



Town of Amherst
Committee of the Whole

Date: December 20, 2021
Time: 3:00 pm
Location: Zoom Virtual Meeting

	Pages
1. Call to Order	
1.1. Approval of Agenda	
1.2. Approval of the Consent Agenda	1 - 1
1.3. Approval of Minutes	
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2. Council Direction Requests	
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4.6. Community Well Being	22 - 23

5. In Camera

5.1. Approval of In Camera Agenda

5.2. Approval of In Camera Minutes

5.2.1. November 22, 2021

5.2.2. November 25, 2021

5.2.3. November 29, 2021

5.3. MGA 22(2) (e) - contract negotiations

5.4. MGA 22(2) (e) - contract negotiations

6. Adjournment



Town of Amherst
Committee of the Whole
Monday, December 20, 2021

Consent Agenda

MOTION:

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

- 1.3. Approval of Minutes**
- 2.1 Repeal Poverty Advisory Committee Policy**
- 2.2 Amherst Little League Request to Present**
- 4.1. Corporate Services Monthly Report**
- 4.2. Operations Monthly Report**
- 4.3. Police Department Monthly Report**
- 4.4. Fire Department Monthly Report**
- 4.5. Planning & Strategic Initiatives Monthly Report**
- 4.6. Community Well-Being Report**

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

Date: November 22, 2021
Time: 4:00 pm
Location: Zoom Virtual Meeting

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

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

Others Present David Scott, LED Roadway Lighting
Jeff Libis, LED Roadway Lighting
Victoria Stevens, LED Roadway Lighting

Due to the COVID-19 pandemic this was a virtual meeting held via Zoom.

1. Call to Order

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

1.1 Approval of Agenda

Moved By Councillor Baker

Seconded By Deputy Mayor Christie

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of the Consent Agenda

Moved By Councillor Fawthrop

Seconded By Councillor Emery

To approve the consent agenda with the removal of items 3.4, 3.5, 4.1 and 4.2.

MOTION CARRIED

1.3 Approval of Minutes

1.3.1 October 18, 2021

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

Moved By Councillor Fawthrop

Seconded By Councillor Emery

To approve the minutes of the October 18, 2021 Committee of the Whole meeting as circulated.

MOTION CARRIED

2. Council Direction Requests

2.1 Request to Present - Amherst Area Heritage Trust

Moved By Councillor Landry

Seconded By Councillor Emery

To invite Amherst Area Heritage Trust to give a presentation to Council at the January 2022 Committee of the Whole meeting.

MOTION CARRIED

2.2 Snow and Ice Management Policy Amendments

Moved By Councillor Fawthrop

Seconded By Councillor Baker

That Council refer approval of the amendments to the Snow and ice Management Policy to the regular meeting of Council on November 29, 2021.

MOTION CARRIED

2.3 Emergency Shelter

Moved By Councillor Landry

Seconded By Councillor Davidson

That staff be directed to further investigate the possibility of an emergency shelter for this fiscal year in consultation with the Holy Family Catholic Church, the Shelter Committee and any other local organizations including the YMCA of Cumberland and report back to Committee of the Whole at the December meeting if not sooner.

MOTION CARRIED

3. Information Items

3.1 Noise Bylaw

Information item only; approved as part of the consent agenda.

3.2 Yield Signs Memo

Information item only; approved as part of the consent agenda.

3.3 Addressing Drugs and Addictions

Information item only; approved as part of the consent agenda.

3.4 Strategic Priorities Update

Information item.

3.5 Procurement Update

Information item.

3.6 Cumberland Business Connector CEO Report

Information item; approved as part of the consent agenda.

3.7 Task Manager

Information item.

4. Monthly Reports

4.1 Corporate Services

Information item. Council was requested to submit any 2022/23 capital budget items they may have to staff as soon as possible.

4.2 Operations

Information item; no direction given or action required.

4.3 Police Services

Information item; approved as part of the consent agenda.

4.4 Fire Services

Information item; approved as part of the consent agenda.

4.5 Planning & Strategic Initiatives

Information item; approved as part of the consent agenda.

4.6 Community Well Being

Information item; approved as part of the consent agenda.

5. In Camera

Moved By Councillor Landry

Seconded By Councillor Emery

That the Committee move to an In Camera session.

MOTION CARRIED

6. Adjournment

Moved By Councillor Landry

Seconded By Councillor Davidson

To adjourn the meeting.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones,

DATE: December 20, 2021

SUBJECT: **Repeal Advisory Committee to Reduce Poverty Issues Policy**

ORIGIN: Establishment of a new Intermunicipal Poverty Reduction Advisory Committee

LEGISLATIVE AUTHORITY: MGA 24(1) The Council may establish standing, special and advisory Committees.

