



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, September 25, 2017**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. O'CANADA	
3. HEARINGS/PRESENTATIONS/PETITIONS	
3.1 Colleen Dowe, S.O.A.R (6496)	3 - 3
4. APPROVAL OF AGENDA/MINUTES	
4.1 Approval of the Agenda (6495)	
4.2 Approval of Minutes	
4.2.1 June 26, 2017 Regular Meeting (6494)	4 - 17
5. REQUESTS FOR DECISION	
5.1 Salary Administration Policy Amendment (6284)	18 - 28
5.2 Repeal Amherst Fire Department Bylaw (6392)	29 - 41
5.3 Bottled Water Policy (5635)	42 - 46
5.4 Salt Spreader RFP (6434) - MACDONALD 4:35	47 - 49
5.5 Christie Foundation Donation to Curling Club (6431)	50 - 52
5.6 Audited Financial Statements, March 31, 2017 (6466, 6467)	53 - 55
5.7 Citizen Appointments to the Audit Committee (6373) (To be distributed)	
6. INFORMATION / DISCUSSION ITEMS	

7.	INTERNAL COMMITTEE REPORTS	
7.1	Planning Advisory Committee (6490)	56 - 56
8.	EXTERNAL COMMITTEE REPORTS	
8.1	Cumberland Public Libraries (6491)	57 - 57
8.2	Seniors Safety (6492)	58 - 58
8.3	Cumberland Joint Services Management Authority (6493)	59 - 62
8.4	L. A. Animal Shelter	63 - 63
8.5	Northern Region Solid Waste Committee	
8.6	Cumberland YMCA	
9.	ADJOURNMENT	



June 28, 2017

Mayor David Kogan & Town Council
Town of Amherst
98 East Victoria St.
Amherst, NS
B4H 1X6

Dear Mayor Kogan & Members of Town Council,

The Springhill, Oxford, Amherst & Region (SOAR) Community Health Board is one of 37 health boards across the province made up of volunteers and mandated by the Health Authorities Act. We are supported by Nova Scotia Health Authority to serve as the eyes, ears and voice of the community and we are committed to improving the health of our communities through a population health approach.

Every three years we produce a Community Health Plan and our current plan includes four priorities: increase economic well-being; increase mental wellness and sense of belonging; Increase healthy lifestyles and supportive environments; and, increase community engagement and positive relationships.

We would like to congratulate the Town of Amherst for all they have done to help improve the health of their citizens. The Ice Allocation project, the Family First events, and posting the smoke free spaces signs in all of your parks are great examples of inclusive policy that promotes healthy lifestyles while eliminating stigma. Many of your Strategic Priorities line up very well with our Health plan priorities including poverty reduction, economic growth, and active transportation.

SOAR appreciates all you have done to make the town a healthier place to live and look forward to helping you meet your goal of becoming the healthiest town in Nova Scotia. We would like to request the opportunity to present information on the implementation of our health plan and the work we have done to further our objectives and priorities.

Sincerely

Colleen Dowe
Community Health Board Coordinator, Community Health Board Coordinator

CC: Greg Herrett CAO

Cumberland County's Community Health Boards
34 Prince Arthur St.
Amherst NS, B4H 1V6
Phone: (902) 397-0376 email colleen.dowe@nshealth.ca

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: June 26, 2017
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor Jason Blanch

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

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 PM and introduced special guests Olivia Pulsifer, the youth council representative, and Theresa Nicholls who led in the singing of O'Canada.

2. O'CANADA

3. HEARINGS/PRESENTATIONS/PETITIONS

3.1 Designated Bus Parking (5483)

Don MacLean representing downtown merchants made a presentation to Council on designated parking for tourist busses in the downtown. A copy of the presentation is included in the post-meeting agenda.

