is deemed to be unsightly or dangerous for the following reasons: 1- No siding on the building (all sides but the back) 2- Long grass in dog pen. July 05, 2017 Sent letters out to complainant and owner. I spoke to the property owner on this day, she said that they have little money as she is off work sick and waiting for an operation. July 18, 2017 Spoke to Krista Dwyer on the phone, she told me that they are considering grants to help repair the house and has started the paper work. July 18, 2017 Received an e-mail from Krista Dwyer today stating the work she hopes to have done on the house.	2017, 09, 29 revisit.
6	1 Park Street	2017,07, 07	2017	Roccons getting into building	2017-07-07 Visited property, there is part of the vent that has been pulled down. Took pictures. July 12, 2017 Called Freddie's pizza in Amherst to try and get a contact for Freddie Doumani, talked to the staff and was told they would pass along the message. July 17, 2017 Have not heard back from Freddie Doumani. Sent out letter informing him of the issue with the property at 1 Park Street. I have given until August 8, 2017 to fix the issue or contact me.	2017, 08, 08 Revisit.
7	15 Minto Street	July 21, 2017	2017	Home burnt	Visited property and took pictures. The property is deemed to be Dangerous and unsightly: This building has been deemed as a vacant building and falls under the dangerous and unsightly definition (that is in a ruinous or dilapidated condition, that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes).	2017-08-31 revisit.

CLOSED FILES - THIS MONTH						
1	21 Russell Street	June 26, 2017	2017	Rodent and smell of gardage.	Visited the property. There was some garbage around the garbage bin. Sent owner a letter asking to clean up and have regular pick up for the garbage. Revisited the property several times with no signs of garbage on the grownd or rodents.	July 05, 2017 Closed file.
2	141 Church Street	June 21, 2017	2017	Garbage and unsightly conditions of the yard.	Spoke to Jack Dobson on June 21 2017 at 141 Church Street about the garbage build up at this location (due to a complaint). At the time of the conversation there was a crew there cleaning out both apartments, Jack said he would have the garbage removed this week. I will recheck by Wednesday June 28 2017. July 12 2017 Spoke with Paul Pettigrew (902) 664-2455 on the phone, will be cleaned up on July 19 2017. The pile of garbage there is mostly construction, as they are renovating, working and cleaning the property.	July 07, 2017 Closed file.
3	48 Havelock Street	June 16, 2017	2017	Junk on the front lawn.	Visited the property, there was old carpet and construction material on curb side. Sent owner a letter asking them to clean up the junk.Revisited the site on July 10, 2017 no improvement. Sent second letter on July 10, 2017. Revisited on July 17, 2017, property is complaint.	July 17, 2017 Closed file .
4	5 Admore Avenu	2017, 08, 02	2017	Lawn not mowed	Talked to owner, she said it would be done by the end of week. The lawn was mowed August 3, 2017.	2017, 08, 03 File Closed.
5	9 North Adelaide Street	2017, 08, 31	2017	Garbage out back and junk on the from lawn.	On my visit to the above property on (June 21 2017), this property is deemed as unsightly or dangerous for the following reasons:1- Garbage by the back shed.July 31, 2017 Visited the above property on this date, more complaints on this property about junk on the front lawn.1- Garbage still in the back 2- Junk on the front lawn (looks like someone moved out and left their stuff there. Talked to Shawn Smith to his tore on July 31, 2017 at 12:30. He told me that he was waiting for someone to pick and clean up the junk in the front yard (this should be done by Friday August 4, 2017). Shawn also told me that Allison White is going to drop off a garbage bin for this property.	2017 , 08, 03 Revisit.

ONGOING FILES						
	Address	Date Opened	Year	Initial Determination	Current Status	Next Due Date
1	4 Rusell Street	2017, 07, 10	2017	Pile of tree branches in front yard	Talked to Rod Gilroy 902-667-1175 on July 31, 2017, He is managing the property Rod told me that the tree branches would be cleaned up on August 1, 2017.	Revisit 2017, 08, 01.
2	21 Poplar Street	June 21, 2017	2017	Lawn in not mowed and junk in yard	On my Visit to the property on June 21 2017 I took pictures and found the property to be unsightly or dangerous for the following reasons: 1- There are two derelict vehicles on the driveway side of the building.2- There is debris in the long grass on the driveway side.3- Uncut grasses on the driveway side do to the junk in this area. On my revisit there was some improvement, sent second letter and will revisit on August 2, 2017.	2017, 08, 02 revisit.
3	8 Prince Arthur Street	June 26, 2017	2017	Garbage left in trailer over night.	Visited the property, There was a trailer full of garbage on the property. Took pictures. July 14, 2017 sent out letters to owner and complainant. Revisit on August 17, 2017	2017, 08, 17 revisit.
4	80 Hickman Street	June 28, 2017	2017	Junk and rubbish	Sent property owner first letter. Kelvin Kay called me about the property and what he needed to do. Meet with Kelvin on this day July 20, 2017 we talked about cleaning the yard. He said that most of the work would be completed in about 3 weeks.	2017-09-05 revisit.
5	16 Prince Arthur Street	June 6. 2017	2017	building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit October 26, 2017. July 21, 2017 Sent out letter to Allison White explaining what had to be done.	2017-10-26 revisit
6	10 Prince Arthur Street	June 6. 2017	2017	Garbage in trailing and building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit August 14, 2017..	2017-08-14 revisit

Address		Date Opened	Year	Initial Determination	Current Status	Next Due Date
<u>NEW FILES - THIS MONTH</u>						
1	Dusker Way	2017, 08, 01	2017	long grass	Visited site on August 01, 2017, the grass was not mowed. Phoned the owner and he said it would be done by week end. Revisited the site grass was mowed. Closed file August 10, 2017.	2017, 08, 10 File Closed.
2	5 Crescent Ave	2017, 08, 29	2017	Garbage, rodents	2017-08-29 Visited property on this date, deemed not to be dangerous or unsightly.	2017, 08, 29 File Closed.
3	22 Copp Avenue	August 31, 2017	2017	2 TV's curb side	2017-08-31 Called Shawn on the phone abut 2 TV on the front lawn. He will have until September 8 to remove them.	2017-09-08 revisit
<u>CLOSED FILES - THIS MONTH</u>						
1	4 Rusell Street	2017, 07, 10	2017	Pile of tree branches in front yard	Talked to Rod Gilroy 902-667-1175 on July 31, 2017, He is managing the property Rod told me that the tree branches would be cleaned up on August 1, 2017. Visited the site on August 1, 2017 the property is complies.	2017, 08, 01 Closed File.
2	21 Poplar Street	June 21, 2017	2017	Lawn in not mowed and junk in yard	On my Visit to the property on June 21 2017 I took pictures and found the property to be unsightly or dangerous for the following reasons: 1- There are two derelict vehicles on the driveway side of the building.2- There is debris in the long grass on the driveway side.3- Uncut grasses on the driveway side do to the junk in this area. On my revisit there was some improvement, sent second letter and will revisit on August 2, 2017. Revisited property on August 08, 2017 the property is compliant.	2017, 08, 09 Closed file.
3	9 Prince Arthur Street	August 17, 2017	2017	Garbage left in trailer over night.	Visited the property, There was a trailer full of gardage on the property. Took pictures. July 14, 2017 sent out letters to owner and complainant. Revisit on August 17, 2017. Visited property no garbage on a trailer. Allison White bought a garbage truck.	2017, 08, 17 Closed File.