RECOMMENDATION: That Council formally repeal the Advisory Committee to Reduce Poverty Issues Policy # 10350-29 at the regular Council meeting on December 20, 2021.

BACKGROUND: In 2019 a Terms of Reference Policy was established for a Town of Amherst committee to address poverty. Since that time the Councils of Amherst, Oxford and the Municipality of Cumberland agreed to form a Joint Committee to work on this issue together. A new Terms of Reference was developed and was passed individually by all three Councils.

DISCUSSION: As this new Terms of Reference replaces the existing one, Council needs to formally repeal the original Town policy.

FINANCIAL IMPLICATIONS: There are no financial implications

SOCIAL JUSTICE IMPLICATIONS: One of the aims of the Committee is to reduce the incidence of poverty in the community, thus increasing social justice.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications

COMMUNITY ENGAGEMENT: Each municipality can now begin to recruit citizen volunteer representatives to serve on the joint committee.

ALTERNATIVES: As the new policy has been adopted, there is no alternative and the former policy must be repealed.

ATTACHMENTS: The 2019 Poverty Advisory Committee Terms of Reference Policy.



DEPARTMENT: Council and Corporate Services

TITLE: Advisory Committee to Reduce Poverty Issues

Minutes reference date: December 16, 2019

Purpose

1. The Advisory Committee to Reduce Poverty Issues (the “Committee”) assists Town Council (“Council”) in fulfilling its responsibilities relating to creating a well community and reducing poverty in The Town.
2. In particular, the Committee assists Council by:
 - a. Recommending initiatives related to poverty reduction;
 - b. Providing recommendations on ways to educate the community and engage stakeholders;
 - c. Reviewing studies, plans and proposals related to this area and providing comments to staff and recommendations to Council in accordance with this information;
 - d. Proposing changes to policy to encourage or enable Council’s goals in the poverty reduction area;
 - e. Provide staff with information beneficial to the strategic direction of Council as it relates to poverty reduction.

Composition, Operations and Accountability

3. The Committee shall have voting membership that includes:
 - a) A Town of Amherst Council member
 - b) A representative from the Business Community
 - c) Someone with current Lived Experience
 - d) Someone who is either a newcomer or works with newcomers
 - e) One member from the NSHA
 - f) Service provider to persons experience low income / social isolation
 - g) Someone related to the academic or education aspects of poverty
 - h) Two other members working or volunteering in areas related to poverty

Non-voting members shall include:

 - i) A Town of Amherst staff member
 - j) Topic specialists
 - k) Those invited to meetings on an as needed basis
4. The initial appointments (effective January 29, 2019) will be for one-year terms, as a transitional measure, and subsequent appointments will have four members for a one-year term and four members for a two-year term to ensure knowledge is retained on the Committee. Appointees shall possess knowledge and understanding of poverty related issues and services currently being provided by the community. Appointments shall be approved by Council annually at their October meeting.
5. The Town of Amherst Council member shall be elected annually by Council.
6. The Town of Amherst staff member and the secretary of the Committee shall be appointed by the Chief Administrative Officer.

DEPARTMENT: Council and Corporate Services

TITLE: Advisory Committee to Reduce Poverty Issues

Minutes reference date: December 16, 2019

7. The Chair shall be the Town of Amherst Council member.
8. The Committee shall normally meet monthly (monthly except July and August). Additional meetings may be called based on requirements. The Committee Chair will make periodic reports to Council on matters relating to the Committee's duties and responsibilities.
9. All meetings shall be public meetings and closed meetings will follow the guidelines of the Municipal Government Act.
10. The Committee provides open avenues of communication to stakeholders and Council.

Goals

11. The Committee has the following goals:
 - a. Provide a summary of existing services aimed at community well-being and poverty reduction;
 - b. Identify gaps in service provisions and knowledge of poverty and community well-being;
 - c. Engagement of stakeholders including all levels of government, Town residents and businesses in poverty reduction;
 - d. Developing the framework for a strategic plan around poverty reduction;
 - i. Work collaboratively with those experiencing poverty, existing services providers in the not for profit, non-governmental and service organizations, concerned citizens, government, businesses and other stakeholders;
 - ii. Identify short- and long-term options for impacting the poverty reduction component of community well being;
 - iii. Identify areas for education and fact gathering.
 - e. Monitor ongoing efforts on implementation of the strategic plan once developed;
 - f. Provide insight to Town staff and Council on evolving issues once the plan is developed.

Terms of Reference for the Committee

12. The Committee will review its terms of reference annually.

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Kimberlee Jones, Municipal Clerk
DATE: December 20, 2021
SUBJECT: Little League Association Request to Present

Staff have been contacted by Mike LeBlanc on behalf of the Amherst Little League Association to give a presentation to Council related to a project to add a third field to the area.

