



**Town of Amherst
Committee of the Whole**

Date: **Tuesday, February 18, 2020**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order - 4:00 p.m.	
1.1 Approval of Agenda	
1.2 Approval of Minutes	
1.2.1 January 20, 2020	1 - 4
1.2.2 January 27, 2020	5 - 6
2. Presentations - 4:05 p.m.	
2.1 Home Warming Program - CleanNS	
3. In Camera - 4:20 p.m.	
3.1 Approval of In Camera Agenda	
3.2 Approval of In Camera Minutes	
3.2.1 January 20, 2020	
3.2.2 February 10, 2020	
3.3 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
3.4 MGA 22(2)(c) - personnel matters	
4. Council Direction Requests - 4:45 p.m.	
4.1 Street Renaming Copp Lane to Ernie Lane Policy - Fisher	7 - 14
4.2 CJSMA Draft 2020-21 Budget - Herrett	15 - 24
4.3 Expense Reimbursement Policy and Hospitality Expense Policy Amendments - Rector	25 - 36

4.4	Temporary Borrowing Resolution - Rector	37 - 40
4.5	Mandatory Contribution Area Rate - Rector	41 - 47
4.6	Recognition of Individuals - Herrett - To be distributed	
5.	Monthly Reports - 5:30 p.m.	
5.1	Corporate Services	48 - 49
5.2	Operations	50 - 51
5.3	Police Services	52 - 54
5.4	Community Well Being	55 - 56
5.5	Fire Services	57 - 57
5.6	Planning & Strategic Initiatives	58 - 58
5.7	Business Development	59 - 59
6.	Adjournment - 6:00 p.m.	

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

Date: January 20, 2020
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. Call to Order

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

1.1 Approval of Agenda

Moved By Councillor MacKenzie

Seconded By Deputy Mayor Christie

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 December 16, 2019

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To approve the December 16, 2019 Committee of the Whole minutes as circulated.

MOTION CARRIED

2. Presentations

2.1 Cumberland Business Connector Quarterly Update

Jonathan McClelland, CEO with the Cumberland Business Connector, presented the quarterly report.

3. In Camera

Moved By Councillor Jones

Seconded By Councillor Blanch

That the Committee move to an In Camera session.

MOTION CARRIED

4. Council Direction Requests

4.1 Street Naming Policy

Moved By Councillor Rhindress

Seconded By Councillor Blanch

That staff be directed to gather further information to change the name of Copp Lane to Ernie Lane and bring back to the Committee.

MOTION CARRIED

4.2 Street Renaming

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

That staff be directed to gather further information to change the name of Lord Amherst Drive to Rocky Johnson Drive and bring back to the Committee.

MOTION CARRIED

4.3 February and May Meeting Dates

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To change the regular February 2020 Committee of the Whole meeting date from Monday, February 17, 2020 to Tuesday, February 18, 2020 due to the Heritage Day holiday, and change the regular May 2020 Committee of the Whole meeting date from Monday, May 18, 2020 to Wednesday, May 20, 2020 due to the Victoria Day holiday.

MOTION CARRIED

4.4 Blue Dot Initiative

Moved By Councillor Blanch

Seconded By Councillor Byrne

That staff be directed to prepare a report for the next Committee of the Whole meeting on the David Suzuki Foundation's Blue Dot Program and the implications of Amherst becoming a signatory. Specifically, what Canadian communities have already joined, has there been any negative or positive impacts on the community and their ability to attract businesses or residents.

MOTION CARRIED

4.5 Climate Emergency Report

4.5.1 Climate Emergency Response Report

Mr. Fisher reviewed his report included as part of the agenda package.

4.5.2 On-site Energy Manager Agreement

Moved By Councillor Blanch

Seconded By Councillor Jones

That the authorization of the CAO to enter into an agreement with Efficiency One to hire an Onsite Energy Manager as an imbedded independent contractor for a two-year term at a cost of \$100,000 per year funded by Operating Reserves in the 2020/21 Operating Budget, be referred the January 27, 2020 regular meeting of Council.

MOTION CARRIED

4.5.3 Partners for Climate Protection Program

Moved By Councillor Jones

Seconded By Councillor Blanch

That Council refer the attached resolution to join the Partners for Climate Protection Program to the January 27th meeting of Council.

MOTION CARRIED

4.7 Recognition of Athletic Achievers Policy

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That Council refer approval of the attached Recognition of Athletic Achievers Policy to the regular meeting of Council on January 27, 2020.

MOTION CARRIED

5. Information Items

5.1 Quarterly Procurement Report

The CFO reviewed the Quarterly Procurement Report as included in the agenda package. Information item only; no direction given or action required.

5.2 Changes to Police Regulations

Chief Pike reviewed the changes to the Police Act Regulations as included in the agenda package. Information item only; no direction given or action required.

6. Monthly Report

6.1 Corporate Services

Information item; no direction given or action required.

6.2 Operations

Information item; no direction given or action required.

6.3 Police Services

Information item; no direction given or action required.

6.4 Community Well Being

Information item; no direction given or action required.

6.5 Fire Services

Information item; no direction given or action required.

6.6 Planning & Strategic Initiatives

Information item; no direction given or action required.

6.7 Economic Development - No Report

7. Adjournment

Moved By Councillor Jones

Seconded By Councillor Blanch

To adjourn the meeting at 6:08 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

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

Date: January 27, 2020
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Dwayne Pike, Police Chief
Greg Jones, Fire Chief
Sarah Wilson, Financial Services Manager
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. Call to Order

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

1.1 Approval of Agenda

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

That the agenda be approved as circulated.

MOTION CARRIED

2. Council Direction Requests

2.1 Request to Present - Home Warming Program

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

To direct staff to arrange for a presentation to Council by representatives of the Home Warming Program.

MOTION CARRIED

2.2 Dickey Park Improvement

Moved By Councillor Jones

Seconded By Councillor Rhindress

To direct staff to get preliminary information to purchase additional picnic tables with over head cover, and further develop a tentative project outline and cost estimate for other improvements to make Dickey Park more family accessible, and research potential non-Town funding sources.

MOTION CARRIED

3. 2020/21 Capital Budget

The Chief Financial Officer reviewed the budget documents included as part of the agenda package.

4. Adjournment

Moved By Councillor Rhindress

Seconded By Councillor Jones

To adjourn the meeting at 5:30 p.m.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: February 18, 2020

SUBJECT: Request to Rename Copp Lane to Ernie Lane

ORIGIN: A January 20, 2020 motion of Committee of the Whole that staff be directed to gather further information to change the name of Copp Lane to Ernie Lane and bring back to the Committee

LEGISLATIVE AUTHORITY: MGA Section 313, *The council may (c) by policy, name or rename any street or private road.*

RECOMMENDATION: That Council refer the approval of the Policy to Rename Copp Lane to Ernie Lane to the February 24th, 2020 regular meeting of Council.

BACKGROUND: At a January 20, 2020 COW meeting, Council considered a request to change Copp Lane to E.J. Mills Lane. Staff's report to Council on the matter pointed out that there are already two streets with similar sounding names – Mill Avenue and Mill Street. The stated purpose of the Town's Street Naming Policy is to avoid duplication and confusion. As such, staff did not recommend adding a third street that contains the name "Mill".

Council directed staff to look at an alternative name that still honours Ernie Mills, and were advised by the family through Councillor Rhindress that Ernie Lane is acceptable. The only existing house on the subject street is 2 Copp Lane, which is owned and occupied by Ernie Mills' family. The Town and two other vacant properties are the only other properties on the subject street.

DISCUSSION: Staff have reviewed Ernie Lane against the Town street network and with the Nova Scotia civic addressing system, and found no conflicts or issues. This name change would not conflict with the attached Street Naming Policy. Should Council decide to rename the street staff will notify the property owners and other stakeholders such as emergency measures (911), Canada Post, etc. The attached Street Naming Procedure states:

- 3) *When a street name is changed at the discretion of Council in order to rectify an existing problem (such as duplication of street names) the Town will give all affected residents and property owners 6 months notice.*



As noted above the MGA authorizes Council to change street name by policy. Staff have drafted such a policy for Council's consideration.

FINANCIAL IMPLICATIONS: Minor costs to change street name signs, maps, and the cost to individual residents to change their addresses.

COMMUNITY ENGAGEMENT: The single affected resident on the subject street is agreeable to the new name.

ENVIRONMENTAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: None.

ALTERNATIVES:

- 1) Take no action and maintain status quo.
- 2) Direct Staff to investigate an alternative name.

ATTACHMENTS:

1. Town of Amherst Street Naming Policy 31600-23
2. Town of Amherst Street Naming Procedure 31600-23P
3. Draft Policy to Rename Copp Lane to Ernie Lane.

Report prepared by: A. Fisher
Report and Financial approved by:

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **STREET NAMING POLICY**

Minutes Reference Date: 25 November 2002 28 October 2013

PURPOSE

To establish a policy for the naming of streets within the Town. A clearly defined street naming policy is required in order to:

- a) Ensure any potential difficulties and delays for emergency vehicles are avoided;
- b) Enable visitors to find their way around Town efficiently and in a pleasant manner;
- c) Enable businesses and service providers within the Town to carry out their business efficiently.