ONGOING FILES						
	Address	Date Opened	Year	Initial Determination	Current Status	Next Due Date
1	9 North Adelaide Street	2017, 08, 31	2017	Garbage out back and junk on the from lawn.	On my visit to the above property on (June 21 2017), this property is deemed as unsightly or dangerous for the following reasons:1- Garbage by the back shed.July 31, 2017 Visited the above property on this date, more complaints on this property about junk on the front lawn.1- Garbage still in the back 2- Junk on the front lawn (looks like someone moved out and left their stuff there. Talked to Shawn Smith to his tore on July 31, 2017 at 12:30. He told me that he was waiting for someone to pick and clean up the junk in the front yard (this should be done by Friday August 4, 2017). Shawn also told me that Allison White is going to drop off a garbage bin for this property. August 3, 2017 - Talked to Shawn on the phone to thank him 4:10pm. He said that the garbage bin should be there some time this week. August 18, 2017 Stopped by the store to talked with Shawn 11:30am. He was considering Miller Waste he has a quote for a bin to be placed at 9 North Adelaide. I have extended the date until August 25, 2017. The garbage is being picked up on a regular schedule but still placed on the ground.	2017 , 09, 12 Revisit.
2	13 Minto Street	2017, 07, 21	2017	House had been abandoned for 1-2 months. It is full of garbage and mice	Visited the property and took picture. The house is abandoned and full of junk. The building is secured and is in holding by Veranova company. August 8, 2017 - A Khrystine McGowan call back from Veranova, she said that they are waiting for the bank to release the property to them, when they receive ownership of the property whey plan on cleaning out the junk. For the time being the property representative will put out rat poison.	Revisit when Veranova calles back.
3	61 Hickman Street	June 21, 2017	2017	The state of the house.	On my visit to this property on June 21 2017, this property is deemed to be unsightly or dangerous for the following reasons: 1- No siding on the building (all sides but the back) 2- Long grass in dog pen. July 05, 2017 Sent letters out to complainant and owner. I spoke to the property owner on this day, she said that they have little money as she is off work sick and waiting for an operation. July 18, 2017 Spoke to Krista Dwyer on the phone, she told me that they are considering grants to help repair the house and has started the paper work. July 18, 2017 Received an e-mail from Krista Dwyer today stating the work she hopes to have done on the house.	2017, 09, 29 revisit.
4	1 Park Street	2017,07, 07	2017	Roccons getting into building	2017-07-07 Visited property, there is part of the vent that has been pulled down. Took pictures. July 12, 2017 Called Freddie's pizza in Amherst to try and get a contact for Freddie Doumani, talked to the staff and was told they would pass along the message. July 17, 2017 Have not heard back from Freddie Doumani. Sent out letter informing him of the issue with the property at 1 Park Street. I have given until August 8, 2017 to fix the issue or contact me. August 25, 2017 Revisited the property, no work has been completed or started. Sent out second letter informing the owner that if work is not completed by October 4, 2017 the Town of Amherst would hire a contractor to complete the work, all cost incurred will be charged to the property owner and added to the property taxes.	2017, 09, 30 Revisit.
5	16 Prince Arthur Street	2017,08,12	2017	building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit October 26, 2017. July 21, 2017 Sent out letter to Allison White explaining what had to be done.August 12, 2017 August 12, 2017	2017-10-26 revisit
6	80 Hickman Street	June 28, 2017	2017	Junk and rubbish	Sent property owner first letter. Kelvin Kay called me about the property and what he needed to do. Meet with Kelvin on this day July 20, 2017 we talked about cleaning the yard. He said that most of the work would be completed in about 3 weeks.	2017-09-05 revisit.
7	10 Prince Arthur Street	June 6. 2017	2017	Garbage in trailing and building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit August 14, 2017. August 13, 2017 Visited the property on this date. The trailer with garbage has been removed. I have been monitoring this property to make sure the trailer is empty. The Black truck is removed from the property.	2017-08-14 revisit

Unightly Premises Monthly Council Report	Files - Up to September 2017
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Address		Date Opened	Year	Initial Determination	Current Status	Next Due Date
<u>NEW FILES - THIS MONTH</u>						
1	155 East Victoria	September 5, 2017	2017	Long Grass	Called and asked if the lawn could be mowed, They said it would be done this week. Took pictures.	13-Sep-17
2	29 Spring Street	September 5, 2017	2017	Pile brush	Visited site, took pictures. Sent owner first letter	19-Sep-17
3	18 Christie Street	September 6, 2017	2017	Garbage	September 6, 2017 Visited property on this date, There was a pile of rubbish out back. The apartment was being cleaned out and repainted. Revisit on September 28, 2017.	revisit 2017-09-28
4	51 Summit	September 1, 2017	2017	Garage exterior	Administrator to write a letter to owner	revisit 2017-10-15
5	107 Church	September 1, 2017	2017	Exterior of Building	Administrator to review with Deputy CAO for compliance	revisit 2017-09-15
<u>CLOSED FILES - THIS MONTH</u>						
1	22 Copp Avenue	August 31, 2017	2017	2 TV's curb side	August 31, 2017 Called Shawn on the phone abut 2 TV on the front lawn. He will have until September 8 to remove them. September 7, 2017 Drove by property on this date. TV's have been picked up.	2017-09-08 file closed