In accordance with Policy 10350-24 Proceedings of Council Policy, I am seeking Council's direction on whether it may be interested in such a presentation. Should Council have an interest I will proceed to arrange for a presentation at a future meeting in the new year.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Michael Hunter – Chief Financial Officer
DATE: December 20, 2021
RE: Corporate Services Assistance to Oxford

The Town of Oxford has requested assistance for their Corporate Services with respect to uploading their water bills and property tax bills into their system.

We are planning to assist on a trial basis and evaluate the process with Oxford to determine if we can provide the service on a long-term basis for them. It is expected that following the initial set-up, the staff resource commitment should be minimal.

The timing of the work we provide for Oxford will be arranged so that we do not interfere with our billing cycle.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: December 20, 2021

RE: **Emergency Shelters**

At its November Committee of the Whole meeting, the following motion was passed:

That staff be directed to further investigate the possibility of an emergency shelter for this fiscal year in consultation with the Holy Family Catholic Church, the Shelter Committee and any other local organizations including the YMCA of Cumberland and report back to Committee of the Whole at the December meeting if not sooner.

In the weeks that followed, staff learned that the Halifax/Yarmouth Archdiocese engaged an engineering firm to design and build emergency structures that meet the Building Code. Under the Land Use Bylaw these shelters are considered an accessory use to the main church use; and as such, the structure is allowed as an accessory building. With this information, town staff were able to advise the local Catholic Church that permits would be issued in short order upon receipt of an application and supporting information. They were further advised that the fee of approximately \$50 would not need to be paid.

Staff have also requested a meeting with members of the local Emergency Shelter Committee that has representation from a wide spectrum of local stakeholders. The meeting, scheduled on December 14th, was intended to discuss the broader emergency shelter need, and potential ways to address that need. Staff will further update Council as this these discussions progress.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: December 20, 2021

RE: **Municipal Planning Strategy Renewal - Consultant Award**

The purpose of this memo is to advise Council that staff completed a review of six proposals received in response to the RFP for the renewal of the town's Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB). Two of the six proposals were not evaluated due to non-compliance. Of the four evaluated, the proposal submitted by Upland Planning & Design received the highest overall score in the evaluation.

Upland is a prominent Nova Scotia consultancy with extensive relevant planning experience throughout the Maritimes, including the recently updated MPS/LUB for the County of Cumberland. Staff are familiar with Upland's work and are confident in their ability to deliver the project to satisfaction. The contract will be awarded in accordance with Procurement Policy 3700-01.

Project meetings will be scheduled early in 2022.

Monthly Report

Corporate Services

December 2021

CORPORATE SERVICES

We held our tax sale on December 7th and are pleased to report all 6 properties were sold for a total of \$139,098.16.

PAYROLL

Payroll and WCB remittances are up to date. Payroll remittances are remitted to CRA bi-weekly by the payroll company. WCB is remitted automatically via our payroll provider.

FINANCIAL

2021 Assessment Appeals - this year we received 50 appeals, 35 complete, 4 outstanding, 11 withdrawn and 7 NSAAT as of Dec 1, 2021.

Tax Certificates – there were 22 Tax Certificates prepared – November, 2021

2021/22 Fall Tax Sale – 7 properties were advertised in the local paper. 1 had since been removed. Tax sale was held on Tuesday, Dec 7, 2021.

Water Collection – Water statements have been sent out.

Property Tax Collection – Property tax statements are in process. Collection is good, comparable with prior year.

2021 ASSESSMENT APPEALS

As of December 1st, there were 50 accounts who have appealed their assessment, 4 of these are outstanding, 11 are withdrawn, 35 are complete.

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

CUSTOMER SERVICE TRACKING – E11

There was a total of 73 opened cases in November and 88 cases closed. The category with the most opened/closed cases in November was related to compost bin replacement/repairs.

HUMAN RESOURCES

New employees who joined the Town in the month of November include:

Cindy Brown: Cindy was the successful candidate for the Administrative Assistant – Community Well-Being & Clerk’s Office competition. Welcome Cindy!

Albert Agar: Albert was selected as the successful candidate for the Culture, Community Events and Marketing Coordinator term position. Welcome Albert!

Brenda Rioux: Brenda joined the team in late November as the Town’s new Solid Waste Education & Coordinator. Welcome Brenda!

Mike Clark: We welcomed Mike in November as a Customer Service Representative at the Amherst Stadium. Mike is responsible for checking proof of vaccinations for members of the public who are using the Stadium facilities. Welcome Mike!