4. APPROVAL OF AGENDA/MINUTES

4.1 Approval of the Agenda (6005)

**Moved By Councillor Jones
Seconded By Councillor Rhindress
To approve the agenda**

Motion Carried

4.2 Approval of Minutes - May 23 2017 (6006)

**Moved By Deputy Mayor Christie
Seconded By Councillor MacKenzie
To approve the minutes of the May 23, 2017 Regular Meeting**

Motion Carried

5. REQUESTS FOR DECISION

5.1 Amherst Water Utility Budget (5903)

5.1.1 Operating

**Moved By Deputy Mayor Christie
Seconded By Councillor Byrne
That Council approve the Amherst Water Utility Operating Budget
for the 2017-18 fiscal year in the amount of \$2,029,748**

Motion Carried

5.1.2 Capital

**Moved By Deputy Mayor Christie
Seconded By Councillor Rhindress
That Council approve the Amherst Water Utility Capital Budget for
the 2017-18 fiscal year in the amount of \$8,733,000, and approval in
principle of the subsequent nine years' Capital Budgets:**

2018 – 2019	\$ 318,750
2019 – 2020	483,750
2020 – 2021	368,750
2021 – 2022	200,000
2022 – 2023	296,000
2023 – 2024	265,000
2024 – 2025	200,000
2025 – 2026	123,000
2026 – 2027	375,000

Motion Carried

To be clear, while the recommendation includes projected capital budgets for the nine subsequent fiscal years, this is for planning purposes only, and does not commit funding beyond the 2017-18 fiscal year.

5.2 Amend Municipal Planning Strategy (4022)

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That Council approve second reading of a bylaw to amend the Municipal Planning Strategy Bylaw, P-1-7, to establish a Commercial Development District to provide for a commercial assessment phase-in tool

Motion Carried As Amended

Amendment:

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That the Bylaw to Amend the Municipal Planning Strategy Bylaw, P-1-7, be amended in Commercial Development District GP-13 by replacing the word “designated” with the word “zoned”; by replacing the acronym “CDD” with the words “Commercial Development District”; by replacing the words “the Generalized Future Land Use Map” with the words “Schedule A Land Use Zoning Map of the Land Use Bylaw; and by changing the word “Improvement” with the word “Support”

Amendment Carried

Town of Amherst

By-law to Amend the Municipal Planning Strategy By-law, P-1-7

1. The purpose of this by-law is to create Policy GP-13 of the Municipal Planning Strategy of the Town of Amherst with respect to establishment of a Commercial Development District.
2. The Municipal Planning Strategy of the Town of Amherst is hereby amended as follows:

Commercial Development District **GP-13**

It shall be the intention of Council to designate all areas of the Town zoned as Commercial, Industrial, and Comprehensive Development District on Schedule ‘A’ Land Use Zoning Map of the Land Use Bylaw as the Commercial Development District. The Commercial Development District shall include the eligible properties under the Commercial Development Support Bylaw.

5.3 Bylaw Respecting Commercial Development Improvements (5102)

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council approve second reading of Commercial Development Improvement Bylaw

Motion Carried As Amended

Amendment:

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That the Commercial Development Improvement Bylaw be amended as follows (attached amendments)

Amendment Carried

The Bylaw Respecting Commercial Development Improvements, P-9, which received first reading on February 27, 2017 is hereby amended as follows:

1. Change the title of the Bylaw by replacing the words “Commercial Development Improvements” to “Commercial Development Support Program” throughout the bylaw and its Schedules, including changing reference from “CDI Bylaw” to “CDS Bylaw”.
2. In paragraph 2, replace the words “Commercial, and CDD in the attached Appendix A” with the words “Comprehensive Development District, and all Commercial Zones on the Land Use Zoning Map, attached as Schedule A of this Bylaw.”
3. Change the heading above paragraph 3 from “DEVELOPMENT REBATE PROGRAM” to “DEVELOPMENT SUPPORT PROGRAM” and throughout the bylaw.
4. In DEFINITIONS paragraph 7, replacing the words “investment that results in an increase in the productive use of a property or a building on a property within the CDD, and includes, but is not limited to a new building construction enterprise, or the expansion of an existing building to realize more effective utilization of the property’s potential” with the words “any new building, expansion of an existing building, or any renovation that requires a Building Permit and has a minimum project cost of \$25,000”
5. In DEFINITIONS, paragraph 10 becomes a part of paragraph 9 and the remaining paragraphs are renumbered accordingly.
6. In DEFINITIONS, paragraph 10 (which was formerly paragraph 11), Actual Taxable Assessed Value, remove the words “applicable for the taxation year in which the Rebate Eligible Assessment is to be determined, subject to any adjustments to taxes arising from the assessment appeals or changes to the Taxable Assessed Value made by PVSC through requests for reconsideration” and replace with “is established by the PVSC in the year following the completion of the Development. For further clarity, the Actual Taxable Assessed Value will not change for the purposes of the Development Support over the course of the program.”
7. In PHASED IN ASSESSMENT AGREEMENT, paragraph 11 (1) as renumbered, replace the word “Appendix” with the word “Schedule”, and in paragraph 11(2) replace the words “is intended to compliment and provide specifics for the subject property” with the words “establishes the” and remove the word “are” after the words “and the limits on the program”.

