



**Town of Amherst
Committee of the Whole**

Date: **Monday, January 16, 2017**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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1. Call to Order	
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3. In Camera	
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3.2 Approval of In Camera Minutes	
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Amherst Town Council

Committee of the Whole

Minutes

Date of Meeting: Monday, December 12, 2016
Location: Council Chambers, Town Hall

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

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

1. Call to Order

Mayor Kogon called the meeting to order at 4:00 PM

1.1. Approval of Agenda (4111)

Moved By: Councillor Rhindress

Seconded By: Deputy Mayor Christie

**To approve the agenda with the additions of 4.13 Budgetary Comparisons
and 4.14 Unightly Premises Update**

MOTION CARRIED

1.2. Approval of Minutes - November 28, 2016 (4112)

Moved By: Councillor MacKenzie

Seconded By: Deputy Mayor Christie

**To approve the minutes of the November 28, 2016 Committee of the Whole
meeting**

MOTION CARRIED

2. Presentations – N/A

- 3. In Camera – N/A
- 4. Council Direction Requests

4.1. **Water Rates Study (2084)**

Gerry Isenor, the Town's water rate consultant attended the meeting and provided an overview of the proposed application to the Utility and Review Board for Water Rates for the Amherst Water Utility. He and the CAO addressed comments and enquiries from Council members.

Moved By: Councillor Rhindress

Seconded By: Councillor Jones

That Council refer the application to the Nova Scotia Utility and Review Board for the establishment of new water rates to the December 19, 2016 regular meeting for Council's consideration

MOTION CARRIED

4.2. **Croft Street Sidewalk (3960)**

Moved By: Councillor Jones

Seconded By: Councillor Byrne

That consideration of the proposed sidewalk on Croft Street from Beacon to Spring Street be included in the 2017/18 Capital Budget deliberations

MOTION CARRIED

4.3. **Facility Naming Policy (3590)**

Councillor Jones declared a potential conflict, Dwight Jones having been a family member, and excused himself from the Council table for the discussion on this agenda item.

Moved By: Councillor Rhindress

Seconded By: Councillor MacKenzie

That the proposed Naming Public Lands and Town Owned Facilities Policy be referred to the December 19, 2016 regular meeting for Council's consideration

MOTION CARRIED

4.4. **Golf Course Capital Request (3713)**

Mayor Kogon, as former president of the Amherst Golf Club, declared a potential conflict and excused himself from the Council table for the discussion on this agenda item.

Moved By: Councillor Jones

Seconded By: Councillor Blanch

That the request from the Amherst Golf Club for funding be included in the 2017/18 budget deliberations

MOTION CARRIED

4.5. Public Reporting of Council Expenses (3944)

Moved By: Deputy Mayor Christie

Seconded By: Councillor Byrne

That Council accept the report on public reporting of Council Expenses and direct staff to proceed with the Town of Yarmouth model, retroactive to November 1, 2016, with the addition of reporting the monthly recurring amounts that councillors receive in respect to expenses

MOTION CARRIED

4.6. Little League Baseball - Funding from Christie Foundation (4072)

Moved By: Councillor Byrne

Seconded By: Councillor Blanch

That the request to receive a donation of \$10,000 from the Christie Foundation to fund a corresponding contribution to Amherst Little League Baseball in the amount of \$10,000 be referred to the December 19, 2016 regular meeting for Council's consideration

MOTION CARRIED

4.7. Fuel Tender (4075)

Moved By: Councillor Byrne

Seconded By: Councillor Rhindress

That the tender for the provision of fuel products, to be used in Town of Amherst and CJSMA buildings, vehicles and equipment be referred to the December 19, 2016 regular meeting for Council's consideration of awarding it to Bluewave Energy at their low tender suppliers margin price of \$0.03/Liter for gasoline, \$0.03/Liter for diesel and \$0.045/Liter for furnace oil

MOTION CARRIED

4.8. Off-Leash Dog Park (4082)

Moved By: Councillor Jones

Seconded By: Deputy Mayor Christie

That Council direct staff to do a feasibility study on the establishment, operating and maintenance of an Off-Leash Dog Park in Amherst, possible proposed location and estimated timeframe

MOTION CARRIED

4.9. 80/20 Trucking Rule (4083)

Moved By: Deputy Mayor Christie

Seconded By: Councillor Byrne

That staff present their findings to this Council, on the 80/20 trucking initiative and make recommendations that could be written into our tendering process to ensure more local trucking businesses are used for major projects

MOTION CARRIED

4.10. Edible Landscaping (4087)

Moved By: Councillor Blanch

Seconded By: Councillor MacKenzie

That staff be directed to research the best practices in developing an edible landscaping program for Amherst and outline a five- year implementation plan for increasing the number of edible perennial bushes and trees as well as edible annual plants and flowers in Amherst's parks and green spaces, including signage, programs with partners (possibly Maggie's Place, Cumberland Food Action Network or the Amherst Food Bank), identifying the nature of the food resource, proper harvesting and storage procedures, and an explanation that it is a free community resource to be picked for personal use and storage, with such report to be presented with the 2017-18 budget discussions

MOTION CARRIED

4.11. Barry Patriquin - Request to Present to Council (4088)

Moved By: Councillor Rhindress

Seconded By: Councillor Jones

That Barry Patriquin be invited to make a brief presentation to Council at the December 19th regular meeting regarding his new role as "Employer Engagement Specialist" for CANSA, a Nova Scotia Works Employment Services Centre

MOTION CARRIED

4.12. Four Fathers of Confederation Tree Carving (4125)

Moved By: Councillor Byrne

Seconded By: Councillor Rhindress

That staff be directed to report on what, if anything, can be done with respect to the Four Fathers of Confederation tree carving on West Victoria Street, and that the tree be removed with the intent of preserving it for display

MOTION CARRIED

4.13. Budgetary Comparisons (Additional Item) (4123)

Moved By: Deputy Mayor Christie

Seconded By: Councillor MacKenzie

That staff provide Council with a budgetary comparison consisting of five-year trends on some of the line items - what's happening by department - to better understand where cost savings have happened, where increases are, and staffing levels, to help Council prepare for the upcoming budget deliberations

MOTION CARRIED

4.14. Unsightly Premises Update (Additional Item) (4124)

There was a discussion on current Dangerous and Unsightly Premises files and the complaint process. No specific direction was given.

5. Information Items

5.1. Heritage Advisory Committee (3839)

The direction was to provide a report for Council to consider in the priority setting process in January. The report was delivered and discussed. As stated in the report, "Through its strategic planning process and budget deliberations, should Council decide to focus resources on the development of a heritage strategy it may be advisable to go back to a stand-alone HAC. However, should this not be the case, there is no real need to appoint citizen members to a HAC that has no real mandate."

6. Monthly Reports

6.1. Corporate Services (4067)

Vince Arbing reviewed highlights of his report and addressed comments and enquiries from Council.

6.2. Operations (4068)

Jason MacDonald reviewed highlights of his report and added that the new snow blower has been received. He addressed comments and enquiries from Council, including load shedding.

6.3. Police Services (4069)

Chief Naylor reviewed highlights of his report and addressed comments and enquiries from Council.

6.4. Recreation (4070)

Bill Schurman reviewed highlights of the Recreation report and addressed comments and enquiries from Council.

6.5. Fire (4071)

Chief Jones reviewed highlights of the Fire Department report and addressed comments and enquiries from Council.

7. Adjournment

Moved By: Councillor Rhindress

Seconded By: Councillor Byrne

To adjourn at 6:27 PM

Gregory D. Herrett, CPA, CA
Town Clerk and CAO

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR#

Date: January 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: January 16, 2017

SUBJECT: Community Credit Union Business Innovation Centre – Food & Beverages

ORIGIN:

Opening of the Community Credit Union Business Innovation Centre (CCUBIC)

LEGISLATIVE AUTHORITY:

User Fees Policy, #03470-03; Procurement Policy 03700-01

RECOMMENDATION:

That an amended User Fee Policy be referred to the January 23, 2017 regular meeting for Council's consideration, addressing the usage of the Community Credit Union Business Innovation Centre.

BACKGROUND:

In October 2016, Council amended the Town's User Fees Policy to include fees charged for use of the Community Credit Union Business Innovation Centre. This included a fee of \$70 for bar services and \$100 for the catering kitchen. What this means is, any organization renting the facility and requiring food and/or bar services would be required to pay the respective amounts to the Town. A copy of the current policy is attached.

On November 21, 2016, staff presented an amended User Fees Policy to Committee of the Whole, recommending the removal of the Bar Service Fee of \$70 and the Catering Kitchen Fee of \$100 and recommending that a new Food and Beverage Policy be developed for the facility. The recommendation at that time was to establish a list of providers of food and beverages, and establish a royalty to be paid to the Town based on the cost of the food/beverages provided. At that time, the direction of Committee of the Whole was, **"That staff be directed to review the user fees for the Community Credit Union Business Innovation Centre compared to similar sized centres within 100 miles radius to determine what is best for the community and present a report to Council."**

DISCUSSION:

Staff conducted a scan of 16 facilities including Amherst, Springhill, Truro, Parrsboro, Sackville, Moncton, and Summerside. The results of that scan are attached. What we found is that each facility is unique in the services it provides and how those services are delivered and charged. The three facilities that we were most able to identify with were NSCC Amherst, ARHS Susan Taylor Theatre, and the Dr. Carson and Marion Murray Community Centre in Springhill.



Based on the results of the survey of prices of those three facilities, staff are recommending the Town adopt a new schedule of fees, using a “commercial” and “community” rates, with “community” being anything that isn’t commercial, government, or business. The community rates are based on 60% of the commercial fees. The new schedule further differentiates between small and large groups, one of groups less than forty people, and one being forty or more people. Boardroom Catering Surcharge would apply only when the kitchen is used.

Facility	Daily	4 Hours	Hourly	Catering Surcharge
Conference Room - Up to 40 people				
Commercial	\$250	\$150	\$100	\$75
Community	\$150	\$90	\$60	\$45
Conference Room - 40 or more people				
Commercial	\$400	\$240	\$160	\$125
Community	\$240	\$144	\$96	\$75
Conference Room – Theatre/ Admission Event	\$400			\$125
Conference Room – Set Up Days	\$250			
Conference Room – Sound/Lighting			\$30	
Conference Room – Bar Service (Special Occasion License to be provided by renter)				\$50 Pouring Fee
Boardroom – Commercial	\$125	\$75	\$25	\$25
Boardroom – Community	\$75	\$45	\$15	\$15

HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Under the proposed policy, a set food and beverage surcharge is defined, as opposed to the proposal in November to create a preferred catering list and have the caterer pay the Town 5% of their food and beverage bill. We believe this is simpler and cleaner. The onus is on the renter to obtain a liquor license and supply the liquor and bartender.

FINANCIAL IMPLICATIONS:

The catering surcharge for food and beverage services and requiring the renter to obtain the liquor license would mean the Town does not need to maintain a liquor license on the facility, or engage the services of a bartender/servers. These costs would be assumed by the renter. Ideally, the reduction in the fees and the separation of above and below 40 person, as well as commercial and community rates will make the facility more attractive to potential users and generate some revenue to offset facility costs. At this point in time we are not able to identify specific financial implications.

COMMUNITY ENGAGEMENT:

Through direct interviews, emails, and phone calls, a wide scan of facilities offering services similar to CCUBIC was undertaken. Several users of CCUBIC also provided feedback throughout the process.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications

ALTERNATIVES:

1. Amend the User Fees Policy to reflect a 5% surcharge paid by caterers on food and beverage bills;
2. Amend the User Fees Policy as recommended, applying a set food and beverage surcharge;
3. Status quo.