ONGOING FILES						
	Address	Date Opened	Year	Initial Determination	Current Status	Next Due Date
1	9 North Adelaide Street	2017, 08, 31	2017	Garbage out back and junk on the from lawn.	<p>On my visit to the above property on (June 21 2017), this property is deemed as unsightly or dangerous for the following reasons:1- Garbage by the back shed.July 31, 2017 Visited the above property on this date, more complaints on this property about junk on the front lawn.1- Garbage still in the back 2- Junk on the front lawn (looks like someone moved out and left their stuff there.</p> <p>Talked to Shawn Smith to his tore on July 31, 2017 at 12:30. He told me that he was waiting for someone to pick and clean up the junk in the front yard (this should be done by Friday August 4, 2017). Shawn also told me that Allison White is going to drop off a garbage bin for this property. August 3, 2017 - Talked to Shawn on the phone to thank him 4:10pm. He said that the garbage bin should be there some time this week.</p> <p>August 18, 2017 Stopped by the store to talked with Shawn 11:30am. He was considering Miller Waste he has a quote for a bin to be placed at 9 North Adelaide. I have extended the date until August 25, 2017.</p> <p>The garbage is being picked up on a regular schedule but still placed on the ground.</p>	2017 , 09, 12 Revisit.
2	13 Minto Street	2017, 07, 21	2017	House had been abandoned for 1-2 months. It is full of garbage and mice	Visited the property and took picture. The house is abandoned and full of junk. The building is secured and is in holding by Veranova company. August 8, 2017 - A Khrystine McGowan call back from Veranova, she said that they are waiting for the bank to release the property to them, when they receive ownership of the property whey plan on cleaning out the junk. For the time being the property representative will put out rat poison.	Revisit when Veranova calles back.
3	61 Hickman Street	June 21, 2017	2017	The state of the house.	<p>On my visit to this property on June 21 2017, this property is deemed to be unsightly or dangerous for the following reasons: 1- No siding on the building (all sides but the back) 2- Long grass in dog pen. July 05, 2017 Sent letters out to complainant and owner. I spoke to the property owner on this day, she said that they have little money as she is off work sick and waiting for an operation. July 18, 2017 Spoke to Krista Dwyer on the phone, she told me that they are considering grants to help repair the house and has started the paper work. July 18, 2017 Received an e-mail from Krista Dwyer today stating the work she hopes to have done on the house.</p>	2017, 09, 29 revisit.
4	1 Park Street	2017,07, 07	2017	Roccons getting into building	<p>2017-07-07 Visited property, there is part of the vent that has been pulled down. Took pictures. July 12, 2017 Called Freddie's pizza in Amherst to try and get a contact for Freddie Doumani, talked to the staff and was told they would pass along the message. July 17, 2017 Have not heard back from Freddie Doumani. Sent out letter informing him of the issue with the property at 1 Park Street. I have given until August 8, 2017 to fix the issue or contact me. August 25, 2017 Revisited the property, no work has been completed or started. Sent out second letter informing the owner that if work is not completed by October 4, 2017 the Town of Amherst would hire a contractor to complete the work, all cost incurred will be charged to the property owner and added to the property taxes.</p>	2017, 09, 30 Revisit.
5	80 Hickman Street	June 28, 2017	2017	Junk and rubbish	Sent property owner first letter. Kelvin Kay called me about the property and what he needed to do. Meet with Kelvin on this day July 20, 2017 we talked about cleaning the yard. He said that most of the work would be completed in about 3 weeks. Kelvin called me this morning @ 9:00 am to ask if he could have another three weeks? He had company over and did not get the work done. September 12, 2017 Visited the property on this day. There has been some work done. Still needs more cleaning.	2017-10-05 revisit.
6	15 Minto Street	July 21, 2017	2017	Home burnt	<p>Visited property and took pictures. The property is deemed to be Dangerous and unsightly:</p> <p>This building has been deemed as a vacant building and falls under the dangerous and unsightly definition (that is in a ruinous or dilapidated condition, that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes). August 31, 2017 Sent first letter to property owner.</p>	2017-09-20 revisit.

7	16 Prince Arthur Street	2017,09,12	2017	building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit October 26, 2017. July 21, 2017 Sent out letter to Allison White explaining what had to be done. August 12, 2017 August 12, 2017 Visited the property and car has been removed. Sent Allison an e-mail thanking him for his cooperation.	2017-10-26 revisit
8	10 Prince Arthur Street	June 6. 2017	2017	Garbage in trailing and building is dilapidated condition	June 6. 2017 Visited property on this date, took pictures and deemed the property to be unsightly. June 12, 2017 Meet with Allison White at Town hall to discuss what needs to be fixed and how long this process will take. Will revisit August 14, 2017. August 13, 2017 Visited the property on this date. The trailer with garbage has been removed. I have been monitoring this property to make sure the trailer is empty. The Black truck is removed from the property. September 13, 2017 Sent Allison an e-mail as to ask him the progress on the building. There is work being done to the property. I will extend the dealing until October 11, 2017. Allison said he is waiting for doors and windows on order to come in.	2017-08-14 revisit
9	44 Havelock	May 1, 2015	2015	Exterior of the Buildin gis in a dilapidated condition	Significant coorespondence back and forth with previous administrator. Posted property on Sept 13 requesting entry on Sept. 19 for interior inspection	2017-09-19 inspection scheduled
10	196 East Victoria	July 1, 2013	2013	Exterior of the Buildin gis in a dilapidated condition	Sept 9-2016 PAC ordered remedial action to fix front of building. Work has not yet been completed. Administrator is working with the Deputy CAO to determine a course of action. This remedial action would be a significant cost and a proper plan must be in place	2017-11-15 revisit

DEPARTMENT: PLANNING AND DEVELOPMENT**TITLE:** **DANGEROUS OR UNSIGHTLY PREMISES POLICY**

Minutes reference date:	27 February 2006	26 May 2008	27 April 2009	26 April 2010
	24 March 2014	29 March 2016		

PURPOSE:

1. The purpose of this policy to delegate the Town's powers and set priority with regard to Part XV of the *Municipal Government Act* (Dangerous or Unsightly Premises).
2. Part XV of the *Municipal Government Act* states, "Every property in a municipality shall be maintained so as not to be dangerous or unsightly".

POLICY STATEMENT:

3. Council delegates its authority to declare a property as dangerous or unsightly to the Dangerous or Unsightly Premises Administrator. The Administrator will determine whether or not a property is considered dangerous or unsightly in accordance with the definition of such in the *Municipal Government Act*.
4. Council delegates its authority under the provisions of the Dangerous or Unsightly Premises contained in the *Municipal Government Act* to issue an order to demolish a building to the Planning Advisory Committee.
5. Council delegates its authority to bring into compliance a property which has been declared dangerous or unsightly to the Administrator. The Administrator will utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to achieve compliance.
6. Council retains its authority under the provisions of the Dangerous or Unsightly Premises provisions contained in the *Municipal Government Act* to conduct appeal hearings when an appeal is launched against an order to demolish a building issued by the Planning Advisory Committee.
7. Council delegates its authority to conduct appeal hearings when an appeal is launched against a decision of the Administrator to the Planning Advisory Committee.

ROLES:**Planning Advisory Committee:**

8. Upon recommendation by the Administrator, the Planning Advisory Committee will make a decision on the issuance of an order to demolish a building.
9. Upon an appeal of a decision of the Administrator, the Planning Advisory Committee will determine if a property is dangerous or unsightly and any remedial action to be taken.

Administrator:

10. Receive all complaints in relation to this policy;
11. Conduct an initial investigation of the complaint and determine if the property is dangerous or unsightly in accordance with the relevant provisions contained within the *Municipal Government Act*;
12. Utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to bring a property into compliance;
13. Provide a monthly report to Council detailing number of complaints, number of open files, number of resolved files, type of infraction, etc.

COMPLAINTS:

14. Complaints shall be received in a written format either on a Town of Amherst Complaint Form or via letter or email. Each complaint must include the complainant's name and contact information. The complaint must be signed by complainant. Anonymous complaints will not be investigated.
15. Complaints shall contain specific information, including the address of property where the complaint exists, the date that the dangerous or unsightly condition existed and what specifically the complainant believes is causing the dangerous or unsightly condition.
16. Complaints may be received by staff or Council.
17. All complaints shall be submitted to the Administrator.
18. The Administrator shall acknowledge receipt of a complaint by regular mail to the complainant.
19. Complaints shall be considered confidential but are subject to Part XX of the *Municipal Government Act*, *Freedom of Information Protection of Privacy*.

ENFORCEMENT:

20. Enforcement of the Dangerous and Unsightly Premises section of the MGA will primarily be on a complaint basis.
21. The Administrator will follow up on any notices delivered by CJSMA staff in relation to materials left at the curb which did not qualify for the special collections pickup.
22. It is recognized that there are limited staff resources to carry out the function of this policy. Therefore the following priority will be followed when dealing with dangerous or unsightly files:
 - a. Dangerous Properties
 - b. Complaints for properties on Arterial Streets
 - c. Complaints for properties on Collector Streets
 - d. Complaints for properties on Local Streets

HEARINGS:

- 23. Notification of any hearing will be sent via registered mail no less than 10 days prior to the hearing. In cases where the owner cannot be located, notice of the hearing may be posted on the property no less than 10 days prior to the hearing.
- 24. The complainant will be notified of the hearing in writing no less than seven days prior to the hearing.
- 25. The Administrator's report will not be made public prior to the hearing.