POLICY STATEMENT

It shall be the policy of the Amherst Town Council that all new streets shall be named, or existing streets re-named, according to the following criteria. The three principals which guide the street naming procedures:

- i) **Avoid Duplication** – there should be no duplication of street names, including street names differentiated by a suffix.
- ii) **Avoid Confusion** – street names that sound similar should be avoided.
- iii) **Establish Continuity** – streets running in one compass direction should have one name for the entire length.

SUGGESTED STREET NAME LIST

Street Name	Background
Logan	Senator Hance James Logan
Hewson	Dr. Charles Wentworth Upham Hewson
Black	Percy Chapman Black (MLA)
Cameron	Fred S. Cameron (Runner, Boston Marathon Winner)
Ketchum	Henry G. C. Ketchum (Ship Railway)
Curry	Nathanial Curry (President of Rhodes Curry and Company Ltd.)
Cox	Ester Cox Ghost Story
Hillcoat	Hillcoat Pianos
Page	Amos Page, Silversmith
White	Shermie White, Hockey – New York Rangers
Lake View	View from new Hotel at Exit 4
Jackson	Stanton Jackson, Hockey – Toronto Maple Leafs
Riley	Hockey and Music (family)
Maltby	Frederick Roy Maltby, Hockey and Community

DEPARTMENT: PLANNING & DEVELOPMENT

TITLE: **STREET NAMING PROCEDURE**

AUTHORIZED BY: _____ **CAO: Greg Herrett**

Minutes reference date: 25 November 2002

PROCEDURE:

The following procedures were developed in accordance with the official Street Naming Policy adopted by Council. The procedures are intended to guide staff in the efficient implementation of the said policy

A Street Naming Characteristics

- 1) Street names should be easy to pronounce and spell. An intermediate reading level is recommended.
- 2) The use of personal names of individuals should be limited to those persons who have provided exceptional service to the Town, Province or country. Names of local residents who have achieved a level of popularity beyond this region will also be considered. In general, the use of personal names of individuals during their lifetime should be avoided.
- 3) Street names should be words, as opposed to numeric.
- 4) The use of suffixes (Lane, Court, Street, etc.) should conform to the table in Section D and be at the discretion of the Development Officer. Only those suffixes listed shall be permitted.
- 5) The prefixes North, South, East and West shall be prohibited.
- 6) When a new street is an expansion of an existing street the name of the existing street should be applied to the newly constructed section.
- 7) Street names which sound similar to an existing street name will be avoided; similar names differentiated by a suffix will also be avoided.
- 8) Street names will not contain special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind.
- 9) Street names shall not incorporate any product, trademark or copyright names.
- 10) Street names should be limited to 24 characters.

An employee appreciation dinner will be hosted by Mayor and Council annually, usually in the spring of each year. The dinner will be organized by the Community Program Director and his committee. Employees will be permitted to invite a guest.

B Street Naming Process

- 1) Council shall maintain an approved list of new street names to be applied to new or renamed streets. The Development Officer will apply a name on the list to any newly constructed or renamed street. Once a name is used it will be removed from the list. Council may amend the list by resolution.
- 2) The Development Officer will ensure that there is no duplication between the approved list of new street names and the official street database of the Town and adjoining General Service Areas (GSAs).
- 3) Notwithstanding (1) above, when a developer suggests a name for a proposed street, the Development Officer may approve that street name, provided all other relevant provisions of the policy and procedures are satisfied.
- 4) Newly constructed streets for which a plan of subdivision is required shall have the name of the proposed street on the final plan of subdivision.
- 5) When an existing street is to be renamed at the request of Council, residents of the said street will be polled for a suggested name. Those residents or property owners eligible to vote in a municipal election shall be eligible to vote for the new name of the street. A simple majority shall prevail provided all other provisions of this policy and procedures are satisfied.
- 6) When an existing street is to be renamed at the request of the residents of the said street, the residents must be polled, and 75% must agree to the change. Those residents or property owners eligible to vote in a municipal election shall be eligible to vote for the name change. In addition all other provisions of this policy must be satisfied.

C Notification

- 1) Within one week of a new street name being approved, and any subsequent subdivision plan being registered, the Development Officer will notify the following organizations of the new street name:
 - a. Operational Services (for sign installation and servicing);
 - b. Local Registry of Deeds office;
 - c. Emergency Measures Organization;
 - d. Agency responsible for road names database (provincial);
 - e. Emergency Health Services (ambulance dispatch);
 - f. Department of Transportation and Public Works;
 - g. Fire and Police Departments (including RCMP);
 - h. Contracted municipal garbage collector;
 - i. Canada Post;
 - j. Any other organization deemed appropriate by the Development Officer.

- 2) When an existing street name is repealed the above notification will also take place.
- 3) When a street name is changed at the discretion of Council in order to rectify an existing problem (such as duplication of street names) the Town will give all affected residents and property owners 6 months notice.

D Street Type List

Whenever possible the street name suffix should correspond to the following list. It is recognized that existing streets may not correspond to the list.

Suffix	Abbreviation	Street Type	Definition
Avenue	Ave	Local or Collector	A street intersecting with at least two local or collector streets, or combination thereof
Boulevard	Blvd	Collector or Arterial	Wide thoroughfares in residential areas, usually with a landscaped median
Court	Crt	Local	Dead end streets such as cul-de-sacs
Crescent	Cres	Local	Street originating and terminating on the same street
Drive	Dr	Local or Collector	Curving or meandering streets longer than 200 metres
Place	Pl	Local	See Court
Road	Rd	Arterial	Arterial streets with high traffic volumes
Street	St	Collector or Arterial	A street intersecting with at least two collector or arterial streets, or combination thereof
Terrace	Terr	Local	See Court

Local Street A street whose main function is to provide direct land access to individual properties. The efficient movement of vehicles is of secondary importance.

Collector Street A street whose function is to provide land access to individual properties and move traffic to and from arterial streets.

Arterial street A street which connects different parts of the town; traffic movement is of great importance, however access to individual properties is also provided.

DEPARTMENT: ENGINEERING & PUBLIC WORKS

TITLE: STREET RENAMING – COPP LANE TO ERNIE LANE

Minutes reference date: 24 February 2020

PURPOSE:

To rename Copp Lane to Ernie Lane.

POLICY STATEMENT:

The Town of Amherst hereby renames Copp Lane to Ernie Lane effective September 1, 2020.



CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
SOLID WASTE SERVICES

MEMORANDUM

TO: CJSMA Board of Directors
FROM: Stephen Rayworth
DATE: January 20, 2020
RE: **DRAFT FY2020/2021 Budget Summary**

Attached is the Draft FY 2020/2021 Budget. A summary is provided below.

Tipping Fees/Revenues:

- All tipping fees remain the same.
- Projected tonnages remain the same as the previous year, except a small increase in organics.

Staffing:

- The budget includes a 1.8% cost of living (CPI) increase for all CJSMA staff as per the Salary Administration Policy (subject to change once December's CPI data is released).

Proposed (significant) changes in Operational Expenditures:

- There is an increase in the cell closure allocation from \$16.40 to \$30.60 per tonne. See below for the calculation.
- There is an increase in the tipping fee paid to Scotia Recycling (\$190 per tonne for a 1-year contract). This has been partially offset by a reduction in trailer storage rental to hold the single stream materials.
- The diffusers in the aeration pond (Leachate Treatment Facility) need to be cleaned/repaired. The aeration pond sediment must also be removed. (The pond must be drained to perform both operations.) These costs are partially offset as the treatment facility loan is repaid in the FY2019/2020 budget.

Capital Expenditures:

The following capital expenditures are proposed:

- Payment of remaining cell construction holdback (funded from cell development reserve and operations).
- Closure of existing cells 1, 2A & 2B. (funded from closure reserve).

Cell Closure Allocation:

As per the MGA, (Section 99), and Board Policy, CJSMA maintains a cell closure reserve to fund the capital costs of cell closure. This reserve is funded by a per tonne allocation in the landfill tipping fee. The current allocation is \$16.50 per tonne.

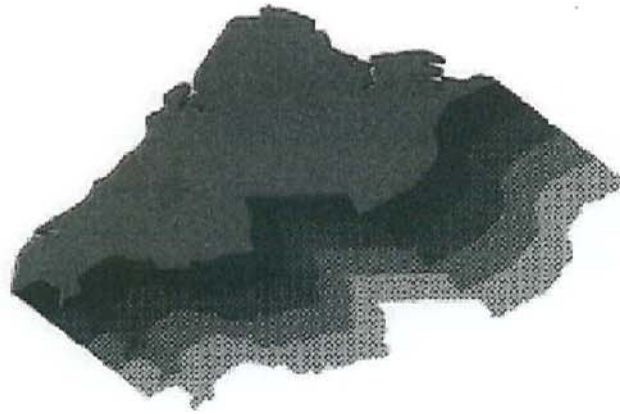
Assuming the new cell closure costs will be the same as the current tender (and no inflation) the new calculation is:

Closure cost:	\$3,000,000
Cell capacity	98,000 tonnes
Closure allocation (Cost/capacity)	\$30.60 per tonne

Allowing for inflation of 2% per year over the projected 13-year life of the new cell:

Closure cost:	\$3,881,000
Cell capacity	98,000 tonnes
Closure allocation (Cost/capacity)	\$39.60 per tonne

The budget includes the new allocation of \$30.60 for this year.