8. In REBATE CALCULATION, paragraph 12 as renumbered, replace the words “development rebate” with the words “Assessment Rebate” and remove the words “each year”; In the table, replace the words “tax increment” with the words “the rebate eligible assessment”.
9. In REBATE LIMITS, paragraph 13 as renumbered, replace the words “development rebates” with the words “Assessment Rebates” and remove the words “to an owner”.
10. In DURATION, paragraph 15 as renumbered, replace the words “Development rebates” with the words “Assessment Rebates”.
11. In paragraphs 17, 18, 19, 20 and 22 as renumbered, replace the words “Development Rebate” with the words “Development Support Program”.
12. In REPEAL, delete paragraph 19(2) as renumbered.
13. In PAYMENT, paragraphs 25 and 26 as renumbered, replace the words “development rebates” with the words “Assessment Rebates”.
14. Replace SCHEDULE A Map with SCHEDULE A Zoning Map.
15. In SCHEDULE B, replace the words “Central Business District” with the words “Commercial Development District” in the first paragraph and replace the words “Development Rebate” with the words “Development Support Program” in the second and fourth unnumbered paragraphs as well as in numbered paragraphs 2.2, and 2.5.
16. In SCHEDULE B, replace the words “**Development Rebate**” in paragraph 2.6 with the words “**Assessment Rebate**” and replace “13” with “12”.
17. In SCHEDULE B, paragraph 2.8, add the words “or industrial” after the words “permitted commercial”.
18. In SCHEDULE B, paragraph 2.11, replace the words “development rebate” with the words “Assessment Rebate”.
19. In SCHEDULE B, paragraph 3 heading is changed from “PARTICIPATION IN DEVELOPMENT REBATES PROGRAM” to “PARTICIPATION IN ASSESSMENT REBATES PROGRAM”.
20. In SCHEDULE B, paragraph 3.1, replace the words “Development Rebate” with the words “Development Support Program”.
21. In SCHEDULE B, paragraph 4 heading is changed from “DEVELOPMENT REBATE FUNDING CALCULATION” to “ASSESSMENT REBATE FUNDING CALCULATION”.
22. In SCHEDULE B, paragraph 4.1, replace the words “A development rebate” with the words “An Assessment Rebate”; replace the word “TREASURER” with the word “Treasurer”; and replace the word “to” to the word “of”.
23. In SCHEDULE B, replace paragraph 4.2 “Prior to the commencement of the Development Rebate, the TREASURER shall determine the Base Year Taxable Assessed Value used to calculate the annual Rebate Eligible Tax Assessment and the corresponding annual development rebate payable for development. Following this determination, Schedule “F” will be amended annually to show the Actual Taxable

Assessed Value, the Rebate Eligible Taxes, and the annual development rebate amount payable as determined by the TREASURER” with a the following paragraph “Prior to the commencement of the Development Support Program, the Treasurer shall determine the Base Year Taxable Assessed Value used to calculate the Annual Rebate Eligible Tax Assessment and the corresponding annual Assessment Rebate payable to the Applicant. Following this determination, Schedule “F” will be amended annually to show the Actual Taxable Assessed Value, the Rebate Eligible Taxes, and the annual Assessment Rebate amount payable as determined by the Treasurer.