APPEALS (OF ADMINISTRATOR DECISIONS):

- 26. Any decision of the Administrator may be appealed to the Committee within seven days of such decision. Such appeal must be submitted in writing to the Chief Administrative Officer.
- 27. Appeals may be lodged by the property owner or complainant.
- 28. The Planning Advisory Committee may make any decision that the Administrator could have made.
- 29. A decision of the Planning Advisory Committee is not appealable.

APPEALS (OF PLANNING ADVISORY COMMITTEE DECISIONS):

- 30. Decisions of the Planning Advisory Committee in relation to the demolition of a building may be appealed to Amherst Town Council within seven days of such decision. Such appeal must be submitted in writing to the Chief Administrative Officer.
- 31. Appeals may be lodged by the property owner or complainant.
- 32. Council may make any decision that the Planning Advisory Committee could have made.
- 33. A decision of Council is not appealable.

MEMORANDUM

To: Mayor Kogon and Council

From: Andrew Fisher, Senior Planner & Business Development Officer (acting)

Date: September 18, 2017

Subject: Update: Net-Zero / Smart Grid Feasibility Study

The purpose of this memo is to provide a status update on the above noted study. The study began in late July with bi-weekly progress meetings being held by conference call. The steering committee is made up representatives of the Town, Nova Scotia Power, and Solar Global Solutions. Through discussions with the consultants, the steering committee, and other Town staff, it was determined that the three buildings to be investigated for net-zero feasibility would be the Sewage Treatment Plant, the Amherst Stadium, and the LED Roadway Lighting manufacturing plant.

The initial task of the study was to collect the necessary building mechanical drawings, energy usage data, and electricity grid information. This task has proven more difficult and time consuming than anticipated due to a number of factors including the inherent complexities of older commercial buildings that have had multiple upgrades and changes over time. As a result, the project schedule has been extended from early October completion date to the end of October.

In relation to this project, NS Power has expressed an expanded interest in focusing on the Amherst area as a test community for smart grid technology research and development. In July, the Mayor on behalf of Council provided a letter to NS Power in support of their application under the SmartGrid Enabling Super Cluster funding program. There are other programs being rolled out by the federal government, and staff will continue the dialogue with NS Power other partners to capitalize on similar opportunities as they arise.

TOWN OF AMHERST
CONTRACT AWARDS LESS THAN \$30,000
Approved by CAO or Designate
QUARTERLY REPORT
FOR
April to June 2017

CONTRACT	# OF BIDDERS	SUCCESSFUL BIDDER	AMOUNT OF AWARD (includes Non- recoverable HST)	CLOSING DATE	Operating /Capital	TYPE
T-17-05 Sewer Main Cleaning & Video Inspection	6	Fero Waste & Recycling Inc. (Ready John)	\$18,799	April 28, 2017	Operating	Normal Procurement
RFQ-17-17 Street Line Painting - Extension	1	Provincial Pavement Markings Inc. (formerly Seaside Line Marking)	\$9,777	May 24, 2017	Operating	Alternative Procurement
RFQ-17-18 Supply of Traffic Paint	4	The Sherwin Williams Paint Company	\$5,441	April 27, 2017	Operating	Normal Procurement
RFQ-17-19 Supply & Delivery of Topsoil	4	K.L. Carter & Son	\$4,505	May 19, 2017	Operating	Normal Procurement
RFP-17-05 Painting of Stadium Bleachers	2	Joshica Enterprises	\$28,095	May 23, 2017	Operating	Normal Procurement
RFQ-17-20 Supply of Franklin Pump Motor	1	Rideau Pipe & Drilling Supplies Ltd.	\$5,690	May 31, 2017	Operating	Alternative Procurement
RFQ-17-21 Supply & Delivery of New PVC Sewer Pipe	3	Wolseley Waterworks	\$5,335	June 6, 2017	Capital	Normal Procurement
RFQ-17-22 Supply of Hydrant Parts	1	McLennan Sales	\$3,335	June 30, 2017	Operating	Alternative Procurement
RFQ-17-23 Supply of Sewer Pipe (Alma/Highfield)	4	Athol Forestry	\$3,619	June 29, 2017	Capital	Normal Procurement
RFQ-17-24 Supply of Water Main Pipe	3	McLennan Sales	\$6,757	June 29, 2017	Capital	Normal Procurement
RFQ-17-25 Supply of Water Fittings & Gate Valve Materials	2	Wolseley Waterworks	\$9,469	June 29, 2017	Capital	Normal Procurement
RFQ-17-26 Supply & Install of Network Server	1	Atlantic DataSystems (ADS)	\$13,958	June 30, 2017	Operating	Alternative Procurement



AMHERST POLICE DEPARTMENT

21 HAVELOCK ST \$ AMHERST, NOVA SCOTIA \$ B4H 0E5 \$ (902) 667-7227 \$ FAX:(902) 667-0268

MEMORANDUM

DATE: 17-09-18

TO: Greg Herrett

FROM: Ian Naylor

RE: Crosswalk Review – Status Update as of 17-09-15

At the May 15th, 2017 COW Council made the following direction.

Council Direction Requests

2.1 Crosswalks (5636)

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That staff be directed to establish an internal task force to look into standards and criteria for placement of crosswalks across all areas of Town and to bring a report back to Council, followed by public engagement and feedback

The following is an update of the status of the review.

The review committee consists of the TOA Traffic Authority Chief Naylor, Deputy CAO Jason MacDonald, Director of Recreation Bill Schurman, and Public Works Supervisor Aaron Bourgeois.

In June, summer student Brandon Leblanc, was tasked to collect information on all the crosswalks within the Town. This was completed on July 7th. The committee arranged to review the information collected with Brandon.

Chief Naylor and Aaron Bourgeois, met with Brandon on several occasions over the summer. Summer vacations and day to day work demands limited the number of available dates. As of September 11th the initial review of the data was completed. This was a lengthy process. Every crosswalk was reviewed, using the data collected by Brandon Leblanc and viewing the “street view” on Google Maps.

The “*Pedestrian Crossing Control Guide*”, which is developed by the *Transportation Association of Canada* (TAC), was used to assess each crosswalk. TAC is a not-for-profit membership association. The TAC does not set standards; establish regulations or work to influence government policy. The information provided in the Guide is not mandated requirements; it is recommended guidelines developed through the review of best practices.

The main objective of the guide is to promote uniformity across the country with respect to the approach used in the provisions of pedestrian crossing control. This is done through the development of a decision support tool to assist in the decision making process when:

1. Establishing the need for controlling the traffic to enable pedestrians to cross the roadway safely;
2. Identifying the type of traffic control device that would be most suitable for the location.

Safety is the key objective in providing pedestrian crossing control and other supporting facilities and devices. It is fundamental that the road system protect pedestrians and other vulnerable road users by achieving a high level of compliance from drivers, bicyclists and pedestrians, and by minimizing pedestrian exposure to vehicular traffic. To address their characteristics and the potential role of pedestrian crossing control devices in collision prevention.