Cumberland Joint Services Management Authority
Solid Waste Services

DRAFT 2020/2021 BUDGET

January 20, 2020

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Cumberland Joint Services Management Authority
DRAFT FY20/21 Capital Budget

	<u>19/20</u> <u>Projection</u>	<u>19/20</u> <u>Budget</u>	<u>20/21</u> <u>Budget</u>
Capital Funding (To Operating)			
Reserve Transfers			
Operations Reserve	0	0	0
Cell Development	0	0	67,210
Equipment Reserve	0	0	0
Closure Reserve	0	3,353,746	3,353,746
Insurance Proceeds	0	0	0
Operations	0	0	0
External Funding			
Municipal Financing	0	0	0
Proceeds on Disposal of Capital	0	0	0
Total Funding	<u>0</u>	<u>3,353,746</u>	<u>3,420,956</u>
Capital Expenditures			
Landfill			
Cell Development (Final holdback)	0	0	67,210
Cell Closure	0	3,353,746	3,353,746
Total Landfill Capital	<u>0</u>	<u>3,353,746</u>	<u>3,420,956</u>
Compost			
N/A	0	0	0
Total Compost Capital	<u>0</u>	<u>0</u>	<u>0</u>
Recycling			
N/A	0	0	0
N/A	0	0	0
N/A	0	0	0
Total Recycling Capital	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>0</u>	<u>3,353,746</u>	<u>3,420,956</u>
Difference	0	0	0

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY20/21 Operating Budget

	<u>19/20</u> <u>Apr - Dec 19</u>	<u>19/20</u> <u>Projection</u>	<u>19/20</u> <u>Budget</u>	<u>20/21</u> <u>Budget</u>
Solid Waste Operations				
Revenues	1,778,022	2,251,336	2,185,950	2,192,133
Administrative Expenses	361,833	516,586	549,113	556,052
Operation Expenses	653,624	1,142,424	894,585	985,653
Surplus (Deficit)	762,565	592,326	742,252	650,429
Compost Operation				
Revenues	367,855	435,132	400,500	419,056
Operation Expenditures	125,160	158,597	170,839	183,932
Surplus (Deficit)	242,695	276,535	229,661	235,123
Recycling Operations				
Revenues	69,096	62,934	42,000	43,611
Operation Expenditures	726,208	971,182	1,019,313	1,012,413
Surplus (Deficit)	(657,113)	(908,248)	(977,313)	(968,802)
Total Revenues	2,214,972	2,749,402	2,628,450	2,654,800
Total Expenses	1,866,825	2,788,789	2,633,850	2,738,050
Surplus (Deficit)	348,147	(39,387)	(5,400)	(83,250)
Transfer From Operating Reserve			1,750	83,250
Total		(39,387)	0	(0)

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY20/21 Operating Budget

		19/20 <u>Apr - Dec 19</u>	19/20 <u>Projection</u>	19/20 <u>Budget</u>	20/21 <u>Budget</u>
REVENUE - LANDFILL OPERATIONS					
Tipping Fees	4900	1,689,785	2,132,698	2,071,000	2,071,000
Other Income		21,229	34,888	32,950	36,800
Funding/Grants		67,008	83,750	82,000	84,333
Total Revenue		1,778,022	2,251,336	2,185,950	2,192,133
EXPENSES - ADMINISTRATION					
Bad Debt Allowance	5015	0	0	0	0
Bank Charges	5010	773	500	500	500
Advertising	5020	1,207	2,500	2,500	2,500
Administration Salaries & Benefits		298,330	412,510	423,013	435,202
Electricity	5040	3,870	6,160	6,400	6,400
Travel & Training		9,242	12,323	22,000	22,000
Payroll Admin	5085	1,694	2,319	2,750	2,750
Total Telephone		7,677	10,236	10,500	10,500
Professional Fees		14,853	22,000	30,000	25,000
Meeting Expense	5035	43	100	1,000	1,000
Office Expense		4,386	9,939	10,950	16,700
Waste Diversion		19,759	38,000	39,500	33,500
Total Administration Expense		361,833	516,586	549,113	556,052
EXPENSES - LANDFILL OPERATIONS					
Hazardous Waste Program	5295	36,894	36,894	30,000	32,500
Total Staffing Costs		201,629	275,878	225,616	227,408
Utilities	6225	7,696	14,942	12,500	15,000
Insurance	6150	30,393	40,524	21,000	26,700
Capital (Cell)	6030	37,308	200,000		3,715
Video Cameras/Security System	6330	1,052	1,403	1,000	1,500
Total Safety	6215	2,180	2,907	4,500	4,000
Total Scale House		12,303	13,859	10,400	13,900
Consulting Services	6355	183	244	10,000	10,000
Site Maintenance		19,331	21,729	21,500	25,500
Equipment		95,013	171,495	160,704	157,900
Fuel & Oil		41,918	55,891	63,500	62,500
Communications Eqp.	6240	350	467	3,000	3,000
Leachate System		48,927	118,421	111,065	74,000
Monitoring	5590	23,587	52,500	52,500	55,000
Sediment Management	6395	0	0	2,000	2,000
Cell Development Reserve	6415	0	0	0	0
Cell Closure	6420	72,361	105,272	135,300	231,030
Transfer to Equipment Reserve	6430	22,500	30,000	30,000	40,000
Total SW Expenditures		653,624	1,142,424	894,585	985,653
Total Administrative Expense		361,833	516,586	549,113	556,052
Solid Waste Contribution		762,565	592,326	742,252	650,429
Waste Tonnes					
Residual		6,296	7,957	7,400	7,400
C & D		4,456	5,683	5,100	5,100
Oily Soils		619	619	900	900
Recycling Waste		84	84	800	150
Total Landfill Tonnage		11,454	14,342	14,200	13,550
Cost/Tonne		53.81	65.71	63.00	72.47
Net Revenue/Tonne		66.57	41.30	52.27	48.00

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY20/21 Operating Budget

		19/20 <u>Apr - Dec 19</u>	19/20 <u>Projection</u>	19/20 <u>Budget</u>	20/21 <u>Budget</u>
REVENUE - COMPOST FACILITY					
Tipping Fees	4905	353,737	419,618	382,500	396,000
Compost Sales	4800	3,514	3,514	5,000	5,000
Diversion Credits	4815	10,604	12,000	13,000	18,056
Total Revenues		367,855	435,132	400,500	419,056
EXPENSES - COMPOST FACILITY					
Wages & Benefits		41,474	51,504	49,889	48,082
Safety Eqp. & Clothing	6725	684	912	1,500	1,500
Equipment Costs		53,851	60,290	63,450	69,500
Compost Building & Site		3,107	5,000	6,000	9,000
Analysis Expense		0	0	6,000	6,000
Capital - Loader Purchase	6930	0	0	0	0
Insurance	6670	10,793	14,390	17,500	23,350
Biofilter Mgmt	6690	0	1,000	1,000	1,000
Equipment Reserve	6950	15,001	20,000	20,000	20,000
Leachate Mgmt	6680	250	5,500	5,500	5,500
Total Organic Expenses		125,160	158,597	170,839	183,932
Contribution from Compost		242,695	276,535	229,661	235,123
Compostable Materials		3,618	4,496	4,250	4,400
Cost/Ton		34.60	35.27	40.20	41.80
Net Revenue/Ton		67.08	61.50	54.04	53.44
REVENUE - RECYCLING OPERATIONS					
Recycling Sales		43,808	35,514	25,000	20,000
Diversion Credits	4180	13,867	16,000	17,000	23,611
Labour Costs Recovered		11,420	11,420		
Reserve Transfer (Design)		0	0	0	
Total Recycling Revenue		69,096	62,934	42,000	43,611
RECYCLING EXPENSES					
Total Supplies & Materials		1,760	2,347	3,000	3,000
Total Staff Expense		146,931	195,908	302,073	282,663
Capital (2018-Storage)	7400	0	0		0
Insurance	7240	2,973	3,964	10,000	13,350
Clothing Allowance	7230	1,734	2,311	2,500	2,500
Safety Expense	7320	1,947	2,597	5,000	5,000
Plant Costs		59,825	80,767	82,000	12,000
Equipment Costs		15,392	22,429	19,740	18,500
Recycle Transport	7260	190,353	253,804	240,000	274,000
Tipping Fees	7365	290,292	387,056	335,000	391,400
Equip. Reserve	7380	15,001	20,000	20,000	10,000
Total Recycling Expenses		726,208	971,182	1,019,313	1,012,413
Recycling Contribution		(657,113)	(908,248)	(977,313)	(968,802)
Recyclable Tonnages		2,380	3,081	3,150	3,150
Cost/Ton		305.19	315.17	323.59	321.40
Net Cost/Ton		276.15	294.74	310.26	307.56