ATTACHMENTS:

1. Current User Fees Policy
 2. Price and Service Comparisons – Survey Results
-

Report prepared by: Bill Schurman, Director of Recreation
Report and Financial approved by:

Price & Service Comparisons

Location	Room Rental Fee	Food	Beverage	Extra Charges												
NSCC Amherst (902)661-3180	Room (10-20 people): \$25/hour or \$200/day Cafeteria Room: \$400 (set-up fee extra depending on set up) (only after 2pm) non-profit receives 50% off	Supplied caterer (are able to bring own food evenings or weekends, recommend to use their caterer)	No policy (are able to apply for own license)	\$50 for sound equipment set up												
ARHS Susan Taylor Theatre (902)661-2540	\$300/day non-profit, \$400/day theatre \$10/hour private meeting \$15/hour commercial meeting	N/A	N/A													
Amherst Golf Club (902)669-3743	\$375 Banquet area	Supplied caterer	Supplied Bar													
Super 8 Amherst (902)660-8888	\$80/ 4 hrs or under \$125/day	Supplied caterer \$50 surcharge if use other caterer	apply for own license													
Amherst Wandlyn Inn (902)667-3331	50 people: \$120/day 150 people: \$195/day	Supplied caterer	Supplied Bar \$75 fee if bar sales do not exceed \$350													
Amherst Stadium	Rink Floor: \$600/day Entire area: \$750/day	Supplied Caterer	Apply for own license													
Amherst Fire Hall (902)694-4202	Large Room: \$190 Russel Hunter Room: \$125	No caterer \$100 Kitchen usage fee	Apply for special license Suppled bar &bartender													
Amherst Curling Club	<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Weekday</td> <td style="text-align: center;">Weekend</td> </tr> <tr> <td>All sheets:</td> <td style="text-align: center;">\$200</td> <td style="text-align: center;">\$350</td> </tr> <tr> <td>Lounge:</td> <td style="text-align: center;">\$160</td> <td style="text-align: center;">\$160</td> </tr> <tr> <td colspan="3">Off season rental to be determined</td> </tr> </table>		Weekday	Weekend	All sheets:	\$200	\$350	Lounge:	\$160	\$160	Off season rental to be determined			Kitchen to be determined	Supplied Bar \$10/hour up to \$100 Bartender fee	
	Weekday	Weekend														
All sheets:	\$200	\$350														
Lounge:	\$160	\$160														
Off season rental to be determined																
Dr. Carson Community Centre Springhill (902)763-3000	CIBC Common Room (200 people): \$52/hour or \$300/day Teen Center: \$23/hour or \$115/day Hospitality Room(20 people): \$23/hour or \$115/day Boardroom(10 people): \$12/hour	Supplied caterer (are able to use your own caterer, \$25 kitchen usage fee)	Supplied Bar (no extra charge)	extra charges for: microphone, linens, projector, kitchen, and stage usage												

Location	Room Rental Fee	Food	Beverage	Extra Charge
Truro Marigold Centre (902)897-4004	Theatre: \$75/hour or \$750/day Workshop or boardroom: \$25/hour	No policy \$25 clean up fee if caterer hired	No beverage policy	
Rath Eastlink Centre Truro (902)893-2224	Large room: \$150-\$225/day Price reflects set up and catering requirements	Supplied Caterer	Supplied Bar \$50 surcharge if bar sales under \$	
Best Western Glengarry Truro (902)893-4311	Meeting room (100 people) theatre style set up: \$200 day larger room with tables set up: \$250 and up	Supplied Caterer	Supplied Bar Bartender fee of \$50 if liquor sales are under \$250	
Parrsboro Ship Company Theatre (902)254-2003	Rental - \$100/day	No food policy	Supplied Bar \$75 Bartender fee	
ABC Business Centre Moncton (506)856-6000	Large room (60 people): \$65/half day \$100/full day Boardroom (10 people): \$40/half day \$75/full day	No Food Policy (are able to use own caterer)	No Beverage Policy	
Credit Union Place Summerside, PEI	Boardroom (10 people): \$91.66/day Conference room (20-100 people): is \$154.39/ day per room (3 rooms, 1500sq ft)	Supplied Caterer through on site partner Five Eleven Hospitality	Supplied Bar through on site partner Five Eleven Hospitality	
Mount Allison University (506) 364-2251	Classrooms (25 people): \$40/day Classrooms (100 people): \$80-\$100/day Theatre Room (185 people): \$240/day	Supplied on campus caterer	Supplied bar service	May be additional set up charge depending on layout

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Annual Review of User Fees**

Minutes reference date:	30 April 2007	29 October 2007	18 April 2008
	28 May 2009	26 April 2010	24 May 2011
	23 May 2012	01 May 2013	30 April 2014
	12 June 2015	25 May 2016	03 October 2016

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town’s Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town’s Bylaws, Policies and Procedures more efficient and to determine the impact on each year’s projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$30	Plus HST
Licensed Dog-2 nd Impoundment	\$70	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Wastewater Discharge By-Law		
One Connection	\$750.00	Plus HST
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	Plus HST
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$160.00 /yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Parking Space Rental – Yearly	\$200.00	Plus HST
Parking Space Rental – Monthly	\$20.00	Plus HST
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Commissioner of Oaths Signing – Child Abuse Register for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Criminal Record Check	\$25.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST

C-9 Taxi By-Law, Schedule E		
Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

Recreation		
Ice Time/Stadium		
Early Bird Monday-Friday (6:00 – 8:15 am)	\$55.00/hr	Plus HST
Fair Time Monday-Friday (8:30 am – 5:00 pm)	\$74.00/hr	Plus HST
Prime Time (after 5:00 pm on Fridays, and all Saturdays, Sundays & Holidays)	\$122.00/hr	Plus HST
Prime Time Youth Rate	\$93.00/hr	Plus HST

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

Stadium Advertising Rates plus artwork, design and production		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

Off Season Stadium Rentals		
Rink Floor Only	\$40.00 per hr or \$600.00 for full day	Plus HST
Entire Facility including meeting rooms, team rooms	\$62.50 per hr or \$750.00 per day	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

Facility	Daily	4 Hours	Hourly	Catering Surcharge
Conference Room - Up to 40 people				
Commercial	\$250	\$150	\$100	\$75
Community	\$150	\$90	\$60	\$45
Conference Room - 40 or more people				
Commercial	\$400	\$240	\$160	\$125
Community	\$240	\$144	\$96	\$75
Conference Room – Theatre/ Admission Event	\$400			\$125
Conference Room – Set Up Days	\$250			
Conference Room – Sound/Lighting			\$30	
Conference Room – Bar Service (Special Occasion License to be provided by renter)				\$50 Pouring Fee
Boardroom – Commercial	\$125	\$75	\$25	\$25
Boardroom – Community	\$75	\$45	\$15	\$15

Community Credit Union Business Innovation Centre								
Facility	Rate Class	Classroom or U shape	Theatre Daily	Confer Daily	Day Rate	4 Hr	1 Hr	Other
Boardroom	All	NA	NA	NA	\$125	\$75	\$25	
Conference Room	Commercial	\$175	\$550	\$550		\$375	\$100	
	Community	\$125	\$425	\$425		\$300	\$75	
Box Office	All				\$50	\$25	\$10	
Bar Service	All							\$70
Catering Kitchen	All							\$100
Sound and Light Tech	All						\$30 min 4-hr.	

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA

The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”



COMMITTEE OF THE WHOLE

CDR#

Date: January 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, HR

DATE: January 16, 2017

SUBJECT: Electronic Voting - Municipal Elections

ORIGIN:

2016 Municipal Election

LEGISLATIVE AUTHORITY:

Section 146A of the *Municipal Elections Act* bestows municipal council with the legislative authority to select the method and system of voting. "Section 146A(1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method."

RECOMMENDATION:

Staff recommends that Council direct staff to begin the development a by-law authorizing electronic/alternative voting methods for the next municipal election.

BACKGROUND:

The purpose of this report is to provide Council with the background, benefits and drawbacks for e-voting and ask Council to make a decision regarding its future use in Amherst

DISCUSSION:

Electronic voting, or e-voting, was introduced in Nova Scotia municipal elections in 2008 and at the time traditional methods, paper, were still required. In 2012, legislation changed to allow e-voting only and mechanisms included telephone, internet and kiosk voting. Below are some stats from e-voting in Nova Scotia.

- In 2008, 4 municipalities used e-voting.
- In 2012, 15 municipalities used e-voting.
- In 2016, 20 municipalities used e-voting.
- All 20 municipalities used **e-voting only** for advance polls.
- When Nova Scotia voters were offered the option of an electronic or paper ballot during 2012 Municipal and School Board elections, the electronic option was the choice of 64% of voters.

In 2016 when Council voted not to implement e-voting the main concerns were related to social issue: voting without engagement; removing voters from the safe environment of polling stations; making it a casual activity; and voters responding in the moment and being influenced by others at the time of their vote. With regards to engagement, this is an issue to be addressed outside of e-voting. Voter apathy is a trend that is being seen across the province and is a topic that always comes up at provincial Returning Officer meetings.



Internet voting is always offered along with a telephone voting option to ensure complete coverage of the electorate. I will note that many municipalities have found the telephone voting component to be very cumbersome and frustrating, particularly with a high number of candidates to choose from. Completing a ballot could take in excess of 10 minutes as opposed to under two minutes with the internet module. Some have even suggested that in future they would not offer the telephone option, only internet. In addition, kiosks can be set up at polling stations for individuals who either don't have access to a computer, need assistance, or would like to maintain a traditional means of voting.

Functions of E-voting

- Each individual on the final list of electors receives a voter information letter containing instructions on how to cast their ballot and their electronic voting credentials (PIN). In 2012, inaccuracies in HRM's municipal voters list cause some households (3-5%) to receive voter information cards for non-household members. As a result there were no instances of voter fraud and because the letters or mailed in a sealed envelope and opening someone else's mail is illegal, as is impersonating another elector.
- After receiving the voter instruction letter voters connect to the voting website or call the 800 number.
- The website offers a step by step process where you enter your personal identification number (PIN) in order to proceed.
- The user sees an electronic ballot, one at a time – Mayor, Councillors, School Board, and the individual clicks on the box for their chosen candidate and submits their choice. Before that vote is cast a confirmation screen shows the candidate(s) that the individual chose. If this is not the correct list the individual can return to the ballot or submit their vote now.

Elections Canada has gathered research on technology trends, Canadians' attitudes, and the benefits and drawbacks of e-voting. Below is a summary of two reports prepared by Elections Canada

Technology Trends

- According to the 2012 Canadian Internet Use Survey (Statistics Canada):
 - 80 percent of individuals 16 years and older used the internet for personal use.
 - Overall, Canadian's are experienced internet users with almost on half of users (47 percent) having been online for 10 years or more.
 - Seniors accounted for about one half (51 percent) of non-users. Nearly four in ten non-users (39 percent) came from households reporting low income.
- Research shows that technology can remove some administrative barriers to the electoral process, especially for some groups of electors, including those with accessibility challenges and potentially youth.

Attitudes and E-Voting in Canada

- According to the 2011 Elections Canada Survey of Electors:
 - the majority of electors (86 percent) have access to the internet in their home; an increase of 5 percent since 2008 and 22 percent since 2003.
 - 57 percent of non-voters, primarily those with internet access at home, said they would have voted had it been possible to do so over the internet.

- The *2011 Canadian Election Study* shows that half of the electors (49.1 percent) agree, somewhat (31.5 percent) or strongly (17.6 percent) that “Canadians should have the option to vote over the internet in federal elections”. This compares to 39.4 percent who disagree.
- A majority of electors (58.8 percent) said they would be likely, either somewhat (17.0 percent) or very (41.8 percent), to vote over the Internet if they could do so; 37.5 percent say they would not be likely to do so.
- 50.3 percent of electors think voting over the Internet is "risky" while 29.7 percent think it is not.
- Across the board, positive impact on participation turned out to be negligible. On the other hand, in all cases, electors took advantage of the option, and the Internet voting option has been retained for future elections.
- A policy analyst for Elections Canada suggests that changes in society, especially those that are incited by new technologies and increasing online use are influencing the expectations of Canadians.

Benefits of e-voting

- On average, it took 1 minute, 31 seconds to vote by internet during 2012.
- Surveys on non-voters indicate that being too busy, out of town or ill/disabled is a reason that they did not vote (statistics Canada, 2013). E-voting allows voters to vote from anywhere-anytime.
- E-voting could allow for greater secrecy for special populations of electors with disabilities (including visually or hearing impaired, because they can vote unassisted and are afforded a greater degree of anonymity when casting a ballot.
- E-voting may be a method of engaging those voters who are considered the hardest to reach, particularly young people aged 18 to 30.
- Over the long term, all types of internet voting have the potential to be less expensive to operate and execute than traditional paper ballots.
- Eliminates proxy votes and certificates of eligibility.
- Results are available almost immediately.
- No spoiled ballot issues, positive ballot confirmation.
- Greatly reduces that staffing component needed for election administration. Each election it becomes increasingly more difficult to attract and maintain qualified staff and adequate polling locations.
- Eliminates the need for an interim voters list to be used at physical polling stations on advance voting day. The voters list can be continuously updated.
- The other benefit would be the report data provided from Intelivote regarding demographics, time and method of vote, IP tracking etc.

Drawbacks and Risks

- Those opposed to e-voting prominently cite security, threats of computer viruses or hackers, as the number one risk.
- Problems with access to technology and the digital divide for those who have access and do not have access to a computer and those who have faster connections and those who have slower connections.