Jagger Vandewiel: Jagger also joined the staff at the Stadium as a Customer Service Representative to check proof of vaccinations. Welcome Jagger!

Also in the month of November, the Amherst Fire Department welcomed 11 new volunteer Fire Fighters.

Hiring Competitions Completed in November:

Business Development Officer: this competition closed on November 30, 2021. Selection is currently in progress.

Land Use Planner: this competition is currently in progress with a deadline of applications set for December 10, 2021.

INFORMATION SERVICES (IS)

We updated the install for the client security software on the System Management Server. Rolled out the update for Public Works, Stadium and Fire Hall computers.

Received the Firehall server and desktop computers. Setup has begun for the new computers.

We were busy with all the everyday Desktop IT issues that occur in all the building for the Town of Amherst. Setup computers for 3 new employees at Town Hall.

IS Cases/Incidents Stats

	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021
Opened	19	33	21	14	11	12	9	2	1	1	4	13
Closed	19	30	19	18	10	11	10	3	1	0	3	11

PROCUREMENT

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

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov
Capital													
Expected Procurement from Capital Budget: 49:													
Scopes for capital received in the month	2	0	0	4	0	8	12	2	3	4	5	2	0
All procurement:													
Total new scopes of work received in month	3	0	6	6	4	14	12	5	4	8	13	7	1
Released to the public in the month	4	4	7	5	3	7	7	6	6	2	12	12	4
Closed during the month	9	4	6	7	4	7	4	6	6	2	12	10	5
Awarded by par/council during the month	8	3	10	5	7	7	2	2	6	3	10	8	4
Open at the end of month (released month a, closed month b)	5	5	1	1	2	3	4	2	2	2	1	3	3

Monthly Report

Operations

December 2021

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

RECREATION & HORTICULTURE

- The Christmas holiday skating schedule is now available online.
- The stadium will be closed on December 24th at 12 noon until 7am on December 29th.
- Sports playing fields were aerated.
- Spring flowering bulbs planted in flowerbeds at town entry points.
- New Zamboni is now scheduled to arrive in early February.

ENGINEERING

- Final service cut restoration and contracted patching will be completed by December 15th.
- Capital Asset Coordinator, Andrew Bickle, is working on his final project for the Rick Hansen Foundation Accessibility Certification.

PUBLIC WORKS

- The frame and liner for the outdoor rink to be installed, weather permitting the rink will be ready for use over the Christmas holidays.
- Decorative Christmas lighting being installed throughout town.
- There have been 2 snow events which required plowing of streets and sidewalks.
- Sidewalk sanders have been out on 4 occasions and salt truck 5 times.
- There were 2 broken water mains repaired (Gould St. and Dickey St.)
- Staff installed a water/sewer service on Poplar Street for new residential construction.
- Operations staff continued with renovation work on the Town Hall council chambers

Upcoming / Ongoing projects:

- Quarterly meter reading will start the first week of January.
- Amherst Stadium is hosting the Nova Scotia Figure Skating Provincials Feb 25, 26 and 27.
- Operations staff working on operating and capital budgets for 2022/23.
- Snow and de-icing operations as needed.

Monthly Departmental Report

Police Department

December 2021

TRAINING

Firearms Training 9mm/Carbine/Shotgun: The third and final Carbine Operators group completed their mandatory annual firearms qualifications in 9mm pistols, shotguns and carbine rifles on November 25th/26th. The training was provided by Cpl Jeff Walsh and Cpl Derek Hebert. The carbine officers receive 2 days training and are required to successfully complete the department's qualifications. Training covers tactical deployment, containment and working in teams. Each officer also has to successfully complete a use of force scenario which includes legal articulation. Legal articulation by the officer is an important component of the training. Even if their use of force was appropriate, if they can not effectively explain their decision process important information could be missing and could impact the findings of a review of their actions.

Property Crime Examiner Course: A/Corporal Tom Wood attended the 5-day Property Crime Examiner Course in Halifax from November 15th to the 19th. This course provides training and instruction on crime scene examination and exhibit/evidence collection in relation to property crimes. This includes exhibit examination, fingerprinting, DNA, footwear and tire tracks and photography. The ability to have a member trained in Property Crime Examination reduces the need to rely on RCMP IDENT members for assistance on Property Crimes. We currently have one member trained in PCE (Sgt Kevin Girouard) and had already purchased the required equipment and are looking to increase our capacity in relation to this service.