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY20/21 Budget

SCHEDULE 1
Tipfees Estimated Tonnages By Source

	2015 Tonnages	2016 Tonnages	2017 Tonnages	2018 Tonnages	Projected 2019 Tonnages	Budgeted 2020 Tonnages	Budgeted 2021 Tonnages	Tip Fee \$/TON	Budgeted 2021 Revenue
Solid Waste									
Regular Garbage	7,886	7,743	7,329	7,350	7,441	7,400	7,400	\$215.00	\$1,591,000
Recycling/Compost Waste	767	804	690	1,376	300	800	150		
	10,268	8,547	8,019	8,726	7,741	8,200	7,550		
Other Materials									
Regular C & D	4,766	5,642	5,395	4,494	4,500	4,500	4,500	\$90.00	\$405,000
Sorted C&D	732	711	599	617	350	600	600	\$35.00	21,000
Oily Soils	768	3,001	901	1,167	550	900	900	\$60.00	54,000
									\$2,071,000
									To L/F Revenues
Compost									
Source Separated	4,441	4,126	4,415	4,797	4,540	4,250	4,400	\$90.00	\$396,000
									To Compost Revenues
Recycling									
Recyclables:	3,777	3,755	3,632	3,448	3,133	3,150	3,150	\$0.00	0
Total Of Residual, Organics and Recyclables	16,104	15,623	15,376	15,595	15,114	14,800	14,950		
Total Of All	24,752	25,781	22,961	23,249	20,814	21,600	21,100		

SCHEDULE 2
Allocation of Diversion Credits

	Actual 2015	2016	2017	2018	Projected 2019	Budget 2020	Budget 2021
Facility							
Landfill	\$11,620	\$9,271	\$9,324	\$7,754	\$6,722	\$6,000	\$8,333
Compost	23,444	25,213	24,249	\$19,063	13,241	13,000	18,056
Recycling	20,020	17,162	18,341	\$27,140	17,778	17,000	23,611
Total	\$55,084	\$51,646	\$51,914	\$53,957	\$37,741	\$36,000	\$50,000
Materials Diverted							
Landfill	1,600	3,812	1,600	1,884	1,000	1,600	1,600
Compost	4,441	4,126	4,415	4,797	4,540	4,250	4,400
Recycling	3,010	2,951	2,942	2,072	2,833	2,350	3,000
Total	9,051	10,889	8,957	8,753	8,373	8,200	9,000
Diversion Per Ton	12	5	6	6	5	3	3

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
DRAFT FY20/21 Budget

**SCHEDULE 3 -
Change in Reserve Balances**

	Operating Reserve	Equipment Reserve *	Cell Development	Closure/ Post-Closure	Total Reserves
Beginning Balances, Projected (3/31/19)	226,247	1,685,711	67,210	3,317,450	5,296,617
2020 Projected Transfers From Operations	-	70,000	-	105,272	175,272
2021 Transfers From (To) Operations					
Cell Construction (Final hold-back payment)			(67,210)		(67,210)
Cell Closure			-	(3,353,746)	(3,353,746)
Scheduled Allocation and Transfers	(83,250)	70,000	-	231,030	217,780
Net 2021 Budgeted Transfers From Operations	(83,250)	70,000	(67,210)	(3,122,716)	(3,203,176)
Projected Ending Balances (03/31/21)	142,997	1,825,711	(0)	300,006	2,268,713

* - Equipment reserve includes \$993,500 in insurance proceeds (recycling fire).



COMMITTEE OF THE WHOLE

CDR# 2020012

Date: February 18, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – Chief Financial Officer

DATE: February 18, 2020

SUBJECT: **Modifications to Expense Reimbursement and Hospitality Policy**

ORIGIN: A recent housekeeping change was made to the MGA which included renumbering sections. Thus, the MGA reference in the Expense Reimbursement and Hospitality policies needs to be updated.

LEGISLATIVE AUTHORITY: MGA section 65 update (change from MGA 65A to MGA 65D).

RECOMMENDATION: That the attached proposed Expense Reimbursement and Hospitality Policies, reflecting housekeeping changes in paragraph 36 of the Expense Reimbursement Policy and paragraph 28 of the Hospitality Policy, be forwarded to the February 24, 2020 Regular Council meeting for amendment approval.

BACKGROUND: The changes to the Expense Reimbursement and Hospitality policies are housekeeping changes only based on a section re-numbering of the MGA. Section 65A has been renumbered to 65D. There are references to the MGA in paragraph 36 of the Expense Reimbursement Policy and paragraph 28 of the Hospitality Policy.

DISCUSSION: The MGA was recently changed which affected the numbering of section 65. The Town's Expense Reimbursement and Hospitality Policies referenced section 65A which references expense and hospitality reporting requirements. With the recent MGA changes this section is now 65D. Both Town policies have been updated to reflect this.

FINANCIAL IMPLICATIONS: There are no financial implications to the MGA section updates in either the Expense Reimbursement or Hospitality Policy.

COMMUNITY ENGAGEMENT: None at this time.

ENVIRONMENTAL IMPLICATIONS: None identified.

SOCIAL JUSTICE IMPLICATIONS: None at this time.

ALTERNATIVES: None.

ATTACHMENTS: Expense Reimbursement Policy and Hospitality Policy.

Report prepared by: SG Rector, CPA, CMA – CFO

Report and Financial approved by:



DEPARTMENT: CORPORATE SERVICES

TITLE: **Expense Reimbursement Policy**

Minutes reference date: March 25, 2019 November 26, 2018

PURPOSE:

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

SIGNING AUTHORITY:

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

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

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

INDIVIDUAL RESPONSIBILITIES

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

PERMITTED EXPENSES

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

AUTHORIZED TRAVEL

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

- (b) for meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
- (c) for attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
- (d) at a training or continuing education event in accordance with the provisions of this policy concerning training or education.

OUT-OF-PROVINCE TRAVEL

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

LIMITS ON REIMBURSEMENT OF EXPENSES

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
 - (1) subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
 - (2) the expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;

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

TRAVEL ADVANCES

16. Advances are not routinely approved. The following limits shall apply to the use of advances:

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

USE OF TOWN OF AMHERST CREDIT CARDS

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

PER DIEM MEAL ALLOWANCES

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

KILOMETRAGE

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

VEHICLE RENTALS

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
- (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
 - (2) two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.

24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

EXPENSE CLAIMS

25. Expense claims must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.

26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:

- (1) claims for per diem meal allowances;
- (2) tolls and parking; and
- (3) claims for personal vehicle kilometrage for authorized travel.

27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.

28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

- (1) the claim is consistent with policy;
- (2) the expenses claimed were necessarily incurred in the performance of municipal business;
- (3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
- (4) the expenses claimed have appropriate justification.

30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.

31. The use of petty cash to pay an expense claim is prohibited.

TIMEFRAME

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.

35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

REPORTING REQUIREMENTS

36. Pursuant to section 65D of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:

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

REVIEW REQUIREMENTS

37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31st of each year.

38. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

DEPARTMENT: CORPORATE SERVICES

TITLE: **Hospitality Policy**

Minutes reference date: November 26, 2018

POLICY STATEMENT:

1. The Town of Amherst recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business for reasons of diplomacy, protocol, business development or promotional advocacy.
2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council members, the Chief Administrative Officer (“CAO”) and Town of Amherst employee hospitality claims.

POLICY OBJECTIVES

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Town of Amherst’s objectives.
4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
5. To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

HOSPITALITY AND HOSPITALITY EVENTS

6. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Amherst. Hospitality may be offered under the following circumstances in accordance with this policy:
 - (1) hosting foreign dignitaries;
 - (2) engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
 - (3) sponsoring or hosting conferences;
 - (4) hosting ceremonies / recognition events; and
 - (5) other official functions, as approved by the CAO, their designate or Town of Amherst Council.

SIGNING AUTHORITY

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

Position	Signing Authority
Mayor	CAO/Designate
Members of Council & CAO	Mayor/ Designate
Town Employees	CAO/Designate

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

PRIOR AUTHORIZATION

10. Subject to this policy, all hospitality events require prior authorization.
11. A request for prior authorization for hospitality events requires the following information:
- (a) rationale/purpose of the event;
 - (b) estimated numbers of attendees and their respective affiliations;
 - (c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and
 - (d) estimated itemized costs including gratuities and supplementary expenses.
12. Requests for hospitality events shall be reviewed by the appropriate Signing Authority as set out in paragraph 7 of this policy, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
13. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

SERVING OF ALCOHOL

14. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by the appropriate Signing Authority, as set out in paragraph 7 of this policy.

15. The Town of Amherst and its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
16. The Town of Amherst will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
17. If alcohol is provided at a hospitality event, food must be served.

GIFTS

18. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by the appropriate Signing Authority as set out in paragraph 7 of this policy.

CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

19. By April 1 of each year any individual claiming reimbursement pursuant to this policy must sign an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
20. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Amherst and shall be signed by the Claimant.
21. Hospitality expense claims must include the following:
 - (1) a copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - (2) the names and positions of the guests at the hospitality event;
 - (3) the business objective for the expense; and
 - (4) a detailed itemized receipt for the expense.
22. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 11 of this policy and an explanation of why prior approval was not possible.
23. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

24. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
25. No hospitality expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and
 - (4) the expenses claimed have appropriate justification.
26. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
27. The use of petty cash to pay a hospitality expense claim is prohibited.

REPORTING REQUIREMENTS

28. Pursuant to s. 65D of the *Municipal Government Act*, the CAO shall ensure that the Town of Amherst does the following:
- (1) within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Amherst website that describes all of the hospitality expenses incurred by the Town of Amherst, including purchases of alcohol during the quarter.
 - (2) by September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.
 - (3) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses related to hospitality.



COMMITTEE OF THE WHOLE

CDR# 2020015

Date: February 18, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Shelley Rector, CPA, CMA - CFO

DATE: 18 February 2020

SUBJECT: Temporary Borrowing Resolution

ORIGIN: 2019-20 Capital Budget

LEGISLATIVE AUTHORITY: Section 66 of the *Municipal Government Act* provides that the Town of Amherst, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute; Section 65 requires the Town to adopt a capital budget for the fiscal year and then can expend funds for capital purpose as identified in the Town’s capital budget.

RECOMMENDATION: That the following motion be forwarded to the February 24, 2020 regular meeting for approval: That Council approve a Temporary Borrowing Resolution in the amount not exceeding \$,1,209,332 for the following items, and submit it to the Department of Municipal Affairs and Housing for Ministerial approval:

- Willow Street – water main replacement (water utility) \$449,332
 - Water - backhoe (water utility) 150,000
 - Willow Street – sanitary sewer, curb, sidewalk, culvert, paving 535,000
 - Community Credit Union Business Innovation Centre – new roof 75,000
- \$1,209,332

BACKGROUND: Temporary borrowing resolutions (TBRs) are used as temporary financing for capital projects. The Minister of Municipal Affairs allows municipalities to use TBRs to borrow funds on short term loans not exceeding 12 months. Once the projects are completed and the actual costs are known, the Town will enter into long term borrowing with the Municipal Finance Corporation by issuing a debenture in the fall of 2020. We require the Minister’s approval of a TBR before we can apply for a debenture. The above projects were approved by Council in the 2019/20 capital budget process with funding from long term debt.

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



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

COMMUNITY ENGAGEMENT: None at this time.

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

SOCIAL JUSTICE IMPLICATIONS: None at this time.

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

ATTACHMENTS: Temporary Borrowing Resolution - Various Purposes and Schedule "A"

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

TOWN OF AMHERST

TEMPORARY BORROWING RESOLUTION

\$1,209,332

File No. 19/20-01
Capital: Various

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

AND WHEREAS the Town of Amherst has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Million Two Hundred Nine Thousand Three Hundred Thirty-Two Dollars (\$1,209,332) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Million Two Hundred Nine Thousand Three Hundred Thirty-Two Dollars (\$1,209,332) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Amherst held on the ___ day of _____ 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this ___ day of _____ 2020.

Mayor

Clerk

For DMA Use Only

TOWN OF AMHERST
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$1,209,332

File No. 19/20-01
Various Purposes, Capital

Willow Street – Spring to East Pleasant – water main replacement (water utility)	\$ 449,332
Water – backhoe (water utility)	\$ 150,000
Willow Street – Spring to East Pleasant – sanitary sewer, curb, sidewalk, culvert, paving	\$ 535,000
Community Credit Union Business Innovation Centre – new roof	\$ 75,000

Total Temporary Borrowing Resolution - Town of Amherst

\$ 1,209,332.00



COMMITTEE OF THE WHOLE

CDR# 2020013

Date: February 18, 2019

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector, CPA, CMA – CFO

DATE: February 18, 2020

SUBJECT: **Setting the Mandatory Provincial Contribution Area Rate**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: Town of Amherst Budget Management Policy 03450-04 and the MGA section 75 which authorizes the levying of area rates.

RECOMMENDATIONS: The setting of the Mandatory Provincial Contribution Area Rate provides funding for provincial services the Town is mandated by the province to pay for. They include amounts for Education, Property Valuation Services Corporation (PVSC) Assessment Services, Correctional Services, Housing and the Library. It is recommended that the setting of the Mandatory Provincial Contribution Area Rate at \$0.397, a decrease of .8 cents, for the 2020-21 fiscal year be referred to the February 24, 2020 regular meeting of Council for approval.

BACKGROUND: The Budget Management Policy states in section 15 that Council will consider setting the Mandatory Provincial Contribution Area Rate by the end of February each year based on the available information from the province at the time and will communicate it to the public through social media.

DISCUSSION: The following assumptions were made for each of the components of the Mandatory Provincial Contribution Area Rate:

- a) Education** – The Town is required to provide funding to the Chignecto Central Regional Centre for Education under the Education Act. This mandatory education contribution is set by the Province of NS and is based on the Town's share of the Uniform Assessment.

Uniform assessment for 2020-21 is \$523,901,080 (2019-20 \$524,732,215). The rate has not been set yet by the province. However, the rate of 0.3048 has not changed in 8 years. So, if the rate does not change again this year, education costs to the Town for 2020-21 will be \$1,596,850, a decrease of \$2,534.

- b) PVSC Assessment Services** – The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total Property Valuation Services Corporation costs, based on the Town's share of the Uniform Assessment and the Town's share of assessment accounts across the province.



The Town will not know its exact share of PVSC costs until late February or early March. Last year saw a .2% increase, which is consistent with the prior year. We have allowed for a 1.6% increase (based on CPI) from the 2019-20 actual, for a budget figure of \$119,136 for 2020-21. The budget increase is \$369.

c) Correction Services – The Town is required to make a mandatory contribution to the province to fund the cost of correctional services. The contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment and the Town's share of dwelling units across the province.

Our share of correction services costs will not be known with complete certainty until sometime in March. In 2019-20 there was a decrease of 2.9% but the two years prior there were .1% and .5% increases. Before that it had decreased 4 consecutive years. Considering past increases and conservative budgeting, we are assumed a 1.6% increase (based on CPI) on the 2019-20 actual, resulting in a budget figure of \$114,211. This is a \$2,323 decrease from the 2019-20 budget.

d) Housing – The Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town. The Town is required to fund a portion of the prior year deficit of the Cobequid Housing Authority annually.

The Housing Authority has provided its budget for the current fiscal year. Amherst's share based on their budget would be \$215,000. The actual amount will be based on their actuals and not this budget figure. Actuals will not be known for some time. In 2019-20 Amherst's share of the Authority's budget was \$230,000, however actuals came in at \$248,767. Given that the budget figure provided by the Housing Authority is subject to change, we are recommending leaving the Town's budget figure at \$230,000 instead of lowering it to \$215,000. There have been many years in the past that the final amount owed to the Housing Authority has been significantly higher than the budget figure they provided. By allowing a little extra in the Town's budget, it will help to offset if the final amount comes in higher than expected. If the final figure comes in under budget, we will transfer the excess budget funds to a reserve for Mandatory Provincial Contributions to be used in the future.

e) Library – The Town is required to fund the Cumberland Public Library pursuant to a formula determined by the Province of Nova Scotia. The Town does not share in any surplus or deficits. In addition, the Town provides funds for the operating and maintenance of the library building which is included in the General Rate.

The expense for the regional library has been \$61,820 for the last 6 years. There were meetings and conversations in 2019 regarding changing the formula for the regional library funding but these discussions have not been finalized. Therefore, we have estimated for this amount to remain the same for 2020-21.

Town of Amherst			
Mandatory Provincial Contribution Area Rate			
	2019/20	2020/21	Change
\$0.01 on Tax Rate =	\$ 52,556	\$ 53,429	\$ 873
Mandatory Provincial Contributions Area Rate			
Education	\$ 1,599,384	\$ 1,596,850	-\$ 2,534
Corrections	116,534	114,211	- 2,323
Housing	230,000	230,000	-
PVSC - Assessment	118,767	119,136	369
Library	61,820	61,820	-
Total Mand Provincial Contributions Budget	\$ 2,126,505	\$ 2,122,017	-\$ 4,488
Mandatory Provincial Contributions Area Rate =	\$ 0.405	\$ 0.397	-\$ 0.008

FINANCIAL IMPLICATIONS: The Mandatory Provincial Contribution Area Rate will see a decrease of \$0.008 due to changes in costs for services.

At the end of the 2018/19 fiscal year, there was a surplus in the Mandatory Provincial Contribution Area Rate of \$21,281. This amount was transferred to a separate account in the Operating Reserve to be used in the future if there was ever a deficit.

For the 2019/20 fiscal year, the expense for Housing came in \$18,767 higher than budget and Assessment Services and Corrections came in under budget by \$1,507 and \$4,122 respectively. This resulted in the Mandatory Provincial Contribution Area Rate being over budget by \$13,138. To fund the \$13,138 deficit in the Mandatory Provincial Contribution Area Rate in 2019/20 a transfer from Operating Reserve will be made as part of the year end adjustments that will withdraw this amount from Operating Reserve and transfer it to the General Operating Mandatory Provincial Contribution Area Rate. This can be seen on the attached forecasting report which provides a projection of the financial results to March 31, 2020.