- E-voting presents greater opportunity for fraud and coercion or vote-buying – i.e. someone voting on another’s behalf without their permission or pressuring others to vote in a way that he or she would not have otherwise.
- Voter education that ensures public awareness of electronic voting and understanding and use of online systems are a concern.
- Privatization is a concern when electoral administrators cede control to a hired firm and causes negative impact on public confidence.
- The proliferation of electronic election services has the power to alter that nature of electoral participation by causing more electors to vote alone instead of at a polling place with others.
- Although electronic voting may be more popular among committed voters it is not as trusted as traditional in-person voting options.
- The technology of mobile internet has changed greatly since e-voting was introduced to Nova Scotia for 2008. This has opened up new challenges for candidates, voters and Returning Officers. Currently at least one municipality is under-going judicial review regarding alleged inappropriate voting assistance.

Although there are potential risks for e-voting staff believe that the benefits outweigh the risks. The success of e-voting in 20 other Nova Scotia municipalities and the increasing trends in Canadians’ use and attitudes towards technology and e-voting are evidence that moving forward with e-voting for the 2016 municipal election would be beneficial. The experience from other municipalities has been overwhelmingly positive. While the experience hasn’t shown that it dramatically improves voter turnout, it does provide the convenience, options and flexibility that people expect with the proliferation of technological advances.

FINANCIAL IMPLICATIONS:

The 2016 Municipal Election cost approximately \$34,000 to administer. Based on the Intellivote Proposal, without any additional options cost was estimated at \$41,274 for the 2016 election. (This was based on a combination of e-voting and paper ballots)

Additional module is available to purchase for \$14,000 which would enable voters to sign in and check to see if they are registered to vote

The Intellivote costs were based on a bulk purchase RFP for the 2016 election and a presumed number of participants.

COMMUNITY ENGAGEMENT:

Staff will include an educational component in the voter engagement plan to ensure that voters are aware that e-voting will be used and know how to use it.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated

ALTERNATIVES:

- That Council proceeds with the development of an Alternative Voting Bylaw
- That Council proceeds with traditional paper elections.

ATTACHMENTS:

N/A

Report prepared by: Kimberlee Jones, Returning Officer

Report and Financial approved by:

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: January 16, 2016

SUBJECT: Citizen Access to Council Proceedings

ORIGIN:

Direction of Council - Committee of the Whole meeting, November 21, 2016

LEGISLATIVE AUTHORITY:

RECOMMENDATION:

That live stream video and archival of council proceedings be deferred to the 2017-18 budget process. Should Council decide to include funding it is recommended that, as a next step, council direct staff to develop an RFP based on the options and features provided in this report.

BACKGROUND:

On November 21, 2016, Council directed staff to investigate and determine the approximate cost of the options available for live streaming video and archiving of same through the Town's website and provide Council with a report and recommendations at the January meeting of Committee of the Whole

DISCUSSION:

Currently the Council video system is run by the Lecture Recorder x2 97641. A member of staff currently sets up a camera, records all regular council sessions and forwards them to Eastlink for broadcast, a channel not everyone subscribes to. Recordings from November 2016 onward have been added to the amherst.ca website.

The goal is to provide Amherst citizens and viewers with remote access to council meetings and proceedings to ensure transparency.

Staff have reached out to other municipal units as well as the industry to gather data on what other units are doing and the options available. Needless to say, there are several options and varied costs. We've identified three potential options:



Option #1: ISI Live

The cost of this option is estimated at \$ 25,000 based on streaming and hosting four fixed cameras in Council Chambers and if interested, one Remote Webcast Encoder for off-site livestreaming opportunities. Approximate cost includes:

- ISI Webcast Encoder and Service - \$7500/year or \$6000/year for 3+ years (unlimited streaming and hosting)
- Fixed Council room Camera Panasonic Camera - \$1500/camera X 4 cameras (I would estimate the each camera installation would be \$750/camera X 4 cameras)
- Video Switcher (required if 2 or more cameras are needed in council chambers and will require an operator) - \$5000-\$10,000
- BONUS FEATURE - Remote Webcast Encoder to interface with existing camera (for off-site webcasting) - \$1100 (Town of Amherst owns a camera to use for remote live streaming opportunities i.e. media conferences)

These are approximate prices. No specific models are identified for the hardware because there are so many options. ISI has models in mind if Council chooses to go forward with a request to determine functionality requirements and comfort of use.

This estimate does not include employee resources (controlling video switcher, segmenting videos following meetings)

Key Features

- The ability (hardware/software) to easily capture and stream Live from Council Chambers. Archived material is hosted by ISI and available on your website
- Unlimited number of webcasts for live and archive Unlimited number of viewers for live and archived material
- Access to metrics of your Live and Archived viewership (#of viewers, etc.)
- Ability to index archived video
- BONUS FEATURE- In terms of Closed Captioning, it is an add-on service priced at \$5000/year. It can be added to the municipal streaming contract at any time and will cover all your meetings.

ISI key differentiators

- ISI owns our Content Delivery network – not third party servers
- We can geographically host and stream exclusively through Canadian servers (to avoid US privacy issues)
- ISI is very hands on with municipal clients and are available and ready to help.
- Unlimited usage, unlimited viewers, unlimited support
- The package includes a hosting account so if we have old content, they can stream it for us so it is accessible like the rest of the streamed content
- Can integrate with any existing AV infrastructure or can help with the integration of any new AV

Option #2 - 3D DataComm

Total approximate cost is in the \$ 10,000 range with taxes, based on streaming two pantilt zoom cameras to an HDRX kit in Council Chambers for Amherst website hosting, installation and programming.

Approximate cost includes

- PTZ Video Camera - ~\$2,500.00 each - would need two
- Lumens Transmitter for each camera ~ \$460 each – would need two
- Lumens Receiver for each Camera ~ \$460 each – would need two
- Wall Mount for PTZ Vide Cameras ~\$250 each – would need two
- HDMI Cable, ~\$18 – would need two
- install parts/connectors~\$50
- Crestron System Programming to add new camera~\$125 – would need four
- Audio Visual Installation ~\$1000

Does not include:

- Remote Webcast Encoder to interface with existing camera (for off-site webcasting)
- Program and contact support and service
- Employee Resources

Option #3 - Livestreaming and hosting on third party site

A couple of Nova Scotia municipalities currently stream their own meetings by paying a third party organization to host their videos on a page that is linked to their website. These municipalities use companies based in the United States, **LiveStream** and **Ustream.tv**

User municipalities have not provided approximate costs for this option. However, staff estimates costs of this option to be in the \$15,000 range, based on equipment, account payments over one year, programming, and installation.

Resources included includes

- Four cameras ~\$1,500 each
- Tricaster 40 or Stream Machine (sends feeds to host, switches cameras) ~\$4,000+
- Streaming account ~\$200 / month
- Installation and programming

Does not include:

- Remote Webcast Encoder to interface with existing camera (for off-site webcasting)
- Employee Resources

Examples:

Yarmouth (Ustream.tv)- <http://www.ustream.tv/channel/town-of-yarmouth-meetings>

Truro (LiveStream)- <https://livestream.com/townoftruro>

FINANCIAL IMPLICATIONS:

The estimated costs are identified in each of the three options and start at \$10,000.

COMMUNITY ENGAGEMENT:

Staff surveyed Nova Scotia municipalities on the AMA listserv and conducted online research in other provinces.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated

ALTERNATIVES:

1. Refer the matter to the 2017-18 budget process, and if approved, issue an RFP
2. Refer the matter to Council for direction to Issue an RFP for the equipment/services
3. Status quo

ATTACHMENTS:

Feedback from municipal units; samples

Specifications for equipment in the three options identified

Report prepared by: Bill Schurman

Report and Financial approved by:

Feedback from Municipalities in Nova Scotia

Truro

Livestream - Brooklyn, NY, 11237, USA

Truro has been live streaming council meetings for a few years. They are streamed through livestream.com where we have a Premium account (\$200/month). We do not currently subtitle or index the videos.

We have 3 broadcast quality cameras in council chambers. The cameras feed into a Tricaster 40 (<http://www.newtek.com/products/tricaster-40.html>) which is used to switch between camera feeds and send the video to livestream.com.

Our feed can be seen here:

<http://www.truro.ca/council-meetings-watch-online.html>

or

<https://livestream.com/townoftruro>

Contact:

Jay Redmond
IT Manager
695 Prince Street, Truro, NS B2N 1G5
P: 902-956-1412

Cape Breton Regional Municipality (CBRM)

ISI Live – Ottawa, Ontario

Attached RFP (Appendix) that CBRM recently issued for the hosted live video streaming of our Council and Committee meetings. The contract was awarded to ISI Live from Ottawa, Ontario: <http://www.isilive.ca/>

They were our service provider since we started using web streaming in 2013 – and I believe HRM also uses that company.

I'm not sure if closed captioning is a feature of the system. We do have the capability of "indexing" the video after the meeting to link the various agenda items in the video. You can view the videos on our website: <http://cbrm.ns.ca/cbrm-meetings.html> We have three cameras in the Chambers.

In terms of service, we have no complaints whatsoever.

Contact:

John MacKinnon, P.Eng.
Director of Technology
Cape Breton Regional Municipality (CBRM)
320 Esplanade
Sydney, Nova Scotia, B1P 7B9
Tel: 902-563-0839
e-mail: jfmackinnon@cbrm.ns.ca

Yarmouth

Ustream.tv - San Francisco, CA

Town of Yarmouth streams our meetings. The website we stream to is Ustream.tv. Our page is <http://www.ustream.tv/channel/town-of-yarmouth-meetings>

We have a 1Beyond StreamMachine <http://1beyond.com/streammachine>

One of our issues is that there is very little viewership. We're lucky if a meeting has more than 15 people watching live at any given time...and usually the archived meetings don't get over a couple hundred views. Recently, I have been musing about the idea of streaming to facebook, where I believe our awareness and viewership would be much greater. Unfortunately at this time you cannot stream to facebook from a windows device.

Contact

Jeff Gushue
Chief Administrative Officer
400 Main Street, Yarmouth NS B5A 1G2
P: (902)742-8565
F: (902)742-6244
Web: www.townofyarmouth.ca

Appendices

Option #1: ISI Live

FAQ

<http://www.isilive.ca/how-we-think/faqs/>

Glossary of Terms

<http://www.isilive.ca/how-we-think/glossary/>

Municipal Webcasting

<http://www.isilive.ca/municipal-webcasting/>

Samples

-Municipal Webcasting-

Town of Bracebridge, Ontario

<http://www.bracebridge.ca/en/town-services/Webcasts.aspx>

City of Campbell River, British Columbia

<http://www.campbellriver.ca/your-city-hall/city-council/agendas-minutes-schedule-webcasts/webcasts>

<http://www.campbellriver.ca/your-city-hall/city-council/agendas-minutes-schedule-webcasts/webcasts/archives>

Cape Breton Regional Municipality, Nova Scotia

<http://www.cbrm.ns.ca/regional-council-live-webcast.html>

City of North Vancouver, British Columbia

<http://www.cnv.org/your-government/council-meetings/council-videos/council-meeting-live-streaming>

Halifax Regional Municipality, Nova Scotia (with Closed Captions)

<http://www.halifax.ca/council/live/video.php>

Milton, Ontario

<http://www.milton.ca/en/townhall/webcasts.asp>

Jump to a specific agenda item by selecting it from the list.
If the video is paused, start playback after making your selection.



- COMMITTEE OF THE WHOLE - 1. CALL TO ORDER
- 3. Fiscal Framework
- 4. Proposed 2017-18 Capital Program Budget and 10 Year Capital Plan
- COMMITTEE OF THE WHOLE - 5. ADJOURNMENT
- REGIONAL COUNCIL - 1. CALL TO ORDER
- 2. Ratification from Committee of the Whole - Fiscal Framework
- 3. Ratification from Committee of the Whole - Proposed 2017-18 Capital Program Budget and 10 Year Capital Plan
- REGIONAL COUNCIL - 4. ADJOURNMENT

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Jump to a specific agenda item by selecting it from the list.
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- COMMITTEE OF THE WHOLE - 1. CALL TO ORDER
- 3. Fiscal Framework
- 4. Proposed 2017-18 Capital Program Budget and 10 Year Capital Plan
- COMMITTEE OF THE WHOLE - 5. ADJOURNMENT
- REGIONAL COUNCIL - 1. CALL TO ORDER
- 2. Ratification from Committee of the Whole - Fiscal Framework
- 3. Ratification from Committee of the Whole - Proposed 2017-18 Capital Program Budget and 10 Year Capital Plan
- REGIONAL COUNCIL - 4. ADJOURNMENT

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2016 Meetings

Regional Council agendas & reports are available online starting in 2002.