SFST (Standardized Field Sobriety Testing) Training: We scheduled SFST training hosted by APD and provided by the Provincial Impaired Driving Team on **November 14th to the 18th**. The team, which is comprised of both RCMP and Municipal Police officers, provided the candidates with the skills, knowledge and tools required to process drivers who are suspected of being impaired by drug. Sergeant Galloway, who is one of our Drug Recognition Experts also assisted which recertified him as an SFST Training. This course includes numerous training modules and the roadside testing and scripts for the front-line officers. The training is a part of the province's continued initiative to deal with impaired driving as a result of the legalization of cannabis. While the majority of our members have this training, we trained 5 new along with members from the RCMP.

ASD Training: During the Week of November 15th to the 19th, the majority of our frontline members received training supplied by the Provincial Impaired Driving Team on the new Roadside Screening Devices (Alcosensor-FST) that were purchased in the last year with funding supplied by the Department of Justice. These new devices replaced our older roadside screening devices and several extra members received training to ensure that each instrument is calibrated regularly.

Human Source Management: Constable Stefan Deuville, who has been assigned to the Cumberland Street Crime Unit, attended the Human Source Course hosted by the RCMP in Dartmouth from **November 14 to the 19th**. The Street Crime unit utilizes information through many different types of forms, the most important of which is the cultivation of human sources. This

course teaches the candidate all the skills required to utilize human sources and includes scenarios with actors to ensure that proper procedure is followed and case law requirements are met. The feedback that was received from the RCMP instructors was that Cst Deuille did very well.

PROS Supervisors Training (November 2nd - 3rd): Cst Andrea Vriend, who has recently been approved to act as shift supervisor, will be attending the PROS supervisors training course at RCMP headquarters in Halifax. This course will provide her with the ability to access and review investigative files on the system used for file maintenance. Once completed, her access rights will change so that she will be able to complete all supervisor-related functions on the system. While she is not a full-time supervisor, Cst Vriend occasionally works in an 'acting' capacity when a supervisor is required.

PERSONNEL:

Criminal Records: Brandon Agnew, who has been one of APD's Jail guards has been trained and is filling in shifts in our Criminal Records office. He is partially filling a vacancy left behind by the departure of Tara Lee Terris who left the Department in Mid-November. Tara had been employed part-time as a dispatcher and in our Criminal Record Checks.

OPERATIONAL

Stolen Vehicle/Fleeing Police: The Cumberland Integrated Street Crime Unit has charged 2 people in relation to a vehicle stolen from the Pugwash area on the morning of November 30th. The vehicle was observed in New Brunswick towards Nova Scotia later that evening and as Police attempted to stop it, it fled. Police utilized a spike belt and successfully deflated the tires, yet it continued on, ramming into a Police vehicle in an effort to escape. After a short foot chase, the driver was arrested. Several stolen items, as well as methamphetamine were located in the stolen vehicle. Normand Gautreau, 27, of Memramcook has been charged with Dangerous Operation of a Conveyance, Flight from Police, Resist Arrest, Possession of a Controlled Substance for the Purpose of Trafficking, Theft of Motor Vehicle and Possession of Stolen Property. Gautreau has been remanded into custody and will appear in Amherst Provincial Court on December 6, 2021, at 9:30 a.m. for a bail hearing. The female passenger was released on conditions and will be facing similar charges.

Shooting – November 8th, 2021: On November 8th, shortly after 2:00pm, members of the Amherst Police Department responded to a complaint of a shooting at a residence on Bayview Drive. When members arrived, they located a person outside the residence who had a gunshot wound and was in serious condition. The suspect in the shooting was arrested immediately and the scene was secured by Police. EHS was cleared to attend and the victim was transported to the hospital where he later succumbed to his injuries and passed away. Joseph Thomas Hartson, aged 33 has been charged with murder as a result. The victim in the incident was 23-year-old Jerry Jordan Morrissey. The investigation is being led by the APD Major Crime unit with assistance from members of the Patrol Unit, our Street Crime Unit and the RCMP Forensic Identification Section.