	Final Audited	Proposed		Proposed
	Balance	2019/20 Transactions		Final Balance
OPERATING RESERVE	31-Mar-19	Additions	Withdrawals	31-Mar-20
Reserve Mandatory Provincial Contribution Area Rate	21,281			8,143
19/20 Operating - Housing expense came in higher than budget			13,138	

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

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES:

1. Wait until the figures are released by the Province before the Mandatory Provincial Contribution Area Rate is set.

ATTACHMENTS: 2019_20 MANDAREA Year End Forecast Report

Report prepared by: Sarah Wilson, Manager of Financial Services
 Report and Financial approved by: Shelley Rector, CPA, CMA, CFO

Town of Amherst
Mandatory Provincial Contribution Area Rate

	2019/20	2020/21	Change
\$0.01 on Tax Rate =	\$ 52,556	\$ 53,429	\$ 873

Mandatory Provincial Contributions Area Rate

Education	\$ 1,599,384	\$ 1,596,850	-\$ 2,534
Corrections	116,534	114,211	- 2,323
Housing	230,000	230,000	-
PVSC - Assessment	118,767	119,136	369
Library	61,820	61,820	-
Total Mand Provincial Contributions Budget	\$ 2,126,505	\$ 2,122,017	-\$ 4,488
Mandatory Provincial Contributions Area Rate =	\$ 0.405	\$ 0.397	-\$ 0.008

COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group MUN2
 Cost Center Group MANDAREA Mandatory Provincial Contr Area Rate
 Periods Reported: 1 to 12
 Comparison Years: 2019/2020 and 2020/2021
 Plan Version: 0 Plan/Act - Version
 Plan Version Compare: 3 Play
 Date of Report: 02/10/2020

Cost elements/Cost centers	2016/2017	2017/2018	2018/2019	2019/2020	2019/2020	2020/2021	Change 2019 to 2020 Budget	
	Actual	Actual	Actual	Actual	Budget	Budget	Amount	% Change
*** 4000 RESIDENTIAL TAXE			1,112,735.00-	1,143,401.00-	1,143,401-	1,143,631-	230-	0.0
*** 4010 TAXES COMMERCIAL			994,944.00-	983,104.00-	983,104-	978,386-	4,718	0.5-
**** Gross revenues			2,107,679.00-	2,126,505.00-	2,126,505-	2,122,017-	4,488	0.2-
* 9470 ASSESSMENT SERVI	116,269.16	116,575.44	117,012.20	117,259.92	118,767	119,136	369	0.3
* 9600 PROV. CORRECTIONS	114,997.00	115,148.00	114,033.00	84,309.00	116,534	114,211	2,323-	2.0-
* 9610 REGIONAL HOUSING	299,221.32	238,071.00	192,792.50	248,767.00	230,000	230,000		
* 9620 REGIONAL LIBRARY	61,820.00	61,820.00	61,820.00	61,820.00	61,820	61,820		
* 9630 REG. SCHOOL BOAR	1,554,876.00	1,583,700.00	1,600,740.00	1,466,102.00	1,599,384	1,596,850	2,534-	0.2-
** Unconditional Transfer	2,147,183.48	2,115,314.44	2,086,397.70	1,978,257.92	2,126,505	2,122,017	4,488-	0.2-
**** Fiscal Services	2,147,183.48	2,115,314.44	2,086,397.70	1,978,257.92	2,126,505	2,122,017	4,488-	0.2-
**** Expenditures	2,147,183.48	2,115,314.44	2,086,397.70	1,978,257.92	2,126,505	2,122,017	4,488-	0.2-
**** Total	2,147,183.48	2,115,314.44	2,1281.30-	148,247.08-				

**Town of Amherst
Mandatory Provincial Contribution Area Rate
2019/20
Year End Forecast**

Cost elements/Cost centers	Actual Costs at Dec 31, 2019	Budget	Y/E Forecast	Forecast Variance
*** 4000 RESIDENTIAL TAXES	1,143,401.00-	1,143,401.00-	1,143,401.00-	0.00
*** 4010 TAXES COMMERCIAL	983,104.00-	983,104.00-	983,104.00-	0.00
*** 4730 TRANSFER FR OP RESERVE				0.00
**** Gross revenues	2,126,505.00-	2,126,505.00-	2,126,505.00-	0.00
* 9470 ASSESSMENT SERVICE	87,944.94	118,767.00	117,259.92	-1,507.08
* 9600 PROV.CORRECTIONS	84,309.00	116,534.00	112,412.00	-4,122.00
* 9610 REGIONAL HOUSING	248,767.00	230,000.00	248,767.00	18,767.00
* 9620 REGIONAL LIBRARY	61,820.00	61,820.00	61,820.00	0.00
* 9630 REG. SCHOOL BOARD	1,199,538.00	1,599,384.00	1,599,384.00	0.00
** Unconditional Transfers	1,682,378.94	2,126,505.00	2,139,642.92	13,137.92
*** Fiscal Services	1,682,378.94	2,126,505.00	2,139,642.92	13,137.92
**** Expenditures	1,682,378.94	2,126,505.00	2,139,642.92	13,137.92
***** Total	444,126.06-		13,137.92	13,137.92

Monthly Report

Corporate Services

February 2020

CORPORATE SERVICES – Staff are working on third quarter reporting as well as forecasting for the end of the year. This is anticipated to be presented to the Audit Committee prior to the end of February. The first rebate for By-law P-09 Commercial Development Support Bylaw was processed in January 2020.

FINANCIAL – The 2020/21 capital budget was approved on January 27 (short list) and February 4 (all remaining capital projects). This early capital budget approval allows staff to begin procurement work and to receive pricing back on capital projects much earlier than other years.

Staff are working on the 2020/21 operating budgets, with anticipated approval of some segments in February and the remaining in March.

Monthly reporting for the Cumberland Business Connector has been completed and provided to them.

2020 ASSESSMENT ROLL – The 2020 assessment roll has been received and loaded into SAP. PVSC mailed Property Assessment Notices on January 13, 2020. Appeals must have been received by PVSC not later than midnight on February 13, 2020. The Town does not receive the 2020 Appeal Inventory and Summary report from PVSC until March 1st.

2020 SPRING TAX SALE – There were 9 preliminary tax sale notices sent on January 8, 2020 with a response date of January 24. All but one account has made payments or payment arrangements.

TAX EXEMPTION POLICY – Letters were sent to all accounts in the Tax Exemption Policy in January requesting a copy of their most recent financial statements and a questionnaire.

WATER / SEWER BILLING – Staff continue to concentrate on resolving accounts with zero consumption. The third quarter water bills were mailed on January 29 with a due date of February 28, 2020. There were six final water bills for real estate closures in January.

CUSTOMER SERVICE TRACKING – E11 – There was a total of 81 opened cases in January and 77 cases closed. The categories with the most opened/closed cases opened in January related to snow clearing of streets, icy streets and compost bin replacement/repairs.

HUMAN RESOURCES – January brings year-end payroll processes; T4 & T4A preparation, pension reporting, reconciling annual remittances, etc. The T4's are scheduled for production on February 13.

Notification was received of impending minimum wage increase to \$12.55, effective April 1, 2020. Revisions to the wage budget and Salary Administration Policy are underway to reflect this increase.

Planning has begun with the Recreation Department on summer student recruitment and hiring. We anticipate the competition to be posted by mid February.

PROCUREMENT – Staff continued working on finalizing the last of the capital procurement projects for 2019-2020. The remaining 2019-2020 capital and operational projects are in progress. Preparation has begun for the 2020-2021 budget year.

	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Capital													
Anticipated Procurement from Capital Budget: 25													
Scopes for capital received in the month	3	0	1	4	5	7	4	1	2	3	1	2	2
All procurement:													
Total new scopes of work received in month	3	2	5	8	12	12	16	9	5	4	7	6	8
Released to the public in the month	9	3	7	4	10	15	17	9	7	3	9	6	7
Closed during the month	12	1	5	8	9	12	14	10	7	8	10	7	7
Awarded by par/council during the month	2	8	10	6	6	7	21	4	5	10	15	9	6
Open at the end of month (released month a, closed month b)	2	2	2	5	2	5	4	4	6	1	2	4	5

INFORMATION SERVICES (IS) – Server upgrades – Further configuration completed on the Microsoft Exchange Server. DHCP for Town Hall and APD migrated to new servers. Continue to track down DNS clients using the old DNS servers.

Temperature monitors installed in the Town Hall communications room and lobby.

Monitoring was added for 3 new servers and Stadium WIFI equipment.

A failed Hard Drive was replaced in the Town Hall security camera system.

IS Cases/Incidents Stats

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020
Opened	NA	NA	21	54	46	50	26	33	28	71	27	46	38
Closed	NA	NA	12	48	47	51	30	27	32	65	37	51	34

Monthly Report

Operations

February-2020

Public Works

The asphalt recycler/hot patcher was used for 6 days in January patching potholes, approximately 14 tonnes of asphalt placed.