2016 Regional Council agendas, minutes, and video are linked below. Reports are found linked within the agendas. Minutes are available once approved - usually four weeks after the meeting date.

You can also search for records of Regional Council meetings using the lower search box on the right side of this page.

Reports & minutes are in PDF format

Date	Agenda	Minutes	Video
December 27, 2016	No Scheduled Meeting		
December 20, 2016	No Scheduled Meeting		
December 14, 2016	Regional Council - Special Meeting		Video
December 14, 2018	Committee of the Whole		Video
December 13, 2018	Regional Council		Video
December 6, 2016	Regional Council		Video
December 6, 2016	Committee of the Whole		Video
November 29, 2016	No Scheduled Meeting		
November 24, 2016	Committee of the Whole	Minutes (35Kb)	Video
November 22, 2018	Regional Council	Minutes (129Kb)	Video
November 15, 2018	No Scheduled Meeting		
November 8, 2016	Regional Council	Minutes (79Kb)	Video
November 1, 2016	Regional Council - Swearing In Ceremony	Minutes (88Kb)	Video
October 26, 2016	Regional Council - Special Meeting	Minutes (19Kb)	Video

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Regional Council

Minutes, Agendas & Reports Archive

Regional Council and Committee of the Whole agendas, minutes & reports can be accessed online through the links below. Agendas and reports are available online beginning in 2002. Video is available starting in 2013. Minutes are available online from 1996 to present.

To search for records of Regional Council meetings, use the lower search box on the right side of this page. You can also browse the Agendas, Reports & Minutes below, or browse meeting information for the current year.

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2016 Agendas, Reports, Minutes & Video	
2015 Agendas, Reports, Minutes & Video	
2014 Agendas, Reports, Minutes & Video	
2013 Agendas, Reports, Minutes, & Video	
2012 Agendas & Reports	2012 Minutes
2011 Agendas & Reports	2011 Minutes
2010 Agendas & Reports	2010 Minutes
2009 Agendas & Reports	2009 Minutes
2008 Agendas & Reports	2008 Minutes
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2005 Agendas & Reports	2005 Minutes
2004 Agendas & Reports	2004 Minutes

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Option #2 – 3D DataComm

Specs on Lumens VC-HDTX/VC-HDRX kit

VC-HDTX / VC-HDRX

HDBaseT Extension Kit



The Lumens VC-HDTX / VC-HDRX HDBaseT extension kit can send uncompressed video over a CAT 5e/6/7 cable at a distance up to 328ft/100m with the added benefit of control through the built-in IR and RS-232 connection. It supports superior video quality up to 1080p and 4K resolution. The transmitter (camera end) and Lumens VC camera can be powered by the PoE+ (48V) function of the receiver (controller end), allowing for greater flexibility in installations.

Key Features

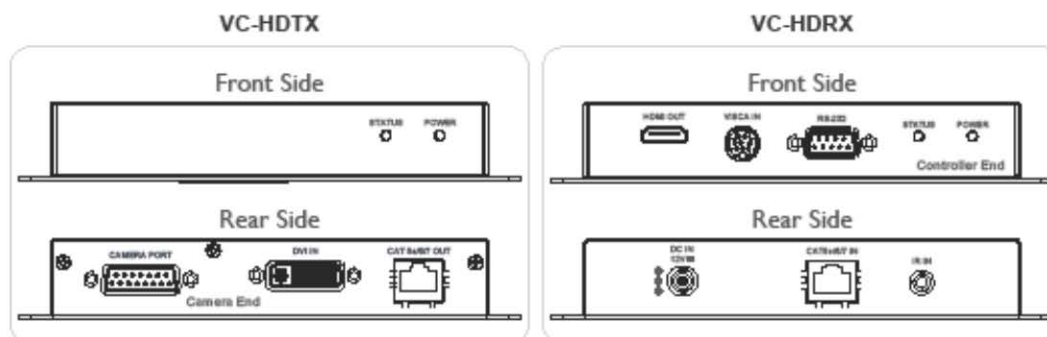
- Supports PoE+, uncompressed video and IR/RS-232 control over a single CAT 5e/6/7 cable up to 328ft/100m
- HDMI video up to 1080p and 4K resolution
- Compatible with Lumens VC cameras and wall mount (VC-AC08)



Product Specifications

Model	VC-HDTX	VC-HDRX
Video Interface	DVI Input HDBaseT RJ45	HDMI output HDBaseT RJ45
Control	IR/VISCA/Power through Lumens breakout cable	RS-232 / VISCA IR
Power	PoE+ Powered Device DC 12V output	PoE+ Power Sourcing Equipment DC 12V Input, utilize power adapter of Lumens VC camera
Resolutions / Distance	4K@ 70m (Cat 5e/6) / 100m (Cat 6a/7) 1080p@100m (Cat 5e/6a/7)	
Power Consumption	≤ 25W (Include VC camera)	
Dimension (L x W x H)	168x113.3x27mm	168x115x27mm
Operation Temperature	0°C~40°C / 32°F ~104°F	
Storage Temperature	-20°C~60°C / -4°F~140°F	

I/O CONNECTIONS



Specs on Lumens VC-A2

VC-A20P

High Definition PTZ IP Camera

Lumens™
Excellence by Design

The Lumens™ VC-A20P HD Pan/Tilt/Zoom (PTZ) IP camera is equipped with a professional 1/2.8 inch image sensor with Full HD 1080p output at 60 frames per second. The superior 10x optical zoom lens, excellent white balance, and exposure mode delivers a clear image even in low light or the extreme contrast of brightness and darkness in a lecture hall. The camera covers a wide shooting angle and achieves high-speed, quiet, and precise positioning with smooth PTZ operations. The VC-A20P has different interfaces like Ethernet, DVI-I, and C-Video and it also supports live broadcasting with H.264/MJPEG format further more its low-latency less than 150ms. These features not only allow for simultaneous image outputs, they also result in the best image quality and is compatible with all video equipment. The VC-A20P is ideally suited for lecture recording, videoconferencing, and live broadcasting.

Key Features

- Full HD 1080p high definition signal output format with a high frame rate of 60 fps
- 10x optical zoom
- Support live broadcasting (H.264/MJPEG format, SVC and ONVIF protocol)
- Low latency (< 120 ms)
- Ethernet, DVI-I, and C-Video image outputs synchronously
- Maximum horizontal/vertical speed of rotation: 120 degrees/second
- Audio Input Support AAC encoding with 44.1/48 K sampling frequency
- Built-in image flip and mirror function for easy installation



More Details



Image Quality

The VC-A20P is equipped with a professional 1/2.8 inch image sensor with Full HD 1080p output resolution. The sensor provides high color reproduction, high-definition signals, and crystal-clear image quality.



Ethernet Interface

The VC-A20P supports a H.264/MJPEG video compression format that can reduce the bandwidth for transmitting video. This technology decreases hard disk space when recording. In addition, these cameras have the ability to distribute streaming medias while supporting SVC/ONVIF protocol.



Multiple Signal Interface Formats


The VC-A20P is able to switch video output formats from NTSC/PAL, SD, to Full HD for compatibility in various display devices.



Wide Range Pan/Tilt/Zoom Action

The VC-A20P has a wide shooting area (pan angle from -170° to +170° ; tilt angle from -30° to +90°), as well as quiet, fast, and precise positioning movements.

Option #3 - Livestreaming and hosting on third party site




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Prices Start at \$3,995





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REQUEST FOR DECISION

RFD# 2017066

Date: January 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: January 16, 2017

SUBJECT: Naming Public Lands and Town Owned Facilities

ORIGIN:

Committee of the Whole meetings, September 26, 2016 and December 12, 2016

RECOMMENDATION:

That Council refer the proposed Naming Public Lands and Town Owned Facilities Policy, number 2000-03 to the January 23, 2017 regular meeting for consideration of approval.

BACKGROUND:

At the September 26, 2016 Committee of the Whole meeting, Council directed staff to prepare a brief report discussing the most appropriate facility to rename in honour of Dwight Jones and the necessary arrangements to achieve this. This is not the first request to honour someone by naming a facility after them, and staff believe having an established policy in place will guide the process for this, and future such requests. A report and proposed Facility Naming Policy were presented to Council at Committee of the Whole on December 12, 2016 and referred to the December 19, 2016 Regular Council meeting.

DISCUSSION:

The Facilities Naming policy was developed and reviewed with Council at the December 12, 2016 Committee of the Whole meeting, with the recommendation at that time to make adjustments to the flow chart at the back of the policy. It was referred to the December 19th Council meeting for consideration, at which time Council determined by a majority vote that it was restrictive and cumbersome, and that it should be further revised to make it more concise and clear.

The policy has been reviewed and streamlined, with the new version setting out the criteria and process for naming public and Town owned facilities or properties, including a public engagement process. The policy includes the following criteria, which may be used by Council in determining the appropriateness of the naming designation:

- A noteworthy public figure or official;
- A person, place or event of historical or cultural significance;
- Special benefactor(s) (living or dead);
- A person, group, place or feature, particularly identified with the public land or facility
- Exceptions to the naming criteria can be approved by Council if an occasion to recognize the outstanding contributions of a living person is determined.



In order to make the policy a little more concise, staff have removed a number of paragraphs from the original document, resulting in a simplified process with just a few steps:

1. A naming proposal is received
2. The proposal is placed on the Committee of the Whole agenda for discussion. Committee of the Whole may then refer the matter to Council.
3. Council may do one of three things: (1) approve the name; (2) reject the name; or (3) hold a public hearing on the matter. If Council decides either (1) or (2), the process is complete.
4. If Council decides to hold a public hearing, the hearing is held with the results coming before Committee of the Whole again, in which case, the process is repeated with Council then having two options: (1) approve the name; or (2) reject the name.

FINANCIAL IMPLICATIONS:

No financial implications are anticipated in the adoption of this policy.

COMMUNITY ENGAGEMENT:

No community engagement has taken part in the development of this policy, other than research into how this is done in other municipalities .

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated.

ALTERNATIVES:

1. Refer the policy back to staff for further review and recommendation
2. Do not adopt a policy at this time and make a decision on naming facilities as they are presented

ATTACHMENTS:

Policy 2000-03, Naming Public Lands and Town Owned Facilities

Report prepared by: Bill Schurman, Director of Recreation
Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Naming Public Lands and Town-Owned Facilities**

Minutes reference date:
1st Revision date:

PURPOSE:

1. To provide guidelines whereby Town of Amherst public lands and facilities may be officially named by Town Council.

POLICY:

2. There are occasions when interested parties have proposed to name or re-name Town of Amherst public lands and facilities. It is the policy of the Town of Amherst to consider naming proposals, seek citizen input and formally decide on proposed names or renaming of Town of Amherst public lands or facilities within established criteria.

DEFINITIONS:

3. Public land – lands which are owned or controlled in use by the Town of Amherst for the long term benefit of the community. Examples include but are not limited to parks, sports fields, beautification areas and natural areas.

Public facilities – physical facilities owned or controlled in use by the Town of Amherst for the long term benefit of the community. Examples include: buildings, rooms and ball fields. Street naming guidelines are covered by a separate Town of Amherst policy.

NAMING CRITERIA

4. Town of Amherst public lands and facilities may be named after persons, a place or location, or an event that has created an important legacy or achievement. A person's name is eligible for consideration one year after his/her death with special benefactors excepted. The following criteria may be used by Council in determining the appropriateness of the naming designation:
 - A noteworthy public figure or official;
 - A person, place or event of historical or cultural significance;
 - Special benefactor(s) (living or dead);
 - A person, group, place or feature, particularly identified with the public land or facility;
 - Exceptions to the naming criterial can be approved by Council if an occasion to recognize the outstanding contributions of a living person is determined.

PROCEDURES

5. Initiation of proposed name:

A request to name or rename a Town owned property or facility must be made in writing to the Chief Administrative Officer who shall bring it, along with a background report, to the Council in Committee of the whole for initial discussion and direction.

6. Additional Public Input and Public Hearing

Should Council determine that additional public input is needed, it may hold a public hearing no sooner than 30 days following the Council meeting at which the initial report was received by Council. The public hearing shall follow a format similar to that for a planning document. Council may also solicit public comment by inviting citizens and interested persons to provide written comments.

7. Formal Council Decision

a. Following a public hearing and receiving additional public input, if determined by Council to be required, the item will be placed on the Committee of the Whole meeting agenda for discussion and direction. Committee of the Whole may, at this point, refer the proposed naming to Council again for consideration.

b. The naming decision shall be made by a resolution of council.