24. In SCHEDULE B, Paragraph 4.3, and throughout the remainder of the document, replace the word “TREASURER” with “Treasurer”;
25. In SCHEDULE B, Paragraphs 4.3, 4.4, 4.5 and 4.6 replace the words “development rebate” with the words “Assessment Rebate”.
26. In SCHEDULE B, paragraph 4.6, replace the words “result in the calculation of the total increase in taxes payable during the phase in period being less than” with the word “exceed”.
27. In SCHEDULE B, paragraph 4.7, replace the words “Development Rebate” with the words “Development Support Program”.
28. In SCHEDULE B, paragraph 4.9, replace the words “future development rebates shall be adjusted accordingly for the duration of the Development Rebate period. Such adjustments may reflect any overpayment of development rebate arising from successful assessment appeals that occur subsequent to the commencement of payment of development rebates.” With the words “future Assessment Rebates shall be adjusted accordingly for the duration of the Development Support Program period. Such adjustments may reflect any overpayment of Assessment Rebate arising from successful assessment appeals that occur subsequent to the commencement of payment of Assessment Rebates.”
29. In SCHEDULE B, paragraphs 4.10 and 4.11 replace the words “development rebate” with the words “Assessment Rebate”.
30. In SCHEDULE B, paragraph 4.12, replace the words “calculation of the development rebate in this Agreement, but may be the subject of a further Development Rebate application, subject to the continued availability of the Development Rebate and the eligibility requirements” with the words “calculation of the Assessment Rebate in this Agreement but may be the subject of a further Development Support Program application, subject to the continued availability of the Development Support Program and the eligibility requirements”.
31. In SCHEDULE B, paragraphs 5.1, 5.2 and 6.2 replace the words “development rebate” with the words “Assessment Rebate”
32. In SCHEDULE B, paragraphs 7.1 and 7.2 replace the words “Development Rebate” with the words “Development Support Program”.

33. In SCHEDULE B, paragraph 7.6, replace the words “during the Development Rebate the building which underwent” with the words “during the Development Support Program the building which underwent” and replace the words “to advance future development rebates or reduce the amount of future development rebates” with the words “to advance future Assessment Rebates or reduce the amount of future Assessment Rebates”.
34. In SCHEDULE B, paragraph 7.8, replace the words “Development Rebate” with the words “Development Support Program”.
35. In SCHEDULE B, paragraph 8.1 replace the words “development rebate” with the words “Assessment Rebate”
36. In SCHEDULE B, paragraph 8.2 replace the words “development rebates” with the words “Assessment Rebates”; in 8.2 a) replace the words “Development Rebate” with the words “Development Support Program”; in 8.2 b) replace the words “Development rebates” with the words “Assessment Rebates”.
37. In SCHEDULE B, delete paragraph 8.3 in its entirety and renumber the next paragraph accordingly.
38. In SCHEDULE B, paragraph 8.3 as renumbered, replace the words “development rebate” with the words “Assessment Rebate”.
39. In SCHEDULE B, paragraphs 9.2, 10.1 a) and 10.1 b) replace the words “development rebate” with the words “Assessment Rebate”.
40. In SCHEDULE B, paragraph 10.2 f) replace the words “Development Rebate” with the words “Development Support Program”.
41. In SCHEDULE B, paragraphs 10.3 and 10.4 replace the words “Development rebate” with the words “Assessment Rebate”.
42. In SCHEDULE B, paragraph 12.1 a) and 12.1 d) replace the words “development rebate” with the words “Assessment Rebate” and “development rebates” with “Assessment Rebates”
43. In SCHEDULE B, paragraph 12.1 c) replace the words “Development Rebate” with the words “Development Support Program”.
44. In SCHEDULE B, paragraph 12.5, replace the words “Schedule “B” Example of Development Rebate Calculation” to “Schedule “B” Example of Assessment Rebate Calculation”; replace the words “Schedule “C” CDI” with “Schedule “C” CDS Bylaw”; replace the words “Schedule “D” Development Rebate” with “Schedule “D” List of Development Plans and Drawings”; replace “Schedule “E” List of Development Plans” with “Schedule “E” Assessment Rebate Calculation”; and remove “Schedule “F” Development Rebate Calculation”.
45. In SCHEDULE B, paragraph 12.6 correct the typographical error by replacing “per4formance” with “performance”.
46. In SCHEDULE B, following paragraph 12.17, replace the authorized signature block with the following:

IN WITNESS WHEREOF the parties have executed this Agreement by their duly authorized representatives effective this _____ day of _____, 20_____.