Consistency. The approach to pedestrian crossing facilities and control should be consistent and uniform across the transportation system. Consistency helps ensure that installations and devices are recognized, comprehended, and used effectively by all road users.

Connectivity. Effective crossing opportunities should be provided to ensure system connectivity for pedestrians, while considering driver workload and expectation, proximity to other crossings, and the safety of pedestrians. Facilitating connectivity between crosswalks and sidewalks, and/or trail networks involves understanding and monitoring “*pedestrian desire lines*”, which evolve as a function of land use, the location of pedestrian generators and attractors, and **proximity to existing crossing facilities**. (emphasis added)

“Pedestrian Desire Line: Preferred pedestrian travel routes based on convenience of movement from one location to another. These are affected by local land uses like homes, schools, parks, commercial establishments, and others.”

The review report provides the following information on each crosswalk.

1. Location
2. Signage (Yes/No or Not Required)

3. Sidewalks
4. Recommendation to remove (Y/N)
5. Details about the location
 - a. Type of intersection, i.e. T intersection, 4 way stop etc.
 - b. Number of crosswalks
 - c. Where crosswalks are located.
6. Traffic Levels. Pedestrian and vehicle. (Estimates only)
7. Proximity Issues. Does the distance from the crosswalk to the next controlled intersection meet the TAC guidelines? (100 – 200 meters minimum)
8. Connectivity. Does the crosswalk provide connectivity to the pedestrian system? Details of the connectivity or lack of.
9. Consistency. Consistent with other similar crossings in TOA.
10. Other. Special needs, i.e. School Zone, public facility (Stadium, Library). Other relevant information to be considered.

The review document is 132 pages with data on 164 existing crosswalks and it is currently only a draft.

The review to date has identified the following issues:

1. Some crossings do not meet the TAC guidelines.
2. There is a lack of consistency in the application of pedestrian crossings.
3. There are crosswalks which should be removed.
4. There are locations where crosswalks should be installed.
5. The process for pedestrian crossing development/maintenance and criteria must be defined.

The following tasks remain.

1. Review committee to complete the final draft of the review document.
2. Develop a process and criteria for pedestrian crossings for the TOA.
3. Draft a report to Council.
4. Present report to Council.
5. Public consultations.
6. Prepare final report with recommendations and present to Council.
7. Implementation once approved.

The Time line for completion of tasks 1-4 is October or November Council. The completion of tasks 5–7 is dependent on any further direction from Council which may result from the presentation to Council.

In the interim I am prepared to approve the request for the installation of a crosswalk on Church Street located near the entrances of Centennial Villa and the Amherst Pharmasave. I am satisfied it meets the guidelines of the TAC.

I am approving this request now because of special circumstances. This request has been under review for such a lengthy period, that in my opinion, it would be an undue hardship to

require the residents, their family members and the staff of Centennial Villa to wait any further for a decision on this long outstanding request.

The installation of this crosswalk will require the installation of infrastructure by the Town. I recognize the authority for approval of the infrastructure rests with Council.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: 18 September 2017
Subject: Update on Landfill Fire

Attached is an update from the CJSMA on the landfill fire. Staff are working on preparing a list of those involved in the effort to extinguish the fire and suggest that Council direct that thank you letters be drafted and sent.

**Fire Report Little Forks Landfill
Site, Solid Waste Building September 12th 2017**

- 9 Cumberland and 1 Westmorland departments responding
- Approximately 40 firefighters
- EMO called in for use of drone to get overall view of scene
- Numerous situational awareness meetings were held to ensure our plan was working and to deal with any safety concerns
- 2 water fill sites set up to avoid disorder
- Tanker relay went seamlessly
- Main dump area was shut down due to smoke conditions
- Decision was made to dismantle building
- Reasons
 1. Fire fighter safety due to possible collapse
 2. Heavy fire load in the building
 3. Need to extinguish fire quickly due to smoke conditions and changing wind direction
- Two excavators and one pay loader demolished the building
- All of the building contents had to be removed and extinguished
- Overall a successful operation which was due to the collaboration and organization of the fire departments and the assistance and cooperation we received from the land fill personnel

Mike Carter
Fire Service Coordinator
Municipality of Cumberland

Monthly Report

Corporate Services

September 2017

FINANCIAL – The March 31, 2017 audited financial statements are almost complete and will be presented to the Audit Committee Wednesday, September 20, 2017 and forwarded to Council for formal approval at the regular Council meeting on September 24, 2017.

TAXATION – The 2017/18 final property tax bills were sent out August 28th with a due date of Friday, September 29, 2017.

TAX SALE – Final tax sale notices were mailed out on August 17th with a response due date of September 5th. Several have not responded and will have their property sent to our solicitor for title search. The date of the tax sale is Thursday, December 12, 2017.

TAX REDUCTION POLICY - A new 3-tier tax reduction was approved by Council during the 2017/18 budget process for low income property owners. To date we have 51 that applied and qualified. 37 have received the \$400 reduction (household income less than \$20,000) 8 received the \$200 reduction (household income \$20,001-\$22,500) and 6 received the \$100 reduction (household income \$22,501-\$25,000) for a total of \$17,000. Our budget is \$27,500. Although the deadline is September 31 of each year we are flexible on this date. Last year we had 33 property owners that qualified when it was a set amount of \$246.14 with household income less than \$17,304.

ASSESSMENT APPEALS - Of the 116 tax payers appealing their assessment 50 have been successful to date resulting in a loss of revenue to the Town of \$51,170. Our budget for the year is \$100,000. Three appeals are still outstanding and 15 are appealing their decision to the Nova Scotia Assessment Appeal Tribunal.

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Sept 1, 2017	Appeals Withdrawn as of Sept 1, 2017	Appeals Successful as of Sept 2016	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	90	\$26,448,100	84	5	41	\$1,213,900	\$19,787	3
Commercial	26	23,076,100	23	1	9	708,400	31,382	13
TOTAL	116	\$49,524,200	107	6	50	\$1,922,300	\$51,170	16

WATER/SEWER COLLECTIONS – Water bills were due August 31, 2017. 33 water shut-off notices were hand delivered on Tuesday, September 5. All but one account either paid their account in full or made satisfactory payment arrangements. The unpaid account had their water shut off Wednesday, September 13.

PROCUREMENT – Capital project procurement for all departments has been in the process during the summer months. Work has also begun for our annual fall and winter procurements.

(June, July, Aug)	Released	Closed	Awarded by Council	Awarded by Staff
RFQ	7	8	1	9
RFP	1	1	0	1
Tender	1	2	0	0
Other	0	0	0	0
Totals	9	11	1	10

Monthly Report

Operations

September 2017

The Streets crew were busy in July and August constructing new sidewalks on Park Street and Chamberlain Street as part of the 2017/18 Capital Budget. This crew also did replacements of small sections of curb and sidewalk in various locations throughout Town. The Utility crew completed the line painting in early July and have been kept busy with traffic sign maintenance, banner changes for summer events, and providing traffic control for the Water and Sewer crews. Public Works crews have also been busy maintaining and repairing the Town's walking trail system and providing assistance to Parks and Recreation when requested.

The Water crews completed the annual uni-directional flushing program in early July with good results. Water crews also completed the installation of new water main and services on Alma and Highfield Streets as part of the 2017/18 Capital Budget. Repairs to a number of broken water mains and service leaks were also completed along with the replacement of some faulty water valves. Work was also completed on the wellfield blow-offs which will help remove turbidity from the water supply.