COMMITTEE OF THE WHOLE

CDR#

Date: January 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CAO

DATE: January 16, 2017

SUBJECT: February Committee of the Whole Meeting

ORIGIN:

Nova Scotia Heritage Day

LEGISLATIVE AUTHORITY:

Proceedings of Council Policy, 10350-24, paragraph 5: "Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by resolution of Committee of the Whole at a previous meeting three or more days in advance of the addition or special meeting."

RECOMMENDATION:

That the regular Committee of the Whole meeting scheduled for Monday, February 20 be changed to Tuesday, February 21 due to the Nova Scotia Heritage Day holiday on February 20.

BACKGROUND:

The Town's Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council or Committee of the Whole.

DISCUSSION:

The scheduled Committee of the Whole (COW) meeting date for February conflicts with the relatively new Heritage Day. They both fall on the third Monday in February. Under the Proceedings of Council Policy, Council may change the regularly scheduled COW meeting by motion at this COW meeting. i

The options available to Council appear to be:

1. Keep the meeting on a Monday, move COW to February 13
2. Move the meeting to Tuesday, February 21
3. Pick an alternate date

Staff are recommending option 2, move it to February 21. While it will make a short week to prepare the Council agenda following COW, it is preferable to a two week gap between the meetings.

FINANCIAL IMPLICATIONS:

There are no financial implications to changing the meeting date.



COMMUNITY ENGAGEMENT:

The policy authorizes Council to adjust its meeting schedule; the public and media will be notified of any changes by media release.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated with adjusting the meeting schedule

ALTERNATIVES:

1. Keep the meeting on a Monday, move COW to February 13
2. Move the meeting to Tuesday, February 21
3. Pick an alternate date

ATTACHMENTS:

N/A

Report prepared by: Rebecca Purdy, Executive Assistant
Report and Financial approved by:



COMMITTEE OF THE WHOLE

CDR#

Date: January 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: January 16, 2017

SUBJECT: Commercial Assessment Phase-in Tool

ORIGIN:

In the spring of 2016, the Province introduced Bill 177 to amend the Municipal Government Act (MGA) giving municipalities the ability to phase in a commercial assessment increase over a period of up to 10 years, in a specific area.

LEGISLATIVE AUTHORITY:

Municipal Government Act (MGA), section 71C concerning 'commercial development districts', and Part VIII concerning 'Planning and Development'.

RECOMMENDATION:

That Council refer this matter to the Planning Advisory Committee (PAC) to recommend the appropriate Municipal Planning Strategy (MPS) amendments that will provide for the commercial assessment phase-in tool. A Bylaw to implement the tool would be considered concurrently.

BACKGROUND:

As a means to incentivize commercial investment, the tool allows a municipality to forgo up to 50% of the tax revenue generated by an investment over a period of up to ten years on lands already serviced by water and sanitary services. Please see the November 28, 2016 Memorandum attached for a more detailed explanation of the program.

Adoption of the phase-in tool requires supporting policy in the Municipal Planning Strategy, and adoption of a Bylaw that would regulate the program. As per the MGA, amendments to the planning strategy must follow a process that includes a public participation session before the PAC, and a Public Hearing before Council. The entire process takes approximately two to three months to complete depending on the timing of meetings. Minimum notice requirements also factor into the length of time needed to adopt the amendments and the corresponding bylaw.

DISCUSSION:

This tool was originally designed for specific areas where a municipality wants to incentivize investment, such as a downtown district or a brownfield development. However, the tool can be applied to any commercially assessed property that is currently serviced with water and sanitary services. It is the intention of staff to draft the documents such that the tool is applicable to all commercial property.



FINANCIAL IMPLICATIONS:

None at this time, although the program would result in foregoing up to 50% of the tax revenue that would have come from the increased assessment on a property participating in the program.

COMMUNITY ENGAGEMENT:

Should Council support this, an advertised Public Participation Session before the Planning Advisory Committee, and a Public Meeting before Council are a part of the process.

ENVIRONMENTAL IMPLICATIONS:

n/a

ALTERNATIVES:

Do not refer the matter to PAC, and direct staff to take no further action.

ATTACHMENTS:

20161128 Commercial Assessment Phase-In Memo to COW

Report prepared by: A. .Fisher

Report and Financial approved by:

MEMORANDUM

To: Mayor Kogon and Council

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

Date: November 28, 2016

Subject: **Information: Commercial Assessment Phase-in Tool**

In the spring of 2016, the Province introduced Bill 177 to amend the Municipal Government Act (MGA) giving municipalities the ability to phase in a commercial assessment increase over a period of up to 10 years, in a specific area. The tool is designed to provide an incentive to commercial investment for downtowns and brownfield redevelopment; however, municipalities are able to determine what areas are subject to the program.

A Municipality may forgo up to 50% of the tax revenue generated by the investment or redevelopment over a period of up to 10 years on lands already serviced by water and sanitary services. In very basic terms, the following illustrates one way the program could work:

A \$100,000 property at \$4.45 per \$100 assessed value, pays \$4,450 in commercial tax. If investments were made to that property such that the assessed value increased to \$400,000, the increased assessment would result in \$17,800 tax annually, or \$13,350 more every year. The chart below illustrates how that \$13,350 tax increase is phased in over a 10-year period.

Year	Phase-In Increment	Phased Tax Increase	Total Phased Payable Tax	No Phase In Payable Tax
0		\$ -	\$ 4,450	\$ 4,450
1	10%	\$ 1,335	\$ 5,785	\$ 17,800
2	20%	\$ 2,670	\$ 7,120	\$ 17,800
3	30%	\$ 4,005	\$ 8,455	\$ 17,800
4	40%	\$ 5,340	\$ 9,790	\$ 17,800
5	50%	\$ 6,675	\$ 11,125	\$ 17,800
6	50%	\$ 6,675	\$ 11,125	\$ 17,800
7	60%	\$ 8,010	\$ 12,460	\$ 17,800
8	70%	\$ 9,345	\$ 13,795	\$ 17,800
9	80%	\$ 10,680	\$ 15,130	\$ 17,800
10	90%	\$ 12,015	\$ 16,465	\$ 17,800
10-year Total			\$ 111,250	\$ 178,000
10-yr Total tax abatement			\$ 66,750	

This example provides the maximum tax abatement permitted under the tool, where the total abatement (\$66,750) is 50% of the total tax increase (\$133,500) over 10-years. Municipalities have to option to shorten the phase-in period, and/or decrease the amount of tax being abated.

Adoption of the phase-in tool requires supporting policy in the Municipal Planning Strategy (MPS), and adoption of a Bylaw that would regulate the program. Amendments to the MPS require a public participation session before the Planning Advisory Committee, and Public Hearing before Council. The entire process takes approximately 3-months to complete.

This program is designed to provide an incentive to those in the private sector looking to invest, develop, or grow a commercial enterprise, particularly in areas with special challenges like downtowns and brownfield sites. However, the program allows a municipality to apply the tool to any commercially assessed property, including industrial. The program may be a useful way for the Town to support business growth and indirectly create employment opportunities.

The obvious drawback to the program is forgone tax revenue, although one could argue that the Town is not losing money 'out of pocket'. This would particularly be the case if the investment did not happen in the first place, because there was no phase-in program help make the investment feasible. However, the overall tax revenue implications require further study by staff with input and support from provincial advisors.

Should Council be interested in pursuing this tool, staff will continue to research the program, and provide Council with a detailed report on the benefits and drawbacks, required policy changes, and recommendations for moving forward.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: January 16, 2016

SUBJECT: Off Leash Dog Park

ORIGIN:

Direction of Council - Committee of the Whole meeting, December 12, 2016

LEGISLATIVE AUTHORITY:

MGA 65 (ah) authorizes municipalities to spend money on “public grounds, squares, halls, museums, parks, tourist information centres and community centres.”

RECOMMENDATION:

It is recommended that Council direct staff to conduct public meetings in the community to gauge interest and obtain input, and defer the decision to develop an off-leash dog park in Amherst to the 2017-18 budget process, should the level of interest indicate.

BACKGROUND:

On December 12, 2016, Council directed staff to conduct a feasibility study on the establishment, operating and maintenance of an off-leash dog park in Amherst, possible locations, and estimated time frame.

As requested, further research has been undertaken on the issue. Based on statistics from the Canadian Veterinary Medical Association, 35% of Canadian households own a dog. Currently in the Town of Amherst we have 81 dogs registered. Complaints are frequently made to the Town staff regarding the amount of dog feces in and around green spaces and sidewalks.

DISCUSSION:

Our research has been conducted by contacting Sydney, Truro, Riverview and Moncton. Truro, Riverview and Moncton have fenced in off-leash dog parks. Highlights we found include:

- Property needs to be no less than 1 acre
- Access to water is required
- Enclosed area divided into two sections: big dogs and small dogs
- Proper dog waste receptacles
- 2 to 3 hours of maintenance required daily
- Not directly around neighbourhoods
- Designated dog park owned by the Municipality
- Rules and regulations posted



Sydney does not use a fenced in enclosure for their Off-Leash Dog Park but allow for dogs to be off leash in designated green spaces. All green spaces allowed have significant signage which outlines the rules and regulations and litter dispensers.

Estimated installation costs for an area of approximately 1 acre to be enclosed by a 5' chain link fence divided in two sections with the necessary gates to allow for entrance by users as well as maintenance equipment and medical personnel (as needed) would be in the vicinity of \$18,750 plus HST. This enclosed area would be located on Town owned property.

Potential locations include:

1. Park Street
2. Community Garden (Off Donald Avenue)
3. Off Motor Avenue
4. Park Property Off Beacon Street
5. Robb Complex (Reference Master Plan)
6. Dickey Park Wooded Area

Green Space	Water Access	Property Size	Housing Proximity	Lighting	Shelter	Existing Fencing	Parking
Park Street	No	.51 acres		No	No	¾ complete	No
Community Garden	No	1 acre		No	No	No	Yes
Moto Avenue	No	1.03 acres		No	No	No	Yes
Park Land off Beacon	No	0.44 acres		No	No	No	Yes
Robb Complex	Yes	1.3 acres		Yes	Yes	Yes	Yes
Dickey Park Wooded Area	Yes	1 acre		Yes	No	No	Yes

The estimated timeframe to build a fenced in structure with no delays is 7 days.

Maintenance costs have been calculated with the aid of others who currently have off leash dog parks; it has been reported that dog parks demand a high level of maintenance requiring upwards of 2 – 3 hours per day. Year-round maintenance and operational costs are estimated be as follows:

- 3 days per week x 2 hours per day x \$25 per hour for staff x 52 weeks = \$7, 800.
- 4 days per week x 2 hours per day x \$25 per hour for staff x 52 weeks = \$10, 400.

The Recreation Master Plan has proposed the consideration of a dog park at the Robb Complex, utilizing a facility not used to its capacity at this time. Based on scheduling, it could be explored in more detail as a pilot project, where during unscheduled times a field is designated as an “Off-Leash Dog Park.

Steps to consider:

- Council agrees to continue to explore the feasibility of an off-leash dog park
- Public Meeting(s) offered to the community to inform and gain feedback
- Budget allocation be included in 2017-18 Capital Budget for consideration

FINANCIAL IMPLICATIONS:

Estimated installation cost for fencing is \$18,750, with ongoing labour costs for maintaining it estimated at either \$7,800 or \$10,400.

COMMUNITY ENGAGEMENT:

Currently in the Town of Amherst we have 81 dogs are registered by their owners. Complaints are frequently made to the Town staff regarding the amount of dog feces in and around green spaces and sidewalks. A public meeting should be held to get ideas and opinions on site selection and other components of the establishment of an off-leash dog park.

The Town of Amherst currently enforces a Companion Animal By-law (see attachment). However, we experience dog owners allowing their pets to be off leash within our green spaces which is an infraction of by-law C-4. Amendments will need to be made to the provisions currently outlined to encompass the addition of an Off-Leash Dog Park within the town.

ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated

ALTERNATIVES:

1. Refer the decision on development of an off-leash dog park to the 2017-18 budget process;
2. Refer the matter to the January 23 regular meeting for decision of Council
3. Direct staff to conduct further research on the matter.