TOWN OF AMHERST

PROPERTY OWNER

Name and Title

Name

Signature

Signature

Date

Date

47. In SCHEDULE B, replace the attached SCHEDULES A, B, C, D and E with the following:

SCHEDULE A

LEGAL DESCRIPTION OF OWNER'S LAND

SCHEDULE B

EXAMPLE OF ASSESSMENT REBATE CALCULATION

A. Pre-Development Base Year Taxable Assessed Value:

(1)	
Base Year	Base Year Taxable Assessed Value
2007	\$150,000

B. Post-Development Actual Taxable Assessment Value:

Years	Rebate Year	(2)	(3)
		Actual Taxable Assessed Value	Current Commercial Municipal Tax
1	2008	\$350,000 *	3.78
2	2009	350,000	3.98
3	2010	350,000	4.21
4	2011	350,000	4.52
5	2012	350,000	4.52
6	2013	350,000	4.52
7	2014	350,000	4.51
8	2015	350,000	4.45
9	2016	350,000	4.39
10	2017	350,000	4.31

*The PVSC assessment in the year following the completion of the development. This amount will NOT change for purposes of the rebate calculation.

C. Assessment Rebates:

Years	(4)	(5)=(2-1)	(6) = (5 x 3)	(7) = (6 x 4)	(8) = (7/6)
	Rebate %	Rebate Eligible Assessment	Rebate Eligible Taxes	Rebate Amount \$	Cumulative % Payable
1	90	\$200,000	\$7,560	\$6,804	90.0%
2	80	200,000	7,960	6,368	84.9%
3	70	200,000	8,420	5,894	79.6%
4	60	200,000	9,040	5,424	74.3%
5	50	200,000	9,040	4,520	69.0%
6	50	200,000	9,040	4,520	65.7%
7	40	200,000	9,020	3,608	61.8%
8	30	200,000	8,900	2,670	57.7%
9	20	200,000	8,780	1,756	53.5%
10	10	200,000	8,620	862	49.1%
Totals (9) & (10):			\$86,380	\$42,426	
Re-calculate:			50%		
Total Allowable Rebate:			\$43,190	\$42,426	

- If the program ends at any point before the cumulative payout falls below 50%, the rebate needs to be adjusted down accordingly.
- The cumulative payable must be below 50% by the end of the phase-in period.

SCHEDULE C

CDI BYLAW – TOWN OF AMHERST

SCHEDULE D

LIST OF DEVELOPMENT PLANS & DRAWINGS

SCHEDULE E

ASSESSMENT REBATE CALCULATION

Address:

Property Identification No:

D. Pre-Development Base Year Taxable Assessed Value:

(1)

Base Year	Base Year Taxable Assessed Value
	\$

E. Post-Development Actual Taxable Assessment Value:

(2)

(3)

Years	Rebate Year	Actual Taxable Assessed Value*	Current Commercial Municipal General Tax Rate (excluding any area rates)
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9		\$	
10		\$	

*The PVSC assessment in the year following the completion of the development. This amount will not change for purposes of the rebate calculation.

F. Assessment Rebates:

(4)

(5)=(2-1)

(6) = (5 x 3)

(7) = (6 x 4)

(8)

Years	Rebate %	Rebate Eligible Assessment	Rebate Eligible Taxes	Rebate Amount \$	Cumulative % Payable
1	90	\$	\$	\$	
2	80	\$	\$	\$	
3	70	\$	\$	\$	
4	60	\$	\$	\$	
5	50	\$	\$	\$	
6	50	\$	\$	\$	
7	40	\$	\$	\$	
8	30	\$	\$	\$	
9	20	\$	\$	\$	
10	10	\$	\$	\$	
Totals (9) & (10):			\$	\$	
Re-calculate:			50%	\$	
Total Allowable Rebate:			\$	\$	

- If the program ends at any point before the cumulative payout falls below 50%, the rebate needs to be adjusted down accordingly.
- The cumulative payable must be below 50% by the end of the phase-in period.

5.4 Tax Exemption Bylaw (5665)

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

That Council approve second reading and enactment of a bylaw to amend the Tax Exemption Bylaw, B-1, which removes the property located at 189 Church Street, and further, that \$80,086 be granted in tax exemptions to nine organizations in total.