There were 4 significant snow events in January which required plowing of streets, sidewalks, and parking lots;

- January 8, 2020 – 20 cm
- January 12, 2020 – 15 cm
- January 17, 2020 – 20 cm
- January 19, 2020 – 10 cm

Snow removal from the downtown core and parking lots was completed on:

- January 13, 2020
- January 20, 2020

The salt truck was called out on 9 occasions in January to salt Town streets and parking lots. Sidewalks were salted 8 times during the month.

Public Works took delivery of a new 2.5 cubic yard tow behind salt spreader in early January. In comparison to our old spreader trips for refill have been cut in half and the application of salt is consistent.

Water meters were read during the month and repairs were carried out on meters as required.

There were 2 broken water mains in January:

- 80 Willow Street – 3/4” water service
- 36 Central Avenue – 6” cast iron main

Water and sewer crews have been assisting with maintaining the downtown outdoor rink. Depending on weather conditions and other work priorities crews have been trying to perform flooding and maintenance on a daily basis.

The mechanic has been busy with repair and maintenance work on our snow plows, sidewalk plows, salt truck and routine preventive maintenance of the fleet vehicles.

Horticulture

The request for proposals for the annual hanging baskets and bedding plants has been released. Additional RFPs will soon be released for improvements to the parks and greenspaces throughout town to create more usable public spaces.

Routine monitoring of street and park trees, as well as identifying and removing hazardous tree issues were also dealt with throughout the month of January.

In mid January, the Town Horticulturist attended the Atlantic Canada Forest Health Workshop where attendees came together to discuss pests, diseases, and the current health as well as the forecasted health of our forests. Topics of discussion included the presence of Emerald Ash Borer, Hemlock Woolly Adelgid, and other forest pests that have been detected within the Maritimes.

Recreation Facilities

The Amherst Stadium had another busy month. With new year's resolutions the walking track been busy every day. The Walking Track is open Monday to Friday 7:00am to 9:00pm, Saturday 8:00am until 6:00pm when we host a Rambler game, and Sunday's from 8:00am to 9:00pm.

The outdoor skating is in full swing. With unpredictable weather, staff are doing a great job clearing it off and flooding the surface as weather permits. Inconsistent weather had created some issues but overall the facility is being regularly using by citizens. Again, this year the facility is equipped with bleachers, benches, porta pottie and decorative lights.

We have a very busy time coming up. Below are a list of special events:

Feb. 14-16: Novice Jamboree

Feb. 21-23: Nova Scotia Figure Skating Provincials

Feb. 28-Mar. 1: Pee Wee A Reginal Play Downs

Mar.6-8: Pee Wee AA Regional Play Downs

Mar. 13-15: Bates / Merrill Friendship House League Hockey Tournament

Mar. 27-29: Bantam C Regional Play Downs

On March 24th our stadium will be on the world stage as we host Team Finland Women's National Hockey Team. They will be here for four days and will practice at our facility 5 times. They will also being using the YMCA as their off ice training facility. Details are ongoing and will continue to be finalized as we move forward.

Monthly Report

Police Department

February-2020

PROFESSIONAL DEVELOPMENT/TRAINING

Active Shooter Training – January 7th to 9th: Constable Jeff Walsh and Cst Derek Hebert, our new Use of Force Training Officers, attended the Atlantic Police Academy for Active Shooter Training. Active shooter incidents can be very unpredictable and can evolve very quickly. As a result, the police response must be able to adapt quickly to neutralize the threat. This training is designed for police instructors to bring back to their departments and train all members on the initial critical response to an active shooter situation.

OPERATIONAL

Major Crime – Staffing: Sergeant Graham continues to be very busy with an influx of incidents throughout the month that require warrants and/or other complex investigational techniques while continuing work on older investigations. With support coming from the patrol section, SCEU and other resources, we will still need to temporarily re-assign a member of the patrol section to MCU to ensure that time-lines on investigations are met and that we have the capacity required to conduct these investigations. A member will be utilized throughout February to ensure that assistance/coverage is provided. At this time, MCU has in the process of writing or assisting with 9 warrants on current investigations.

Hit and Run – On January 24th, shortly before 8:00pm, APD received a call from EHS requesting assistance in relation to a female who was found injured in the area of Robert Angus Drive. Police attended and provided assistance to the female, who did not disclose how she had been injured and transported her to the hospital. Shortly afterwards, a 22-year old male called and reported that he was the victim of a hit and run, that another vehicle had struck his vehicle and fled the scene. Police were later contacted by the hospital in relation to the injuries sustained by the female, advising that her injuries were quite serious and would have been a result of significant trauma. Further investigation revealed that the call from the 22-year old male of a 'hit and run' was false and the damage to his vehicle was not a result of a collision with another vehicle. The male was subsequently arrested and has been charged with failure to stop at an accident causing bodily harm and public mischief. His vehicle was also seized for examination as a result. MCU has been assisting on this file with warrants, coordinating exhibit processing and with additional follow up.

Vehicle Pursuit/Accident: In the early morning hours of January 26th, an APD member on patrol noted a vehicle on West Victoria Street with no headlights and no license plate. The officer activated the emergency lights and siren but instead of stopping for police, the vehicle sped away and was lost in the area of Cornwall Street. The abandoned vehicle was later located near the intersection of Cornwall and Kent Drive as it had driven over a snowbank and collided with a parked vehicle. The vehicle was seized as part of the investigation and was searched. The contents of the vehicle included an assortment of drugs including prescription pills, crystal meth, and psilocybin (mushrooms). The registered owner of the vehicle advised police that the vehicle had been sold prior to the incident. The matter is still under investigation with MCU assisting.

Drug Seizure/Vehicle Stop: In the early morning hours of January 30th, Police checked a vehicle on Willow Street which resulted in the arrest of a 31-year-old female for numerous drug related charges. Police seized a quantity of methamphetamine, crystal meth, prescription pills, morphine and cannabis during the search resulting in possession for the purpose of trafficking charges. Along with the drugs, was also a large amount of cash and other items used in the trafficking of controlled substances. A 24-year-old male who was in the vehicle is also facing is also facing charges in relation to possession of crystal meth. MCU and Street Crime assisted with preparing and executing warrants for the vehicle and a local residence and with all processing all the exhibits.

Drug Impaired Driving Funding: The Department of Justice announced that there was Federal and Provincial funding available to battle drug impaired driving in Nova Scotia. As a result, APD has been approved for extra funding for equipment and training in relation to this initiative. Our plans for spending include purchasing 4 new roadside screening devices (+training for all members), a Roadside Drug Oral Screening Device (+ training for all members), training in Standardized Field Sobriety Testing, Breath Tech training for 4 more APD members and 2 additional Drug Recognition Experts.

CRIME PREVENTION/SCHOOL RESOURCE

Vulnerable Youth: Cst Harrison organized an inter-agency meeting to discuss ways of providing assistance to a vulnerable youth who required assistance from multiple agencies in order to properly address the issues he was facing. The object of the meeting was to explore options and find solutions to ensure his safety and well-being.

Senior Police Academy: January seen the start of this years Senior Police Academy and is working on the theme 'Living Alone'. This program is being held at Jones Funeral Home for the next 5 weeks. Approximately 20 seniors participate in the sessions and is facilitated by our new Senior Safety Coordinator Trish Coleman with Cst Wood assisting.

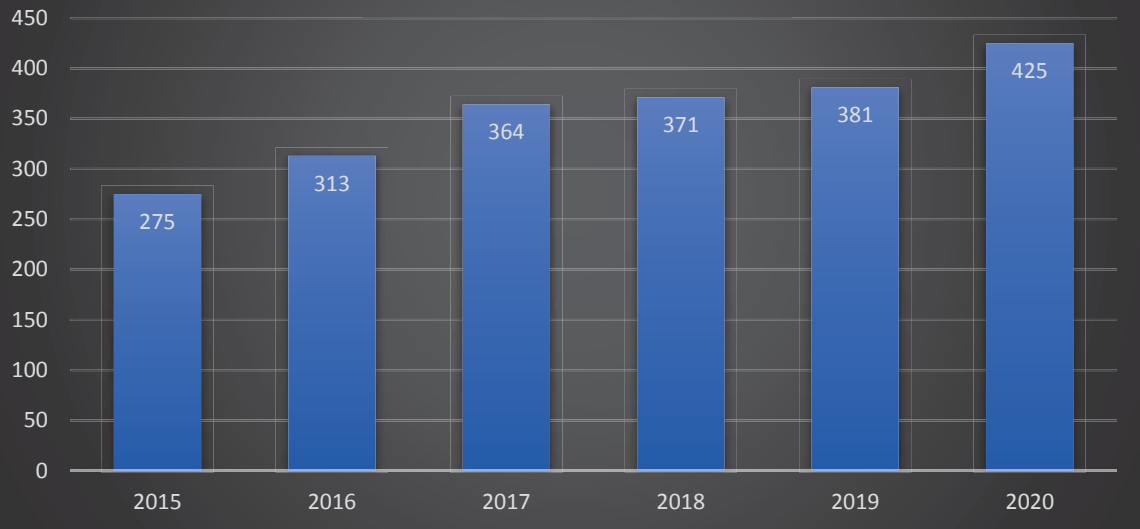
Strides for Change: MADD is working on a new initiative for an event in June, with the preparations starting in January. Constable Wood is assisting with preliminary planning for the event which they hope to host a 'Strikes for Change" walk/run in Dickey Park.