ATTACHMENTS:

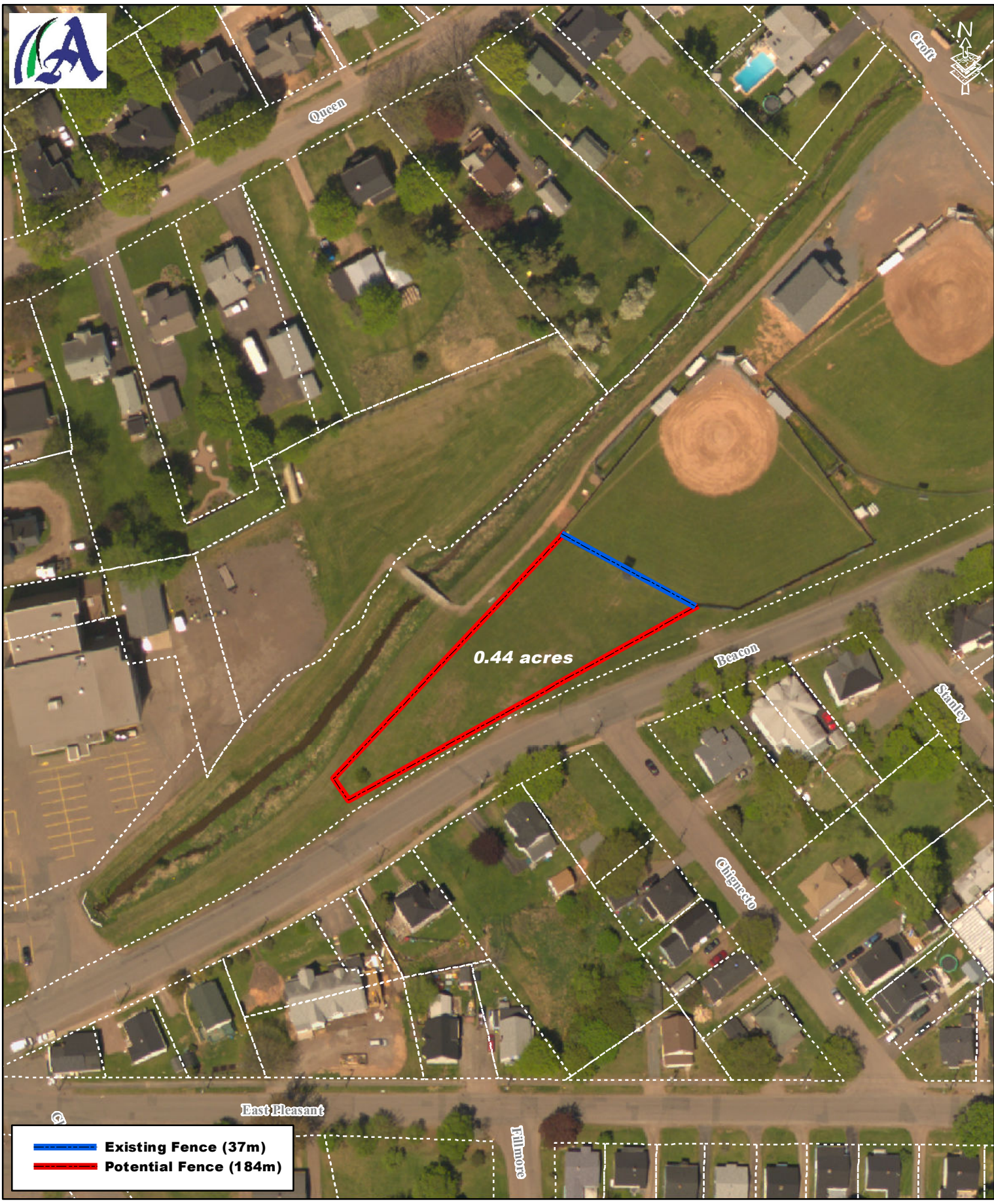
Companion Animal Bylaw
Potential sites

Report prepared by: Bill Schurman



Report and Financial approved by:

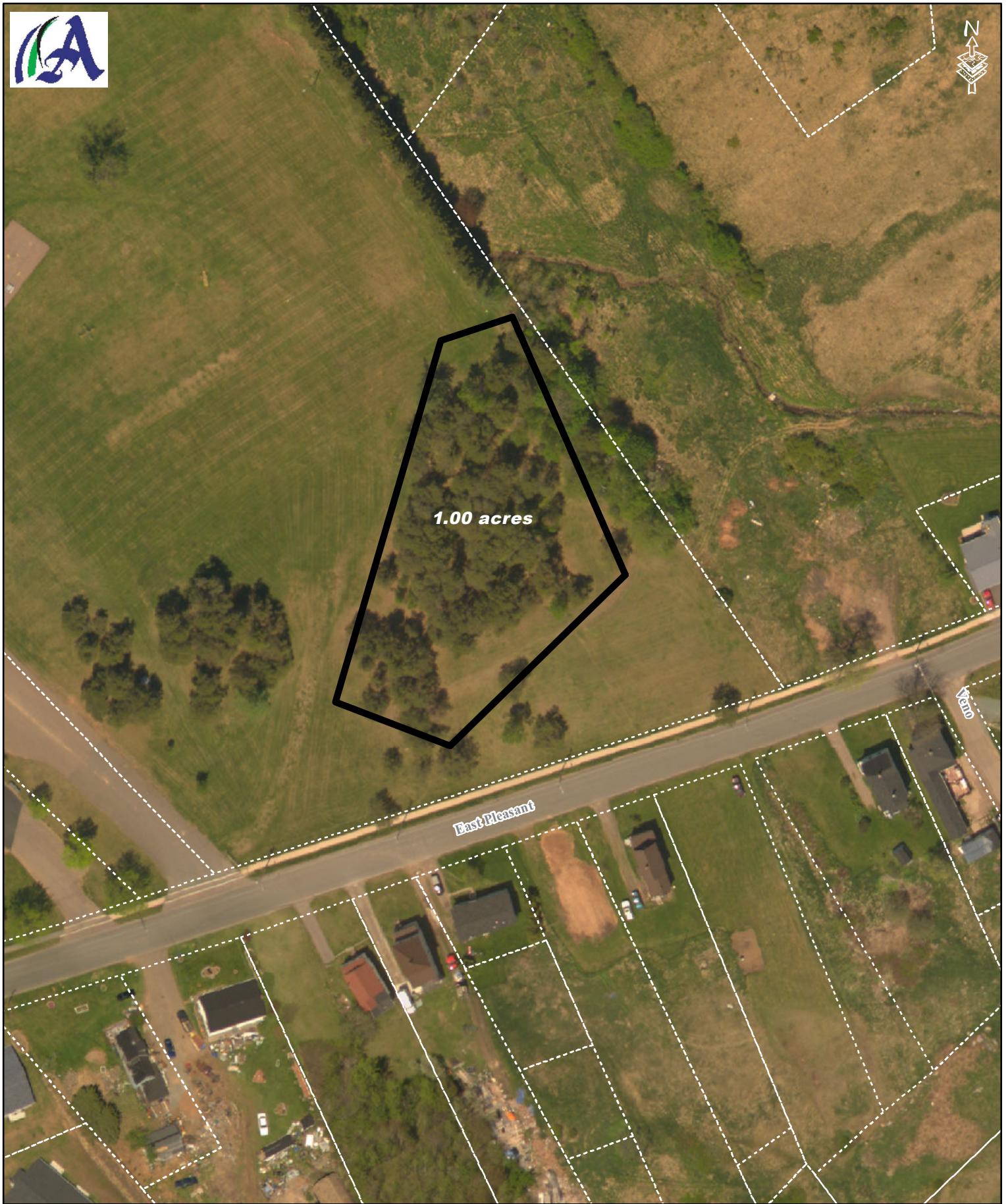






0.44 acres

 Existing Fence (37m)
 Potential Fence (184m)



1.00 acres

East Pleasant

Vano



2.62 acres

1.57 acres

1.57 acres

Eddy

Palmer

Lower LaPlanche

LaPlanche

MEMORANDUM

To: Mayor David Kogon and Members of Amherst Town Council
From: Deputy Mayor Sheila Christie
Date: January 16, 2017
Subject: Marijuana Dispensary

There is a rumor in the community that a marijuana dispensary is being planned for the downtown.

I'd like to have Council direct staff to prepare a report on the issues that arise from this and the options, if any, that are available to Council to address it.

I move that Council direct staff to prepare such a report.



COMMITTEE OF THE WHOLE

CDR#

Date: January 16, 2017

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: January 16, 2017

SUBJECT: Smart-Grid / Smart-Community Pilot Project Feasibility Study

ORIGIN:

November 28, 2016 Council motion:

That Council express its support in principle to proceed with an RFP to engage an independent consultant to do a feasibility study that will identify opportunities, level of investment required, potential partners, payback and return on investment, and local and regional economic development benefits of a Net Zero Energy Project, and make applications to ACOA and the Province for funding support for the feasibility study.

LEGISLATIVE AUTHORITY:

Municipal Government Act (MGA), section 65, "The council may expend money required by the municipality for: (m) promotion and attraction of institutions, industries and businesses, the stabilization and expansion of employment opportunities and the economic development of the municipality;)"

RECOMMENDATION:

That this matter be referred to the regular meeting on January 23, 2017 for Council's consideration of committing to spend at least \$5,000 (10%), and up to \$12,500 (25%) as the Town's contribution to a \$50,000 Smart-Grid / Smart-Community Pilot Project Feasibility Study, to be funded from the economic development budget.

BACKGROUND:

Since the November 28th Council presentation, an application to ACOA was made under the Innovative Communities Fund for a Feasibility Study of a Smart-Grid / Smart-Community Pilot Project. The Feasibility Study will provide an opportunity analysis and guiding framework for a full scale smart-grid pilot project in Amherst. This study will define the scope of work, economics, emissions impact, and job creation opportunities that could be realized under the pilot project. It is anticipated that the subsequent Pilot project would involve the installation of a suite of distributed energy generation, and smart-grid technologies in 1-2 municipal buildings, and possibly a commercial building. The Pilot would position Amherst as an incubator for studying the deployment of smart-grid technology bringing together expertise from local industry, the electrical utility, and researchers from college and universities, all while saving the Town on energy costs and reducing GHG emissions.



DISCUSSION:

In consultation with our private sector and government partners, \$50,000 has been budgeted for the Feasibility Study, with a request for \$25,000 (50%) from ACOA. The Province have indicated a strong interest in being a partner, and it is anticipated that they will provide 25% (\$12,500) or more of the project cost. In order to qualify for the ACOA program as the proponent, the Town must contribute at least 10% (\$5,000) of the project cost; however, staff feel it is prudent to commit up to 25% (12,500) to avoid any delays. It should be noted that it is very likely other communities are pursuing similar projects and funding under the same ACOA program.

FINANCIAL IMPLICATIONS:

Up to \$12,000 for the feasibility study, the outcome of which might show the potential for significant energy cost savings in the longer term.

COMMUNITY ENGAGEMENT:

N/A

ENVIRONMENTAL IMPLICATIONS:

None for the study, but the potential positive environmental benefits (ex. Reduced GHG emissions) could be significant.

ALTERNATIVES:

Direct staff to stop pursuing this project.

ATTACHMENTS:

Draft Feasibility Study RFP.

Report prepared by: Andrew Fisher

Report and Financial approved by:

Town of Amherst RFP: Smart-Grid Pilot Feasibility Study & Proposal

Background

The Town of Amherst wishes to retain a consulting engineering firm to develop a Feasibility Study and proposal for a smart-grid networking demonstration project. This will include converting two existing commercial buildings to net zero energy facilities and incorporating load shifting technology on a 20-1000 residential homes. Both the commercial and residential buildings will be networked to the utility via an Advanced Metering Infrastructure (AMI) smart-meter deployment.

The selected consultant will be provided with the following information for the two commercial buildings under consideration for net-zero energy:

- Mechanical / Electrical design drawings
- Utility bill history for 2014 and 2015
- History of recent upgrades, renovations, and energy efficiency audits or studies

The role of the consultant will be to define in a detailed report the scope, technologies, budget, payback, GHG emissions, and job creation opportunities that could be realized through a large scale smart-grid demonstration project in the Town of Amherst including both commercial / residential buildings and a utility networking system.

Credentials and Expertise

The engineering firm selected to complete the study will be a key consortium member during the evaluation period. The role of the engineering firm will be to work with the Town of Amherst and other consortium members to develop a Feasibility Study that will define the scope of work, technologies, economics, emissions impact, and job creation opportunities that could be realized under a full scale smart-grid pilot project in Amherst. Consultants bidding on this project should meet the following requirements:

- Multi-disciplinary engineering firm with experience in electrical, lighting, renewable energy, and transportation sectors for municipal, utility, and government clients
- Experience with both renewable energy, energy storage and energy efficiency deployments
- Specialization and expertise on utility power systems
- Extensive experience developing standards, studies, and best practices guides for governments
- Experience with smart-grid, renewable energy, and smart-metering technology
- Lead firm has at minimum 15 years of experience providing engineering consulting services

Proponents shall provide a minimum of three (3) client references which are considered identical or similar to the scope of work specified under this proposal. Specific consideration will be given to municipal reference projects.