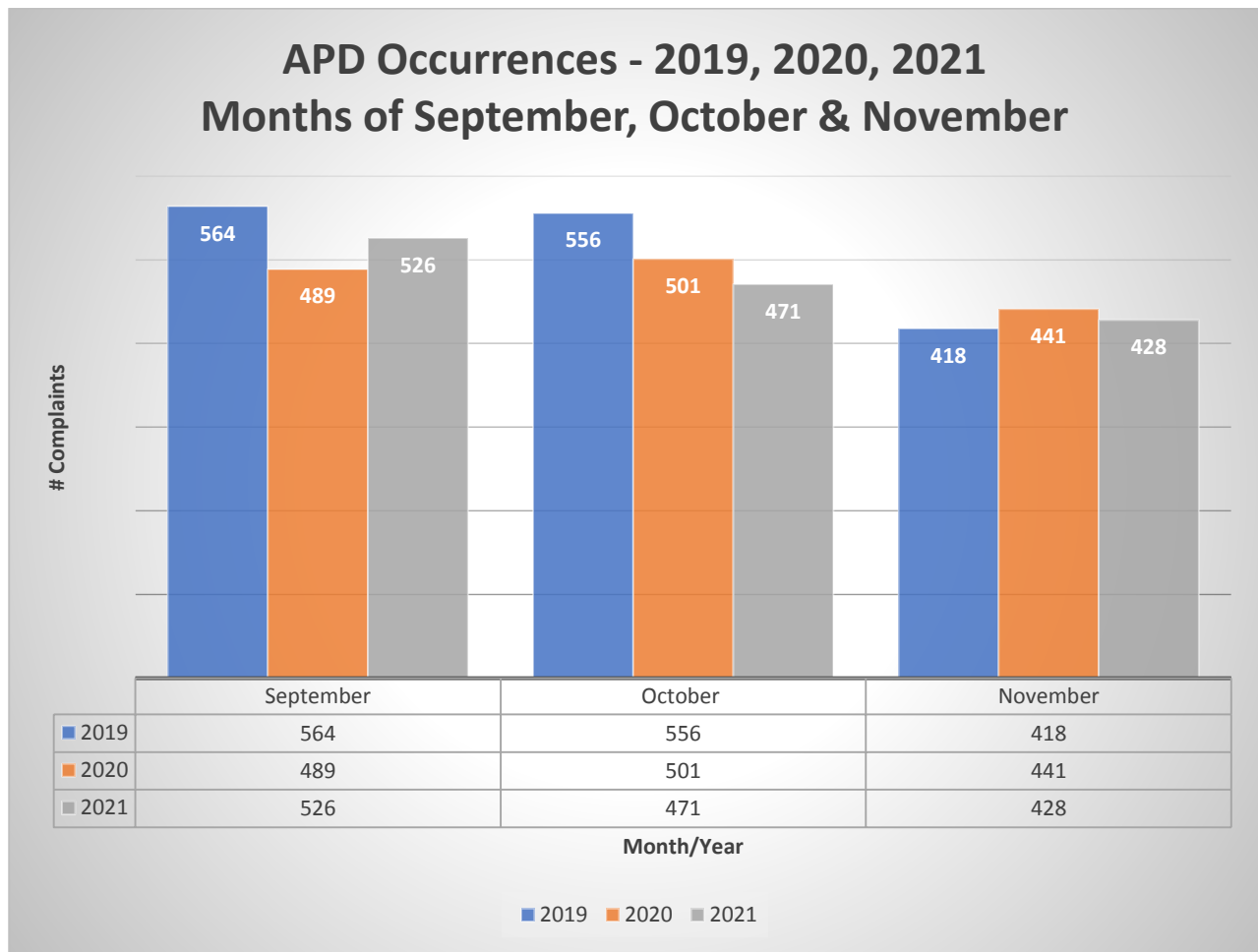
Frauds: The Police Department has noticed an increase in complaint concerning frauds, most notably, those kinds of frauds that target our senior citizens. One such fraud includes a senior citizen who received numerous calls over a 24-hour period from a person purporting to be their grandchild, reporting that they had been arrested and needed money wired to them to cover lawyer and bail costs. We've also seen an increase in online baiting frauds, where advertisements appear to be legitimate, but are really cleverly disguised frauds.

CRIME PREVENTION/SCHOOL RESOURCE

Constable Harrison and Crime Prevention Coordinator Melanie Siddall continue to work closely and engage with the schools and in other crime prevention initiatives. It continues to be difficult as a result of covid restrictions. Melanie has accessing and updating our APD Facebook page and other social media and continues to work with our community partners. As has been for the last year and a half, many of these engagements continue to be through online platforms such as Zoom, Skype or Teams.

OPERATIONAL STATS – NOVEMBER 2021

Occurrences:	428	Criminal Code Charges:	57
Impaired by Alcohol:	0	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	33	PPA:	0
HPA:	0	Traffic Written Warnings:	35
Vehicle Checks:	160	LCA:	1
Foot Patrol Hours:	8 hrs 54 min	Bike Patrol Hours:	0



Monthly Departmental Report

Fire Department

December 2021

RESPONSE #'s (November)

Town of Amherst – 16 events

- 2 Structure fire
- 6 Monitored alarm activations
- 3 Smell of smoke / Air quality check
- 1 Mutual aid
- 1 Dumpster / Garbage can fire
- 1 Electrical fire
- 1 Open burning
- 1 Assistance to police

Contract area (District 2) – 7 events

- 1 Power lines on fire/arcing
- 4 Motor vehicle accidents
- 2 Open burning

RECRUITMENT

Since the recruitment drive in September the department has received numerous applications from individuals interested in becoming a volunteer firefighter. This recruitment drive has added eleven new members to the department.