The Sewer crews have completed the installation of new sanitary sewer mains and services on Alma and Highfield Streets and are now working on completing the storm sewer replacement. Routine maintenance was performed at the WWTP and Lift Stations, along with working with the flushing and sewer video contractor. The Sewer crews also completed the trail construction at the new Lions Park over the summer.

Our three Clean Water and Wastewater Fund projects are well underway and progressing nicely. Our capital paving program is also underway and is expected to be completed in mid October.

The mechanic has been performing routine maintenance and emergency repairs for Public Works, Recreation, and the Fire Department which has kept him busy throughout the summer. The mechanic has also started to prepare and inspect some of the equipment for winter.

During June, July and August 85 building permits were issued with a total value of \$15,362,815. 22 new unsightly/dangerous premises files were opened and 14 were closed bringing the total number of active files to 8.

Planning staff continue to play a central role in all development and permitting as the new Building Inspector gets up to speed. Planning & Development services also continues to be provided for the Town of Oxford. The Planning Advisory Committee held a public participation session to consider a request to amend the Cumberland Ridge mini home park development agreement to allow the subdivision of lots. The committee deferred a decision to the October meeting when further changes to the terms of the agreement will be considered.

Workshops were held in August and September to gain public input into an off-leash dog park, and other dog-friendly facilities. Planning staff also have a lead role in the train station transfer, the Net-Zero/Smart-Grid Energy study, and the Commercial Phase-in Bylaw.

Monthly Departmental Report

Amherst Police Department

September 18, 2017

This report covers the period from June 1st to August 31st, 2017.

PROFESSIONAL DEVELOPMENT

June

Restraint Chair – Train the Trainer: On June 1st, Sgt Hunter, Cst Jobe, Cst Wood and Cst Harrison attended the Halifax Regional Police Department and received restraint chair training from HRP members. The training they received enables them to train our members so that our restraint chair can be utilized.

Sexualized Human Trafficking and Exploitation On June 13th Cst Harrison attended a two hour lecture by Det/Insp. Haggstrom, of the National Swedish Police Force. His presentation covered issues related to human trafficking and exploitation and building a criminal case against 'pimps' and 'buyers'. This included collection of evidence as well as working and helping victims of trafficking and prostitution.

Surveillance Course From June 19th to 23rd Cst Aaron Graham of the integrated Street Crime Unit attended training in Surveillance techniques. This included training and practical exercises for conducting surveillance on foot and in vehicle. Discussions also centered on terminology, legal aspects and case law surrounding conducting covert police surveillance.

July

Restraint Chair Training Members of the department received training from Sgt Hunter and the other trainers in the use of the restraint chair. This training included a review of the policy on the restraint chair, use of force issues, staff responsibilities in regards to monitoring prisoners and documentation via prisoner reports, prisoner logs and Use of Force reports. The Restraint chair provides another tool to ensure both officer safety and the safety of aggressive prisoners.

August

R2MR Training (Road to Mental Readiness) On August 31st we conducted the 1st session for R2MR. APD Supervisors were trained in 2016 and this training is provided to all our regular staff. The 4 hour session introduced the Mental Health Continuum Model which helps to understand stress related injuries and illnesses, and the changes that may occur when one is suffering. This course focuses on educating our staff about mental health issues, discussing stigmas and barriers to help and also provides information about stressful incidents, the impact it has on our bodies and techniques to build resilience against stress injuries. Further sessions for the rest of the APD employees are scheduled through September.

Domestic Violence/Trauma Informed All officers are receiving Domestic Violence training. Part of the session is a review on the Domestic Violence procedures, including assessing the potential for violence of an abuser, the cycle of abuse, and understanding victim behaviour. Officers receive an introduction on how trauma impacts victims including how it may affect their memory, and their emotional and mental health. All officers will have received the training by the end of September.

The department is also working with Nicole Long, Sexual Violence Coordinator for Cumberland County and Autumn House staff to deliver a more in depth training on police interviews of trauma victims. We have identified a program delivered by the Avalon Center in Halifax. While their mandate covers only HRM we may be able to send Nicole and an APD officer to one of the training sessions and they will adapt the program to fit our local needs.

OPERATIONAL STATS

STATS – June 2017

Occurrences: 432
Impaired by Alcohol: 2
Impaired by Drug: 0

Criminal Code Charges: 44
CDSA: 1
Traffic Written Warnings: 39

Traffic Tickets: 50
Vehicle Checks: 178
Foot Patrol Hours: 100h 15m

LCA: 4
Bike Patrol Hours: 7h 8m

SCEU

CC Search Warrants Executed: 3
CC charges laid: 10
Street Value of Drugs Seized: \$70,375.00
Value other prop: \$1350.00

CDSA Warrants Executed: 3
CDSA charges laid: 5
Cash Seized: \$0

Focused Enforcement:

June focused enforcement was on 'distracted driving'. 69 patrols were conducted and resulted in over 52 hours dedicated to this initiative. There were 10 tickets and 4 warnings were issued. 6 tickets and 2 warnings were issued for other violations. One person was arrested and charged with impaired driving.

STATS – July 2017

Occurrences: 491
Impaired by Alcohol:
Impaired by Drug: 0
Traffic Tickets: 28
Vehicle Checks: 173
Foot Patrol Hours: 94h 24m

Criminal Code Charges: 50
CDSA: 0
Traffic Written Warnings: 29
LCA: 4
Bike Patrol Hours: 0

SCEU

CC Search Warrants Executed: 2
CC charges laid: 2
Street Value of Drugs Seized: \$0
Value other prop: \$0

CDSA Warrants Executed: 0
CDSA charges laid: 0
Cash Seized: \$0

Focused Enforcement:

July's initiative was on bike helmets. Members were provided with coupons to give out to those in compliance and kept an eye out for those not wearing helmets. In total, 29 patrols were focused on this initiative for a total of 22 hours. 51 coupons were given out, 4 tickets were issued and 2 people were referred to the heads up helmets on program.

STATS – August 2017

Occurrences: 466
Impaired by Alcohol: 2
Impaired by Drug: 0
Traffic Tickets: 54
Vehicle Checks: 240
Foot Patrol Hours: 53 hrs

Criminal Code Charges: 84
CDSA: 0
Traffic Written Warnings: 54
LCA: 10
Bike Patrol Hours: 6h 6m