Timeline

The consultant will have three (3) weeks to complete their proposal for this project. Upon award, the selected consultant will have eight (8) weeks to complete the report. The consultant will work with the Town of Amherst, the local utility, and other project stakeholders and technology providers to complete the Scope of Work and Deliverables outlined below. The consultant will be required to give a status

update via teleconference to the Town of Amherst and other stakeholders every two (2) weeks during the project.

Scope of Work & Deliverables

The selected consultant shall provide a detailed Feasibility Study and budgets in the form of a report that covers the following deliverables:

- Coordinate with local utility and report on the following with budgets, engineering drawings and specifications for two commercial buildings:
 - Load shedding opportunities including lighting and occupancy sensors, mechanical and HVAC, electrical equipment
 - Recommended technologies for net-zero energy buildings including engineering drawings and equipment specifications
 - Report on solar options, potential energy yield and structural suitability of the buildings
 - Battery storage options for emergency power and demand charge management
 - Options for other energy sources and smart-grid technologies (ex. Natural gas or propane fired combined heat and power generator)
 - Connection to utility grid and interface with utility smart-grid software and load management system
- Recommendations on residential load shedding technology from 20-1000 homes for utility controlled Reduce And Shift Demand (RASD) via AMI smart-meter deployment. Recommendations should include options for controllable residential water tanks. The consultant should include budgets, energy shifting/savings, and payback.
- Consult with metering and network providers on how Amherst can deploy AMI smart-meters on two commercial buildings and between 20-1000 homes to communicate with controllable loads (ex. Residential water heater or commercial battery storage). Ensure recommended AMI & networking technology suppliers align with utility objectives.
- Budgets for capital cost, operations & maintenance, levelized cost of energy (LCOE), payback, and Return On Investment (ROI) for all technologies and options considered. Specifically, budgets must be provided for the two net-zero commercial buildings, between 20-1000 home water heater controllers and AMI smart-meters and networking infrastructure.
- Define, compare and contrast potential procurement/business models that could be used for a full scale smart-grid project (ex. purchase outright, ESCO, BOO)
- Warranty, maintenance and operational requirements for all recommended equipment
- Provide a list of requirements for full scale project detailed design and construction
- Identification of Canadian content opportunities (products and services) and regional job creation opportunities were the full project undertaken.
- Opportunities for local content (products, technology, IP, or services) sourced from Atlantic Canadian companies. Identification and recommendations of potential local partners.
- List potential funding mechanisms and government (Federal, Provincial, and Municipal) programs that could be leveraged for a full scale project.

- Recommendations, benefits and budget on how existing LED street lighting can be leveraged for smart-city / smart-grid activities. Specifically, how existing LED street lights can be incorporated into an AMI smart-meter deployment to augment the network.
- Detailed analysis on Green House Gas (GHG) emissions impact of all technologies considered.
- Define smart-grid demonstration project value to various stakeholders (community, utility, end-client etc.). This should include energy savings, ROI, job creation, rebate opportunities, etc.

Proposals

Proposals shall be less than 12 pages excluding resumes, references and firm profile. Proposals will be evaluated both on price, quality, references, understanding of scope and innovative ideas presented in the submission.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Bill Schurman, Director of Recreation
Date: January 16, 2017
Subject: 3rd Quarter Community Grant Report

The CAO is authorized to approved applications submitted under the Community Grants Policy (72000-08) that are \$500 and less, provided such applicants qualify in accordance with this policy. Successful proponents agree that the Town can arrange for a public presentation of the community support grants.

There were two Community Support Grants awarded during the third quarter (October, November, December 2016):

- Empowering Beyond Barriers \$250
- The Amherst Community Christmas Dinner \$250

**TOWN OF AMHERST
 CONTRACT AWARDS LESS THAN \$30,000
 Approved by CAO or Designate
 QUARTERLY REPORT
 FOR
 October to December 2016**

CONTRACT	# OF BIDDERS	SUCCESSFUL BIDDER	AMOUNT OF AWARD (includes Non-recoverable HST)	CLOSING DATE	BUDGET (includes Non-recoverable HST)	TYPE
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RFQ-16-27 Replacement of One (1) Library Heat Pump	2	Airtron Canada	\$5,145	Oct 20, 2016	\$23,500 G/Ls 7030 & 7040	Normal Procurement
RFQ-16-22 Christmas Decorating of Town Hall	2	Buds to Blossoms	\$198	Nov 1, 2016	\$500	Normal Procurement
RFQ-16-24 Library Ductwork Cleaning	3	Atlantic Ventilation Cleaning Ltd.	\$4,125	Nov 2, 2016	\$23,500 G/Ls 7030 & 7040	Regular Procurement
RFQ-16-25 Replacement of One (1) Library Heat Pump	1	Airtron Canada	\$7,395	Oct 27, 2016	\$23,500 G/Ls 7030 & 7040	Regular Procurement
RFQ-16-26 Replacement of One (1) Library Heat Pump	1	Airtron Canada	\$5,925	Nov 3, 2016	\$23,500 G/Ls 7030 & 7040	Alternative Procurement
RFQ-16-28 Land Appraisal Services – Reservoir Replacement	2	Altus Group	\$2,294	November 17, 2016	\$94,765 (all 8100)	Normal Procurement

**TOWN OF AMHERST
 CONTRACT AWARDS LESS THAN \$30,000
 Approved by CAO or Designate
 QUARTERLY REPORT
 FOR
 October to December 2016**

CONTRACT	# OF BIDDERS	SUCCESSFUL BIDDER	AMOUNT OF AWARD (includes Non-recoverable HST)	CLOSING DATE	BUDGET (includes Non-recoverable HST)	TYPE
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RFQ-16-29 Supply & Delivery of Water Meters	2	Scotia Tech	\$3,629	Nov 22, 2016	\$6,422	Normal Procurement
RFQ-16-30 Supply & Deliver of Ammunition (5 types)	4	All 4 bidders won at least 1 type: <ul style="list-style-type: none"> • Korth Group • MD Charlton • Cabella's • Front Line Outfitters 	\$5,998	Nov 30, 2016	\$9,000	Normal Procurement
RFQ-16-32 Mobility Services	1	Bell Aliant	\$15,017	Dec 21, 2016	\$48,000	Alternative Procurement
Supply & Detonation of Fireworks	1	Fireworks FX	\$5,214	Dec 20, 2016	\$5,214	Alternative Procurement

MEMORANDUM

To: Mayor David Kogon and Members of Amherst Town Council

From: Jason MacDonald, Deputy CAO

Date: January 16, 2017

Subject: 10 Newton Street – Demolition

A public hearing will be held at 6:30 pm prior to the regular Town Council meeting on January 23, 2017 to hear an appeal of the Planning Advisory Committee's June 6, 2016 order to demolish the house located at 10 Newton Avenue.

The process for the hearing is outlined in the Dangerous and Unsightly Premises Procedure and is as follows:

- a) The Administrator will summarize his report;
- b) Committee members may ask questions of the Administrator;
- c) The owner or representative may address the Committee;
- d) Committee members may ask questions of the owner;
- e) The complainant may address the Committee;
- f) Committee members may ask questions of the complainant;
- g) Upon motion the Committee will decide if the property is Dangerous or Unsightly;
- h) Where a property is found to be dangerous or unsightly, the Committee will determine, in detail, the specific elements of the property which cause it to be dangerous or unsightly, the specific remedies to be undertaken, and extent of such remedies. The Committee will also give the Administrator a deadline to bring the property into compliance.

The procedure for an appeal hearing before Council shall be the same as the procedure for the initial hearing before the Committee.

Regarding the appeal, the Council may make any decision that the Planning Advisory Committee could have made. In essence Council can:

1. Uphold the Order of the PAC to demolish the building;
2. Not uphold the order to demolish the building and order that other remedial work be undertaken.



MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Gregory D. Herrett, CPA, CA – Chief Administrative Officer
Date: January 16, 2017
Subject: Code of Conduct Review

Staff were directed at the November 21, 2016 meeting of Committee of the Whole to research and provide report and recommendations on strengthening the Town's code of conduct with the following motion: **“That Council direct staff to research and gather other municipalities’ and Provincial Code of Conduct documents/policies and present best practices used, and to make recommendations to Council for the January meeting of changes needed to the existing Town of Amherst code of conduct policy to be in line with other locations”** While the research paper has not yet been released, I have copied the table of contents to provide Council with a summary of the issues explored.

Through my conversations and research I discovered that the MGA Review Committee will be receiving a research paper on this very topic which is the product of extensive research and will include a number of options for government in amending the MGA.

Given that 40 of the 50 municipal units in Nova Scotia currently use the same Code of Conduct as that used by the Town of Amherst and given that legislative change will be required to make any substantive change in terms of potential actions that may be taken when a breach occurs, it is recommended that Council defer consideration of this item until the MGA Review Committee has completed its work and a determination has been made whether or not legislative changes will be made at the provincial level.



Monthly Report

Corporate Services

January 16, 2017

FINANCIAL

All departments have now entered the majority of the information for the 2017-18 budget process. This information will be reviewed by the Treasurer who will make any necessary updates and/or revision, before it goes to the CAO for review. The goal is to have budgets presented to the Audit Committee in March 2017.

TAXATION

2017 Assessment Roll - We have received the 2017 Assessment Roll. Property Valuation Services Canada (PVSC) planned to mail out all 2017 Property Assessment Notices to all property owners in the town of Amherst during the 2nd week of January. Residential assessments are up 1.6% which will result in additional revenue of \$102,829. Commercial assessments are down 0.2% which will result in decreased revenue of \$8,878. The net increase of \$93,951 represents approximately 0.5% of our annual budget.

Tax Exemption Bylaw - Letters went out on October 28, 2016 to organizations under the current Bylaw, outlining the application process. Deadline for applications is January 31, 2017. The Bylaw exempts (partially or totally) certain non-profit organizations from taxation. Presently we have 10 organizations receiving either partial or total exemptions. Our budget amount is \$84,440, with exemptions granted based on the financial need.

ASSESSMENT APPEALS

2016 Appeal Inventory Report as of January 1, 2017

	Number of Tax Accounts Appealed	Total Assessment Value Being Appealed	Appeals Completed as of Dec 1, 2016	Appeals Withdrawn as of Dec 1, 2016	Appeals Successful as of Dec 2016	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	82	24,214,900	81	1	43	1,488,200	24,256	6
Commercial	15	16,975,000	12	3	9	681,000	30,305	1
Resource	1	21,900	1	0	1	400	7	0
TOTAL	98	\$41,211,800	94	4	53	2,169,600	54,568	7

The remaining 7 properties were heard at the Nova Scotia Assessment Appeal Tribunal (NSAAT) on December 12, 2016. The Tribunal have 60 days to give their decisions on the appeals.

WATER/SEWER COLLECTIONS

130 over-due account letters were mailed requesting payment. All customers either paid in full or made partial payment with arrangement for the balance. There were no shut off notices required.

WATER/SEWER BILLING

Meter reads are currently on-going with bills to be mailed by the end of January. Included with the bills will be an education piece from CJSMA and as well as information from Recreation on upcoming events.

PROCUREMENT

Procurement work continues on 2016/17 capital projects with only four of the 20 requiring procurement still outstanding. In December we released and closed one Request for Standing Offer, and closed one Request for Quotes and one Tender. Council awarded one Tender and two Request for Quotes, and staff awarded two Request for Quotes by way of Purchasing Approval Request (PAR).

Monthly Report

Operations

January 16, 2017

There were only two snow plow events in December. The Utility crew focused their efforts last month on maintaining the Christmas lights, salting walkways and sign repairs. Due to the cold and dry weather typical pothole patching was not required.

The highlight of the month has been the delivery of our new loader mounted snow blower. This piece of equipment will be a great tool during regular downtown clean ups and street-widening operations. The flexibility of using the blower when we need it rather than counting on a contractor to come on their schedule will also be a great aid.

The Water crews worked at cleaning up the last of any deficiencies found with fire hydrants, and have also started the rebuilding of spare upper hydrant bodies in stock. These are rebuilt and repainted then eventually swapped out for the poorly operating hydrant bodies.