WEEKLY TRAINING

Currently, the department is focusing it's training on preparing for cold weather operations. This includes flue fire training, motor vehicle rescue equipment, small pumps and interior / exterior operations.

BASIC FIRE FIGHTER TRAINING PROGRAM

The new members have started their basic fire fighter training program. This program will run until the end of May and will provide the new members with the basic knowledge to begin their service as a volunteer firefighter. This program is being delivered with both in-person sessions and an online training platform.

LEADERSHIP DEVELOPMENT PROGRAM

The department currently has a leadership development program taking place with fourteen members enrolled. This program is designed to develop our future leaders and to prepare them to move from a frontline firefighter position to a company officer position in the future. Some of the topics covered in the program include emergency scene command & control, mental health strategies, scene safety & rehabilitation, mutual aid integration, communications, fire investigation, operational authority and water management.

COMMUNITY EVENTS

During the month of November Chief Jones participated in the Remembrance Day ceremony on behalf of the department. Members of the department participated in the Amherst Fire Firefighter's Association toy drive at Walmart and in the Amherst Christmas parade in early December.

Monthly Departmental Report

Planning & Strategic Initiatives

December 2021

As indicated on the attached graphic, development has remained strong throughout 2021 across almost all sectors, particularly with multi-unit residential development. This development sector will almost certainly continue into 2022 with several townhouse and apartment developments in the planning stages or under construction. In particular, permits were issued to finish renovating 15 Dickey Street. This work will include installation of an elevator. A development agreement application has been received for a three-building apartment complex with over 150 dwelling units on lands behind E.B. Chandler School. Staff are currently reviewing the proposal, and a Public Participation Session is tentatively scheduled for January 26th. Public notices will be going out in the coming weeks. Staff and/or Mayor Kogon have also met with a number of developers recently who are interested in multi-unit development to address the housing shortage. Several potential development locations were discussed, with updates and where needed, Council decision requests may be expected early in the new year.

The job posting for a Land Use Planner closed December 10th. Staff are reviewing applications and will be scheduling interviews in January. Interviews for the Business Development Officer position are being scheduled in early January with a goal of hiring for both positions as soon as possible in the new year.

As noted in a separate memo, the Request for Proposals for consultants to renew the Town's Municipal Planning Strategy and Land Use Bylaw closed in November. Staff have completed a review and determined that Upland Planning & Design submitted the winning proposal.

The in-person launch of the NS Power Solar Garden project was moved online due to weather. An on location public event is being considered in Spring 2022. Marketing to potential subscribers focused on Amherst residents has begun. Information about the offering can be found at nspower.ca, or contacting them at: mailto:smartgrid@nspower.ca or phone 902-428-6236.

Regarding business development, new business certificates were presented to four businesses:

- East Coast Records
- Healing Touch Holistic
- Henney Whales Garage
- Abstract Coffee

Staff have met with an additional business that is getting started, and will be scheduling a new business certificate presentation when the owner is ready to do so. If Council is aware of any additional new businesses that have opened or are going to open, please feel free to contact staff.

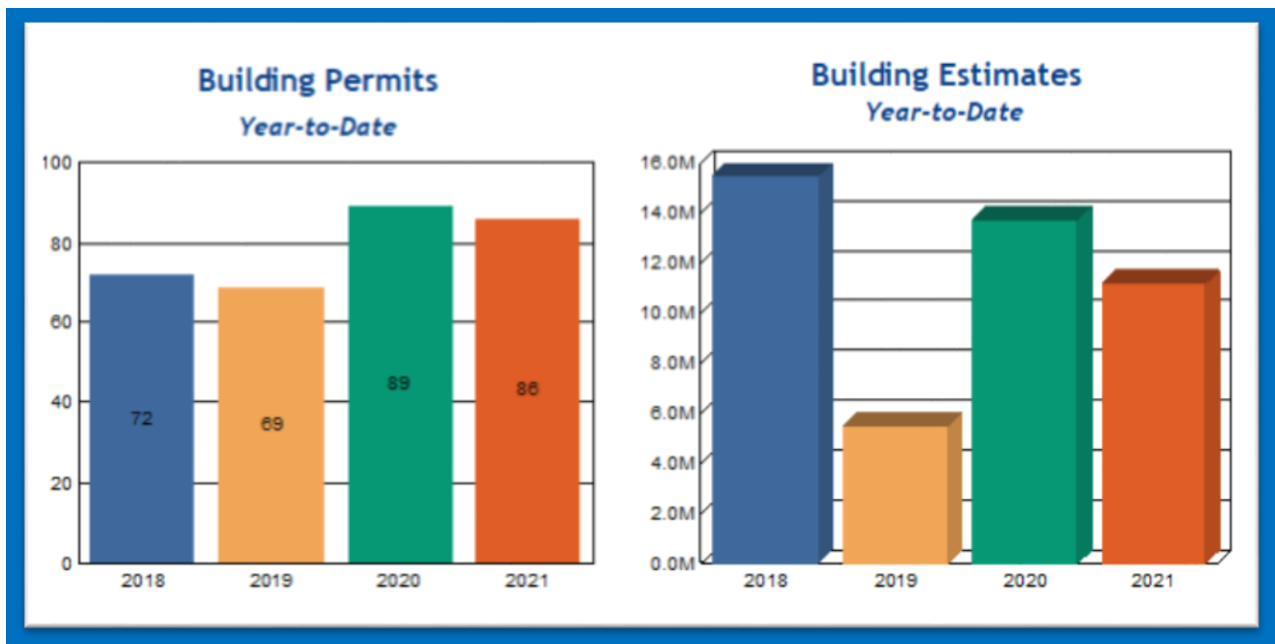
Interviews for the Business Development Officer position are being scheduled in early January.