Motion Carried

**Town of Amherst
Bylaw to Amend the Tax Exemption Bylaw, B-1**

1. This is a by-law to amend the Tax Exemption Bylaw, B-1.
2. The Tax Exemption Bylaw of the Town of Amherst is hereby amended as follows:
 - a) Remove the following organization from Schedule C:

Property: Land & Building, 189 Church Street

Owner: Pythian Castle Ltd.

Assessment Account Number: 02209128

Extent of Application: The Whole of Commercial Portion

Extent of Exemption: 100%

5.5 Amend Salary Administration Policy (5973)

Moved By Councillor Jones

Seconded By Councillor Byrne

That the Salary Administration Policy #4530-01 be amended by adding the position of Capital Asset Coordinator/Property Manager to the policy under the category of Supervisor and revising the job title of the current "IT Assistant" to "IT Coordinator"

Motion Carried

TOWN OF AMHERST

SALARY ADMINISTRATION POLICY, NUMBER 04530-01

APPENDIX C

JOB CATEGORIES

Category	Position
Deputy CAO	Deputy CAO
Director	Director of Finance/Corp Serv
	Director of Recreation
Manager	Fire Chief
	Operations Manager
Officer	Planner
	Accountant
	Business Development Officer
	Building Official
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
Admin/Cust Serv 4	HR Coordinator
	Exec Asst CAO
	Fire Inspector
Admin/Cust Serv 3	GIS Coordinator
	Exec Asst Planning
	Marketing and Communications
	Horticulturalist
	Fire Fighter
	Procurement Coordinator
	Revenue Officer
	Accounts Payable Coordinator
	Cashier/Receptionist
	Water Sewer Billing Clerk
	IT Coordinator
Admin/Cust Serv 2	Admin Asst Recreation
	Admin Clerk Public Works
	Active Living Coordinator
Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

5.6 RFP - Smart Grid Feasibility Study (4023)

Moved By Deputy Mayor Christie

Seconded By Councillor MacKenzie

That Council accept the proposal submitted by SNC-Lavalin for RFP-17-03 Smart Grid Feasibility Study in the amount of \$39,330 plus HST, to be funded by the Strategic Priorities Budget, and the previously approved funding from ACOA and the Nova Scotia Department of Energy.

Motion Carried

5.7 Tender - Reservoir (5996)

Moved By Councillor Byrne

Seconded By Councillor Rhindress

That Council award the tender for the construction of the new water reservoir storage tanks and associated pressure reducing infrastructure, T-17-02, to Maritech Construction at their low bid amount of \$5,121,825.50 plus HST

Motion Carried

5.8 Tender - Capital Paving (6004)

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That Council award the 2017-18 Capital Paving Tender (T-17-09) to the lowest compliant bidder, Costin Paving and Contracting, at their unit prices based on our estimated quantities in the total amount of \$457,285.82 plus HST, and further, that staff be directed to negotiate a reduction in the amount of work to be completed, based on the unit prices submitted, to reflect the actual budget amount of \$450,000 including HST.

Motion Carried

5.9 Quit Claim Deed - Minto & Dundonald Streets (5938)

Moved By Councillor MacKenzie

Seconded By Councillor Jones

That Council releases the sewer easement on property located at the end of Minto and Dundonald Streets by way of a Quit Claim Deed and authorize the Mayor and CAO to sign the Quit Claim Deed on behalf of the Town

Motion Carried

6. INFORMATION ITEMS

7. INTERNAL COMMITTEE REPORTS

7.1 Amherst Board of Police Commissioners (5998)

Councillor Jones presented a report on behalf of the Amherst Board of Police Commissioners.

7.2 Amherst Youth Town Council (5997)

Youth Councillor Olivia Pulsifer presented a report on behalf of the Amherst Youth Town Council.

8. EXTERNAL COMMITTEE REPORTS

8.1 Cumberland Public Libraries (5999)

Councillor MacKenzie presented a report on behalf of the Cumberland Public Libraries Board.

8.2 Cumberland YMCA (6002)

The YMCA's 2016-2017 Annual Report was included in the agenda. Deputy Mayor Christie reviewed some of the highlights in the report and from the AGM held last month. The Y and its numbers are improving every year.