Mental Health/Well-being: Cst Harrison has been spending much of her time in the schools meeting and building relationships with students who are struggling with various issues such as mental health, homelessness or poverty. Seldom does a day go by when she is not visited in her office at the high school by students who are struggling with these kinds of issues.

OPERATIONAL STATS – January 2020

Occurrences:	425	Criminal Code Charges:	60
Impaired by Alcohol:	0	CDSA:	9
Impaired by Drug:	0	CBCA:	2
Traffic Tickets:	39	Traffic Written Warnings:	21
Vehicle Checks:	133.5	LCA:	1
Foot Patrol Hours:	32h 2m	Bike Patrol Hours:	0

Occurrences - 2015-2020 Month of January



Monthly Report

Community Well Being

February-2020

Community Well Being

Planning for 6th Annual Winter Carnival happened extensively in January. Town events for the Winter Carnival include: The Mentalist Experience, Athletic Achievers, Family Skate with Horse & Wagon Rides, Family Bowling, Chili Challenge, Indoor Walking Track Challenge, Skate with the Ramblers, Athletics Achievers awards, Flag Day Ceremony and Launch Party.

This month also saw the collection of Amherst Volunteer Appreciation applications for 2019 completed and promoted via mail, website, and social media. There were 57 nominations received as of Feb 1, including two groups. A recommendation is coming forward to Council at the February Committee of the Whole meeting.

Community Support Grant Applications are being reviewed and prepared for the budget process.

Community Engagement

1. The following events/committee meetings were attended:
 - a. Lunar New Year
 - b. Kids of Steel Committee meeting to discuss upcoming event
 - c. Community meeting re. Future of the Museum held at the museum.
 - d. Poverty Reduction Advisory to Council Committee
 - e. Sand Hill Exhibit unveiling at the Museum as part of Black Heritage month
 - f. Participated in a workshop for the Cumberland Child Advocacy Association. The purpose was to prioritize needs in West Highlands in response to funding they received
 - g. Local Leader Team for the NS Quality of Life Initiative
 - h. West Highlands school to speak to the kids at an assembly about Winter Carnival
 - i. Networking meeting with Janine DeWitt of Public Health
 - j. Attended the Fundy Female Leadership Network hosted an engagement session looking for input from our community as they develop a new strategic plan
 - k. Attended various committee meetings: Ecology Food, Cumberland Kids, Valentine's Day Run
2. Met with Peter MacCracken, Regional Manager, Communities, Culture and Heritage to discuss the MPAL role
3. The Community Well Being Manager is a member of Tamarack (as are other committee members) and circulates relevant workshops and courses to the members of the Poverty Reduction Advisory Committee.

Culture, Events and Marketing

1. All events are now being debriefed to reflect and determine if adjustments or changes are required for next year. In January this was completed for The Family First New Years Eve event.
2. Promotional Pictures were taken with staff and students of Spring Street Academy. With the assistance of Mr. White and the AFD to take an aerial shot of the students forming an A which was incredibly well received from the public on our Facebook page. Shared more than 30 times and reached over 3000 people.
3. The Culture, Events and Marketing Coordinators began a 6-week Began Social Media Level 1 training to improve posts and reach. Our Facebook page for Amherst Recreation currently have approximately 4700 page likes and 4800 page followers. Facebook primarily reaches the 40+ age demographic.
4. Produced artwork for the reverse side of the water bill to promote our Winter Carnival as well as the Snowshoe lending program.
5. Plans are under way for potential events this coming year: of note are Winter Carnival, French Toast Fest, Canada Day, Remembrance Day and Date Nights in addition to a host of active living programs. Also under consideration are Esther Fest, Downtown Street Party, and Night Markets.
6. The Community Wellbeing Manager and the Culture, Events and Marketing Coordinators were interviewed by the Daily News to promote Winter Carnival.
7. Other activities included maintaining the Community Calendar, Weekly List of Events, and social media posts on the Amherst Recreation Facebook page throughout the month on upcoming events and community activities.

Active Living

1. The After the Bell Skating Program is running for 10 weeks where youth enjoy skating, shinny hockey, shinny Ringette at the stadium after school along with free healthy snacks.
2. From the Equipment Lending Program 37 skates and 176 helmets have been signed out for the month of January. Snow shoe are available for lending at the Four Father Library and YMCA as well as at the Stadium. 18 pairs of snowshoes/walking poles have been signed out during the month.
3. Friday night fun attendance for January was 86 for ages 5-8 year old's with an average of 28 each night and 65 for ages 9-14 year old's with an average of 21 each night. Out of the total of 151 participants, 14 of them were from the County.
4. Outdoor Adventure Club is very popular with 24 students participating in the program at West Highlands. Activities include snow fort building, snow shoeing, sledding, and skating. Spring Street Academy group is continuing their sessions each week all season with many outdoor adventure activities.
5. On January 20, 2020 the Fundy Female Leadership Network hosted an engagement session looking for input from our community as they develop a new strategic plan to guide their work for the next 3-5 years.
6. On January 20, 2020 the Active Living Coordinator attended a Work Place Wellness meeting to review terms of reference, share municipal updates, and discuss the AMA Wellness program update.
7. Learn 2 Lead planning is underway to host over twenty workshops in Cumberland County in Spring 2020. Eight of these workshops will be offered Amherst to residents of different age groups at little or cost free. Brochures will be distributed throughout the Town and County in February.

Monthly Report

Fire Department

February-2020

RESPONSE #'s (January)

Town of Amherst – 14 events

- 2 Smoke alarm activations
- 2 Smell of smoke / Air quality check
- 2 Monitored alarm activations
- 2 Wood burning appliance
- 1 Rescue of an animal
- 1 Open burning
- 1 Flue fire
- 3 Motor Vehicle Accident

Contract area (District 2) – 2 events

- 1 Confirmed extinguished fire
- 1 Motor Vehicle Accident

OPERATIONS

Fire Inspection- 4 fire inspections were completed during this period. We also have conducted various educational site visits, including a fire extinguisher safety session at the Cumberland County Museum.

Fire Prevention - During this period we presented an educational session on fire safety and fire extinguisher safety at the Cumberland County Museum.

Weekly Training - Weekly training focused on leadership development, water supply operations, interior firefighting strategies & tactics and critical incident stress management training.

Community Support - The department assisted with the annual winter carnival photo shoot at Spring Street Academy.

UPCOMING EVENTS

Members of the Amherst Fire Fighters Association will be holding the following events:

1. Burn Treatment Curling Bonspiel - February 21st and 22nd at the Amherst Curling Club.
2. Glow Bingo – March 6th starting at 7 PM at the Amherst Fire Station.

Monthly Report

Planning & Strategic Initiatives

February-2020

Planning is facilitating two planning document amendments that will see changes to regulations for signage, as well as a rezoning of 13 West Pleasant from Industrial to the Downtown (Commercial) Zone. The rezoning was approved by Council in January, and is now being reviewed by the Provincial Planning Director. This month Council will be asked to consider Second Reading of the signage amendments, and a proposed development agreement to locate a dwelling on 2 Abbott Street in the Downtown Zone.

The NSPI Smart Grid Implementation Project was submitted to the NSUARB on December 5th. NSPI have advised that the regulator has since responded with a request for clarification on a few items, but the initial reaction to the proposal seems positive. The geotechnical testing fieldwork for the Industrial Park lands was completed in December, and the acquisition of the property from NSBI to the Town is in now completed.

With regard to developing a plan to reduce GHG emissions as a result of Council's declaration of a climate emergency, Council agreed to join hundreds of other municipalities across Canada by becoming a member of the FCM-ICLEI Partners for Climate Protection program. Membership in the program provides a five-milestone framework to reduce emissions. On January 30th the provincial Low Carbon Communities Fund awarded Amherst \$75,000 to undertake a community energy strategy. Staff are in the process of developing a detailed project plan for Council's future consideration.

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

Monthly Report

Economic Development

February 2020

Seven Business Retention and Expansion (BRE) program visits have been completed with the retail sector. The BDO is currently compiling data for a sector report.

The Tourism Nova Scotia Video Project Brief was approved and is moving forward with the first cut of the highlight video.

On January 10, 2020 the Labour Force Committee held their third meeting discussing the goal of the Committee which is to increase labour participation in Cumberland County. Next steps are to focus on 10 different segments and identify what the Committee wants to learn from each segment.

The Amherst Business Directory is 40% complete and is ongoing.

The Tourism Brand, Marketing Strategy, and website RFP has been posted. It will be open for six weeks with proposals accepted until March 18th at 2:00 pm.