SCEU

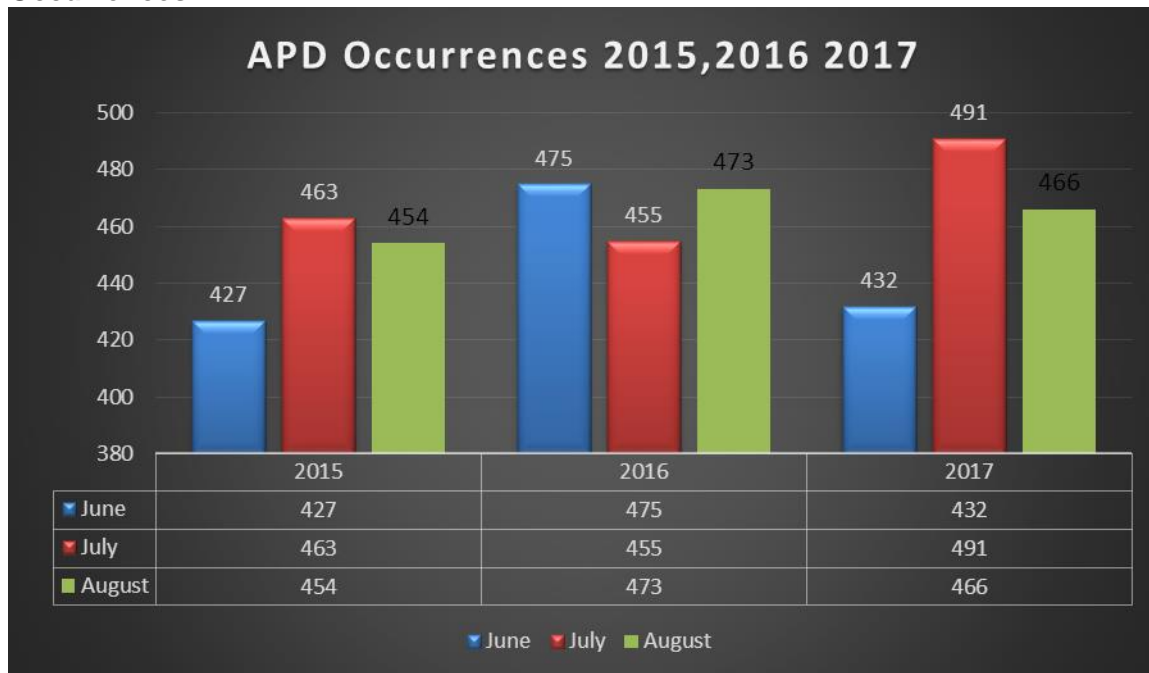
CC Search Warrants Executed: 1
CC charges laid: 36
Street Value Drugs Seized: \$1074350.00
Value other prop: \$11050.00

CDSA Warrants Executed: 3
CDSA charges laid: 14
Cash Seized: \$0

Focused Enforcement:

Focused Enforcement for August was on speeding offenses. There were a total of 43 patrols made with 7 tickets issued, 7 warnings issued and 3 verbal warnings. 10 tickets and 7 written warnings were also issued for other offenses during this time. Over 38 hours was dedicated to this initiative.

Occurrences:



PERSONNEL

Hiring - Part Time Police Constable

Charles Munroe was the successful candidate of the part time police constables position held in June. Cst. Munroe is a graduate of the Atlantic Police Academy and a resident of Truro. The additional part time officer was hired as our 2 current part time constables are filling long term vacancies on A and D Platoons. Cst. Munroe will be used to cover additional vacancies i.e. sick time, training, and when additional resources are required for operational demands, i.e. weekend night shifts during long weekends, special events, and operational events which require additional resources.

CRIME PREVENTION OFFICER/YOUTH & SCHOOL RESOURCE OFFICER

COPS4KIDS 2017

The 6th annual Cops4Kids was held July 4th to 7th at the Amherst Stadium. 42 youth between the ages of 8 and 12 participated in the program. The program included a demonstration by the Truro Police Service Dog, Canoe/water safety, physical fitness testing, motor vehicle check stops Csts. Jason Galloway, Michelle Harrison, and Tom Wood organized this year's event. Volunteers included members of the Amherst Student Town Council.

OPERATIONAL

Bike Patrols

Cst. Michelle Harrison conducted approximately 25 bike patrols this summer. She conducted patrols throughout the town including the skate park, splash park, Lion's Park. The patrols were conducted during the day light hours for high visibility. She received several positive comments in her interactions with the public.

New Police Vehicle

The new Car 2 was put into service in late July. It is a marked unit, AWD 2017 Ford Interceptor.

Vehicle Pursuit

On July 5th, 2017 officers attempted to arrest a suspect in the parking lot of the Amherst Superstore. The suspect was observed leaving the store and getting into a vehicle. An officer parked their police vehicle in front of the suspect vehicle and a second officer parked their vehicle behind the suspect vehicle. The

suspect drove his vehicle into the police vehicle parked in front of him, pushing it out of the way, allowing him to drive away. Officers pursued for a short distance but discontinued the pursuit due to the risk to the public. As a result of investigation by APD the suspect was arrested on July 7th in the woods near Oxford by APD and RCMP officers. The suspect has subsequently pled guilty and was sentenced to 4 months custody.

Assistance to RCMP – Containment

On August 19th, assistance was provided to the Cumberland RCMP in relation to a barricaded male with a weapon at a County residence. 6 APD officers responded to set up containment on the scene. The man surrendered as APD officers were still being deployed. The RCMP officer in charge of the scene had high praise for the APD officers professionalism. Quoting from his report:

“Even though the SOC came out of the house before Amherst PD containment members arrived, the speed in which they mobilized was impressive. Had the SOC not come out of the house, these members would have been very important in the containment of the SOC during the dark hours.

As usual, members from across the County showed great teamwork in responding to a call requiring backup.”

Officers Recognized

The three officers involved in the arrest of the 41 year old Amherst man in relation to a stabbing which occurred at a West Pleasant Street residence on June 1st, have been recognized for their actions. Cst. Jeff Walsh, Cst. Jade Pratt and Cst. Jeff Goodwin were recognized, for their professionalism in arresting an armed suspect under volatile and stressful circumstances.

Sgt. Tim Hunter, Cst. John Haggerty, and Cst. Andrea Vriend were recognized for their actions in safely apprehending an emotionally disturbed male armed with a knife on July 7th. The man was located outside a residence. Officers approached the subject and attempted to de-escalate the situation by conversing with him. After several minutes the man agreed to drop the knife and was taken into custody without injury to himself or the officers.

In both incidents CEW (Taser) with lethal oversight was utilized for the safety of the officers and civilians should the subject have become aggressive and attacked.

Monthly Departmental Report

Recreation / Culture / Programming / Communications

September 18, 2017

Communications/Marketing

A number of municipal messages including street closures, water interruptions, advertisement and media releases were communicated. Weekly Skinny highlighting community events and activities is compiled weekly, sent to mailing lists, posted at kiosks and bulletin boards throughout town. Public meetings were arranged to gain input for an off-leash dog park. Bookings and logistics were coordinated for users of the Community Credit Union Business Innovation Centre. Tourism information located at Dayles Grand Market, Town Hall, Stadium and NS Visitors Centre was updated regularly. Social media presence was maintained on FB, Twitter and the Town's website. We recently passed 1,000 followers on twitter. Applications for 2017-18 Youth Town Council are now available with the deadline September 21. Marketing of the 5th annual Wild Blueberry Harvest Festival was coordinated. An Amherst Dining Guide and a guide to local musical entertainment were developed. Assistance was provided for the dedication of the Dwight Jones Field, Vimy Ridge Memorial Tree Planting and with various invitations to Mayor and Council. Weekly column on municipal activities is featured in the Amherst News each Friday. Support and assistance was provided to Amherst Ramblers who are bidding to host the 2019 Fred Page Cup. Details with Hockey Canada and the Truro World Jr."A" host committee for Amherst to host Canada West vs Russia on December 8th 730pm, at the Stadium were coordinated.