One of the trailer mounted generators used by both the Water and Sewer Departments during emergency power outages is housed in a wooden structure. This had been deteriorating so the crews have been rebuilding it in our garage during poor weather. In addition to the building structure, a double lined fuel tank was mounted in this trailer as the existing fuel tank was not suitable to be near water wells due to environmental concerns.

The bi-weekly sampling at the Sewage Treatment Plant is a typical job for the operators. December saw employee Paul Hawkes complete his Department of Environment Certification as a Treatment Plant Operator – Level I. This will help the Town in future years. Another one of our newer operators, Daniel March, also gained his Sewer Collection Level I.

The Sewer crew spent much of the time this month with a sewer flushing/video contractor working on our various trouble spots, cutting roots and re-flushing required areas throughout the town. Our annual flushing and video work has proven invaluable and we use it to avoid serious backups and failures.

The mechanic has been performing maintenance work on snow plows as needed. Some urgent repairs were done to one of the fire trucks as well. With the arrival of the new snow blower, mounts in the loader cab had to be custom made to suit the loader controls. This took a few days but the work turned out great.

During the months of November and December six building permits were issued with a total value of \$299,000. This brought the 2016 calendar year-end total to 76 permits issued, with a value of \$6,330,294.

There were seven new Dangerous/Unightly Premises files opened and eight closed, bringing the current number of on-going to files to nine.

Planning staff are dealing with development proposals for grouped townhouse dwellings, a conversion of a motel to apartment units, and other commercial developments. Planning and development services continue to be provided to the Town of Oxford. Staff also continue to collaborate with the Town of Amherst Recreation Department by supporting the newly formed trail society, developing a shared-use OHV trail, as well as the completion and implementation of the Recreation Master Plan. The North Tyndal Wellfield Groundwater Management and Protection Strategy review is now complete, and will be presented to Council in the near future.

Monthly Departmental Report

Amherst Police Department

January 16, 2017

PROFESSIONAL DEVELOPMENT

DRE – SEMINAR - In December, Csts. Galloway, Hirtle and Walsh attended a one day education seminar for officers who are certified Drug Recognition Experts. These officers are qualified to assess the level of impairment of drivers who are believed to be under the influence of drugs or a combination of drugs and alcohol. The assessment is based on a variety of physical tests and observations by the DRE officer. The annual education seminar is required in order for the officer's to maintain their certifications. Presentations focussed on the challenges of the pending legalization of marihuana, including Status of Legislation to Respond to Impaired Driving, Cannabis Impaired Driving Research, Development and Testing of Technology to Detect Levels of Cannabis/THC of Drivers (devices that provide readings similar to alcohol readings provided by breathalyzers).

Introduction to Human Sources - Csts. Harrison, Babineau, Vriend and Haggerty attended a two day training session on Human Sources. Human sources are individuals who provide information to police about criminal activity and receive financial rewards for the information. Sources are a valuable and necessary asset for effective policing, however the use of sources has both risk and reward. Topics covered included, recruitment/rapport building/safey, motivation, source management/ Do's and Don'ts, and source awards. The session was only an introduction. An additional six-day course is required to be certified as a source handler.

Human Source Handler – Cst. Graham attened the six-day human source certification course. The course included education and operational scenarios. He is now certified to handle human sources. As a member of the integrated Street Crime Unit he is required to develop and handle human sources.

Search Warrant – Cst. Graham attended a five-day search warrant course. A variety of search warrants are used by law enforcement. They include but are not restricted to warrants issued for the investigation of Criminal Code and erug offences. Search warrants can be issued for a variety of purposes, such as search of a premises, examination of a crime scene, installation of tracking devices on vehicles, tracking telephone, the numbers of incoming and outgoing phone calls, wire taps, records on the location of cell phones for a specific time and date, production orders requiring records to be turned over to police i.e. businesses/hospitals. In order to obtain a search warrant police must provide a Justice/Judge with all the relevant information in relation to the application. The laws surrounding search warrants are complicated and continuously evolving. The information package provided to the Justice/Judge can be a few pages or several binders. Some warrant application are information that has been gathered over a few days while others over a period of months or years. The success of a warrant application relies significantly on the skills of the officer(s) who prepares the report. Cst. Graham is a member of the integrated Street Crime Unit. This unit prepares warrant applications on a regular basis.

OPERATIONAL STATS – December 2016

Occurrences: 362	Criminal Code Charges: 29
Impaired by Alcohol: 1	CDSA: 3
Impaired by Drug: 0	Traffic Written Warnings: 21
Traffic Tickets: 24	LCA: 3
Vehicle Checks: 126	Bike Patrol Hours: 0
Foot Patrol Hours: 95h 53m	

FOCUSED ENFORCEMENT

The focussed enforcement in December was Operation Christmas. Check points were conducted to raise awareness of impaired driving during the holiday season. A total of 20 hours of check points were conducted.

CHISTMAS FAMILY

Again this year, the staff of APD and Restorative Justice sponsored Christmas for a family in Amherst. This is done in partnership with Autumn House. The staff of Autumn House selects a family they are working with that is having a particularly difficult time and Christmas gifts and groceries are purchased by the staff of APD and RJ. The funding is donated by the staff members of both departments.

Quarterly Stats 2016

1st Qtr = January 1st - March 31st								3rd Qtr = July 1st - September 30th			
2nd Qtr = April 1st - June 30th								4th Qtr = October 1st - December 31st			
Offence Category	2016 1st Qtr	2015 1st Qtr	2016 2nd Qtr	2015 2nd Qtr	2016 3rd Qtr	2015 3rd Qtr	2016 4th Qtr	2015 4th Qtr	2016 Comparison 4th period ending	2015 Comparison 4th period ending	%
Assault	21	24	63	39	49	42	45	29	178	134	32.84%
Break & Enter - Business	0	0	1	2	0	2	2	6	3	10	-70.00%
Break & Enter - Residence	10	8	7	11	14	10	4	8	35	37	-5.41%
Domestic Incident	29	16	50	31	48	53	50	24	177	124	42.74%
Impaired Driving	20	12	23	16	15	12	18	10	76	50	52.00%
Liquor Act Offences	9	11	20	12	12	18	15	7	56	48	16.67%
Other Criminal Code	62	43	77	77	102	125	72	52	313	297	5.39%
Possession of Stolen Prop.	1	1	1	0	5	1	0	1	7	3	133.33%
Robbery	0	0	0	0	0	0	0	0	0	0	-
Sexual Assault	4	3	1	2	1	0	1	3	7	8	-12.50%
Spousal Partner Abuse	11	5	12	8	16	7	12	9	51	29	75.86%
Theft	34	22	49	46	56	44	51	55	190	167	13.77%
Theft of Motor Vehicle	6	1	2	4	2	2	0	3	10	10	-
Theft from Motor Vehicle	4	4	11	4	21	12	4	7	40	27	48.15%
MVA SOT's	119	77	80	97.5	59	100	84	77	342	351.5	-2.70%
LCA SOT's	7	7	14	13	6	26	10	31	37	77	-51.95%
Traffic Warning Issued	153	54	161	139.5	79	193	72	71	465	457.5	1.64%
Vandalism (Mischief)	12	15	20	12	9	35	28	24	69	86	-19.77%
Occurrences	979	787	1274	1088	1377	1349	1238	1001	4868	4225	15.22%
Vehicle Checks	857	523.5	816	544.5	518	654.5	483	532	2674	2254.5	18.61%
Foot Patrol Hours	257h 00m	226h 43m	365h 36m	247h 53m	343h 27m	255h 41m	254h 54m	240h 38m	1220h 57m	970h 55m	/
Bike Patrol Hours	0	0	1h 38m	0	3h 10m	30m	2h 36m	0	4h 48m	30m	/

Red indicates a decrease
Blue indicates an increase

Monthly Departmental Report

Recreation / Culture / Programming / Communications

January 16, 2017

Marketing & Communications

December was a busy month adjusting to winter conditions via communications, awareness, and community events promotions. The planning of the 3rd Annual Family-First New Year's Eve Celebration, AYTC start-up and community support initiatives were also the key focuses for this month. In pursuit of continuing to be open and transparent, media releases were developed and distributed to the media and public following December's COW and Council meetings in regard to several high interest topics. Constant promotions and communications with community partners and the media kept the Town of Amherst activities busy and accessible. Recreation set up two public health meetings in December but due to inclement weather one was rescheduled to January 2017. AYTC meetings were initiated and governance was voted on. Community Support Grants were given out to Empowering Beyond Barriers and Annual Amherst Christmas Dinner. Call for nominations for volunteers to be recognized during National Volunteer week in April have started. Invitations to community groups interested in participating in the 3rd annual Winter Carnival a celebration of 150 years of Heart Culture and Play have been sent out. 2017 dates are February 16-20th

Active Living

The Active Living Coordinator attended Chamber of Commerce Networking as well as Rotary Lunch with the Recreation Team. The Coordinator assisted with the planning of the Staff Christmas Lunch and started the process with Peter McCracken and Mandy Moore from the Province of Nova Scotia to discuss changes and updates to implementing a new Active Living Strategy. The Coordinator made contact with community stakeholders and developed a Holiday "things to do" schedule for promotion and distribution through schools and businesses in Amherst. The holiday skates, free Town swims and other activities were very popular and had good participation. The Coordinator assisted with the planning, preparation, and set up of the 3rd annual New Year's Eve Celebration at the Amherst Stadium, which was a huge success with much positive feedback. Promotion of community activities and events on social media, and increasing awareness and reach was ongoing in December.

Horticulture

Urban forestry professor Dr. Peter Duinker from Dalhousie University in Halifax visited Amherst to aid with the start of our urban tree inventory. Meetings were held with members of the Community Garden Network to determine the best sites and strategies for going ahead and how the Town may be involved to help ensure the success of community gardens. Research has been completed in regards to upgrading our hanging basket fleet to be replaced with a more environmentally sustainable planter with a self-watering reservoir. Waste receptacles and benches for parks have been researched looking into the most cost effective, aesthetically pleasing and practical bench for our parks and greenspaces. Winter decorations were created. Project management was provided on the removal of Four Fathers tree carving; as much of it as possible is in dry storage with a plan to be developed for future use. Efforts are ongoing preparing for spring including research for the flower tenders. Additionally, the Horticulturist assisted in the planning, preparation and execution of the town Christmas Staff Party and NYE celebrations.

Facilities

Amherst Recreation facilities were well in use the month of December. The Stadium hosted 3 Amherst Jr. Ramblers games. The National Figure Skating Turn and Spin Clinic selected Amherst for this Atlantic Event supported by the youth ice pilot project. Forty participants and twenty coaches were in Town for this specialized training. The highlight was our 3rd annual New Year's Eve celebration. During the two hour family-first event there was public skating, ice colouring, face painting, trivia walk, horse and sleigh rides, photo booth, free chili and hot chocolate. This event was highly attended with the fireworks from the roof top as the finale a huge hit.

In total the Stadium hosted 76.75 hours of family first free program skating hours, 357 free walking track hours and 262 ice rental hours to various clients and user groups. The Stadium's public and programmed skates, ongoing promotion, maintenance and flexible walking track hours are a result of Amherst's Physical Activity Strategy objectives and, where applicable, Amherst's 2016-2017 youth ice pilot policy.

With little snow during the month many of our parks and trails were being used regularly. The downtown Big Block Walk continues to be a popular option for those who live, work and visit downtown. The public washroom at Dickey Park is opened daily from 10:00am to 6:00pm. When time permits Operations staff will be clearing the walking track at Dickey Park. This will create another option for citizens to be active.

Monthly Report

Fire Department

January 16, 2017

Responses during the month of December 2016

Town of Amherst – 10 events

- 1 Fire alarm system activations
- 1 Structure fires
- 2 Sprinkler head failure
- 2 Motor vehicle accidents
- 1 Hazardous materials
- 2 Air quality checks (Smoke, CO)

Contract area (District 2) – 3 events

- 1 Flue fire
- 1 Motor vehicle accidents
- 1 Downed power lines

Fire inspections:

12 fire inspections were completed during the month of December 2016.

Professional Development:

The recruits have completed the second month of the basic fire fighter training program. The experiences they are gaining during these training sessions will provide them with basic fire fighting knowledge to assist them during future training and fire service operations. The next phase in this program will focus on ladder operations, ventilation, portable fire extinguisher use and salvage and Overhaul.

Delivery of Self Contained Breathing Apparatus Units:

On December 15th, the Amherst Fire Department took delivery of fourteen new SCBA units and twenty-eight new air cylinders. Over the next two months the members of the Amherst Fire Department will under go training on these units. These SCBA units will not go into full operational service until all training is complete.