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

Development Activity as of November, 2021

ACTIVITY REPORT							For Calendar Year 2021
Type	2020			2021			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	31	7	1,452,522	27	7	1,054,623	
Duplex/Semi	0	0	0	1	2	300,000	
Apartments	7	28	3,180,000	10	26	3,727,000	
Other Residential	36	0	370,446	26	0	302,578	
Commercial	14	0	5,847,650	20	0	955,674	
Industrial	3	0	3,301,000	3	0	4,969,500	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	1	0	5,000	
Total	91	35	14,151,618	88	35	11,314,375	

Year to Date Comparison



Monthly Departmental Report

Community Well Being

December 2021

COMMUNITY WELL-BEING and EVENTS

Conducted orientation to new members of the Accessibility Committee. Plans are underway to solicit community input in the new year.

Coordination and preparation for Christmas Parade December 4th, with the local Y's Mens Club. Although the number of entries was down a bit, those who participated really put wonderful effort into their floats. The parade route was full of people and the feedback was very positive.

Assisted the local business group to support the Amherst Christmas Block Party that was held on December 4th

The Annual Cookie Crawl sold out again this year.

Launched Shop Local media campaign.

Staff are currently planning the events calendar for 2022/23.

ACTIVE LIVING

Currently ongoing – 12 days of Christmas walking challenge, going to be extended to “Days of Christmas walking challenge”. Taking place at the Amherst stadium, we’re getting people to track their laps and giving out some small ‘A’ swag prizes and a thank you for walking. Videos of the distances are being posted to Facebook, Instagram, and Tiktok.

Multisport: The 27 kids have finished ringette and tennis and are currently participating in Taekwon-Do at JC Ripley’s. Turn out has been high and after the winter break, they will start curling with the Amherst Curling Club.

In January, a 5 week “Living Well for older adults” program begins at the Amherst Stadium. There will be a light exercise session, followed by refreshments and a guest speak. Topics will cover everything from mental health to gardening.

Discussions have started for the Amherst vs Amherst walking challenge to begin in Feb. At this time, Amherst NH and Amherst NY have agreed to participate again. We are reaching out to other “Amhersts” to see if we can expand to other towns this year.

Learn 2 Lead: Bookings for L2L programs has begun. Women in sports and a caregiver information session has been booked for Jan – Mar. More to follow.

Learn to programs: A “learn to Curl” session is being planned with the Amherst Curling Club for sometime in Jan. The date has not yet been confirmed. And a “Learn to snowboard” for school aged kids is also being planned, the date is not yet confirmed.

The Town of Amherst was chosen as one of three locations in Nova Scotia for the Make Your Move pilot project. The project run by the Healthy Tomorrow Foundation, a charity group created by Doctors NS. There are two aspects of this pilot.

One is Make Your Move at Work which encourages movement in the workplace through small prompts, policy changes and possibly larger competitions. It has been designed with the Workers' Compensation Board of Nova Scotia. In Amherst, the Make Your Move group has partnered with GeoNova to launch the pilot project in January through to April. The Town is offering support through setting up the communication and following the progress of the project. Once the pilot is reviewed, it will be a toolkit that other businesses can use and follow with support from the Active Living Coordinator in Town.

The other part of the project is Make Your Move in a Box which is set to launch in Amherst in February. This will be a series of social media campaigns to encouragement small movement throughout the day. There will also be some billboard space purchased around town and we'll be encouraging community engagement with some giveaways through the foundation.