Active Living/Healthy Community

Programs continued to focus on physically active programs for families and youth of all ages. Monday's activity schedule included Zumba at Dickey Park, a trail bike ride, basketball, ball hockey, and ice skating. Wednesday's Active Family Fun popular events were water games, the splash pad, and lawn games. Tuesday and Thursday park days kept youth active with a variety of sport and lawn games. The summer program was designed around our community being physically active and promoting our goal to be the most active, healthy community in Nova Scotia. The Coordinator participated in Public off-leash dog park meetings and assisted in the table mapping and survey evaluations. During the Dwight Jones Day celebration we hosted a 3 on 3 basketball tournament, lawn games in the field, as well as lunch time music in Victoria Square. The 5th annual Wild Blueberry Harvest Festival was organized, incorporating physical activity for all ages. Activities included POUND the Pavement with the YMCA, Big Block Dog Walk, Trail Walk with the Amherst Trail Society, Blue Swim, VON Run, Basketball competition, a downtown walking tour, and horse rides. The Amherst Cumberland Multisport Registration closed with enough participants to move forward with the program starting September 10th. This program is possible through working collaboratively with 9 sport organizations, the County of Cumberland, Sport Nova Scotia and the Province to ensure the readiness of the launch of the program.

Horticulture/Green Spaces

The month of August saw several hours of hard work from our horticulture workers being spent on continuing with our beautification efforts as well as the upkeep within our parks, greenspaces and streetscapes. The horticulture crew worked hard to keep our parks and greenspaces neat and tidy through regular mowing, tree maintenance, and litter pick up. Our plants, both hanging and in-ground were kept well-watered and continuously blooming through the execution of common garden practices such as fertilizing, deadheading and the removal unwanted weeds. Our streets and parks were kept tidy thanks to our ongoing litter removal efforts, including the removal of debris and yard

sale signs along our streets. August also saw the implementation of our Edible Landscaping Pilot Project in Rotary Park off of Elmwood Dr. This planting consists of 3 apple trees; 6 high bush blueberry bushes and 3 raspberry bushes which, in the future, will provide a free food resource for all. Tree maintenance has been carried out in a few of our parks as well as along Ratchford St. to eliminate safety hazards and to help limit the potential for future tree failures. The end of August also saw the departure of our summer horticulture students, who worked hard throughout the summer to improve and enhance the beauty of our town.

Facilities

Parks and Green Spaces

Mowing and whipping is still ongoing in parks as well as maintenance. Dickey Park and Beacon Street washrooms were open daily from 9:00am to 9:00pm daily. The splash pad at Dickey Park is scheduled from 9:00am to 7:00pm. Our new tennis courts at Lion's Park were also scheduled to the public from 9:00am to 9:00pm. With shorter days these times are changed for September with washrooms opening at the same time at 9:00am but now closing at 8:00pm. Lion's Park tennis courts also opens at 9:00am but closes at 8:00pm.

Amherst Stadium

From August 1 to 28 the Amherst Stadium was closed to the public due to a painting project. While painting was being done, ongoing maintenance was performed to get ready for the upcoming ice season. The ice installation started on August 18. There were no issues with the installation and ice was ready for regular slotted time of August 28. We actually had a Blueberry Public Skate as a part of the festival on Sunday August 27 which was attended by over 60 people.

Robb Complex

Robb Complex held 2 tournaments during the month of August. The first one was unexpected as the Bantam AA Baseball team earned the right to host the Provincial Qualifier. This took place on August 4, 5 and 6. Amherst ended up winning this tournament and attended Provincials on Labour Day weekend in Eastern Passage where they earned a 2nd place finish. The following weekend Robb Complex hosted the 11th Annual Bates/Merrill Softball tournament. This was a 3 day tournament but 1 day was lost due to poor weather. In total Robb Complex was used for 108 hours: Dwight Jones field 70.5 hrs, Cecil Small 28.5hrs. and Robb #3 9 hrs.

Business Development

Business Development continues to provide ongoing guidance and advice to existing and potential commercial development prospects, which include the promotion of Amherst as an attractive place to locate, expand, and invest. This includes the provision of general location and specific site analysis, as well as, providing referrals to other service providers in the area. While the Building Inspection/Development Officer position gets up to speed, business development continues to play a central role in property development approvals and coordination with the County Building Inspections Department. In addition, specific ongoing projects include the train station transfer that recently received Privy Council approval, the Net-Zero/Smart-Grid Energy project in mid-stream, and the Commercial Assessment Phase-In Bylaw that is pending Provincial approval. A public workshop was conducted in the June to gain input on updates to the draft Active Transportation Plan, with a view to implementation this fall. Three workshops were also held in the last six weeks to get public input on an off-leash dog park. Staff continues to meet regional stakeholders including: ACOA, CBDC, CANSA, NSCC, Cumberland County, Chamber of Commerce, and the Business Connector to share information, ideas, and look for ways to collaborate.

Monthly Report

Fire Department

September 18, 2017

Responses (June, July and August)

Town of Amherst – 64 events

- 10 Smoke alarm activations
- 12 Fire alarm system activations
- 1 Dumpster/garbage can fire
- 3 Hazardous materials response
- 5 Motor vehicle accidents
- 1 Wildland fire
- 5 Structure fire
- 3 Vehicle fire
- 1 Medical Assist
- 10 Mulch fires
- 1 Power line arching
- 12 Smell of smoke / open burns

Contract area (District 2) – 16 events

- 6 Motor vehicle accidents
- 2 Fire alarm system activations
- 2 Wildland fire
- 3 Hazardous materials response
- 1 Evacuation Assist
- 2 Vehicle fire

Fire inspections:

19 fire inspections were completed during this period.

Professional development:

In June firefighter Mark Goodwin travelled to London, England on his vacation and took part in the British fire fighter games. Mark ranked top in his division and took the opportunity to learn new skills and network with international firefighters. In addition, a team of firefighters that Mark has mentored in the Scott fire fit program, participated in events in Dalhousie, NB and Fredericton, NB.

In July, Chief Jones and Deputy Chief Farrow attended the Maritime Fire Chiefs Conference in Moncton, NB. The focus of this year's conference was fire service leadership, succession planning, major event planning and equipment advancements. This conference provided numerous take a way's, which are being implemented into the operation of the Amherst Fire Department.

Mini fire truck (Pumper Joe):

Over the past twelve months the mini fire truck has been under going extensive repairs. These much needs repairs have caused the mini truck to not be available for use during numerous events in the community. Once this unit is fully operational to the satisfaction of Chief Jones, it will be released to attend events again.

New fire apparatus

On Wednesday, September 6, 2017 Chief Jones accepted the delivery of a new fire apparatus at the Amherst Fire Station. With this arrival, the new fire apparatus became engine 1, the current engine 1 (2007 Spartan fire apparatus) was reassigned to replace engine 3 (1986 Thibault fire engine). Engine 3 has served our community for 34 years. These reassignments will allow our members to respond to emergency response requests with ease. Our career and casual firefighting staff attended training on the new fire apparatus and the members of the department equipped both apparatuses to meet our operational requirements. The new fire apparatus saw its first full day of service on Friday, September 8, 2017.

New firefighter pagers

On Thursday, September 7, 2017 the members of the Amherst Fire Department received sixty (60) new Motorola Minitor 6 pagers. These new pagers are providing our members with clear communications when an emergency response request is received. Unfortunately, the previous pagers that were in services met the end of their service life. In total, sixty (60) new Motorola Minitor 6 pagers were purchased.