8.3 Cumberland Joint Services Management Authority (6003)

Councillor Byrne reported that the CJSMA approved the budget and approved the new cell development at its May meeting. The tender for the new cell was issued and the closing date had been moved to today, June 26. Further details are included in the "Solid Waste Matters" newsletter included in the agenda.

8.4 L. A. Animal Shelter

Mayor Kogon presented a report on behalf of the L. A. Animal Shelter.

9. ADJOURNMENT

Moved By Councillor Jones

Seconded By Councillor MacKenzie

To adjourn at 8:00 PM

SYNOPSIS

Salary Administration Policy

Any time an employee leaves our employ an opportunity arises to stand back and determine whether organizational or positional changes are possible that will aid us in enhancing our existing business processes or addressing areas where there is a need that has been going unaddressed. The departure of Communications and Marketing Coordinator, Karen Brookins presented such an opportunity.

Direction from the August 22, 2017 In-Camera meeting was to prepare the necessary revisions to the Salary Administration Policy to give effect to:

- (1) Retitling the Marketing and Communications Officer position to Corporate Communications Officer at the same salary range, this position reporting to the CAO; and
- (2) Creating a 12 month contract position, Coordinator of Culture, Marketing and Tourism at the Admin/Cust Service 2 Category in the Recreation Department as a pilot to address the Tourism/Culture/Marketing issues.

The Salary Administration Policy has been amended to reflect these two changes.

MOTION:

That Council approve the amended Salary Administration Policy, 4530-01, which renames the Marketing and Communications position to the Corporate Communications Officer, and adds a 12 month contract Coordinator of Culture, Marketing and Tourism position

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

DATE: 25 September 2017

SUBJECT: Amendment to Salary Administration Policy

ORIGIN:

Karen Brookins' resignation from the position of Communications and Marketing Coordinator, and direction from Council at the August 22, 2017 In-Camera meeting.

LEGISLATIVE AUTHORITY:

MGA 47(1) The council shall make decision in the exercise of its power and duties by resolution, by policy or by bylaw; and section 65(r) Council may expend money for expenses of the council, officers and employees of the municipality.

RECOMMENDATION:

That Council approve the amended Salary Administration Policy 4530-01 which renames the Marketing and Communications position to the Corporate Communications Officer, and adds a 12 month contract Coordinator of Culture, Marketing and Tourism position

BACKGROUND:

Any time an employee leaves our employ an opportunity arises to stand back and determine whether organizational or positional changes are possible that will aid us in enhancing our existing business processes or addressing areas where there is a need that has been going unaddressed.

DISCUSSION:

Direction from the August 22, 2017 In-Camera meeting was to prepare the necessary revisions to the Salary Administration Policy to give effect to the proposal to: (1) retitling the Marketing and Communications Officer position to Corporate Communications Officer at the same salary range, this position reporting to the CAO; and (2) Create a 12 month contract position, Coordinator of Culture, Marketing and Tourism at the Admin/Cust Service 2 Category in the Recreation Department as a pilot to address the Tourism/Culture/Marketing issues. A copy of the Salary Administration Policy showing these changes is attached for Council's approval.

FINANCIAL IMPLICATIONS:

1. Corporate Communications Officer

Renaming the Marketing and Communications position to Corporate Communications Officer will have no financial implications other than the brief period between Karen's departure and the hiring of a new employee to fill that position.



2. Coordinator of Culture, Marketing and Tourism

The 12 month contract position is to be funded from the operating reserve for the next 12 months and would cost less than \$50,000 including benefits.

COMMUNITY ENGAGEMENT:

HR will seek candidates to fill the vacant positions by advertising in the media and social media.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications

ALTERNATIVES:

Not approving the term position

ATTACHMENTS:

- Salary Administration Policy with changes in Schedule C (page 8)

Report prepared by: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

Report and Financial approved by:

DEPARTMENT: ALL DEPARTMENTS

TITLE: **SALARY ADMINISTRATION POLICY**

Minutes	December 12, 2000	November 2, 2004 (See April 26, 2004 Minutes)	November 27, 2006
reference	December 18, 2006	February 26, 2007	July 16, 2008
date	September 29, 2008	March 30, 2009	March 29, 2010
	April 26, 2010	March 28, 2011	August 2, 2011
	May 23, 2012	November 26, 2012	December 17, 2012
	September 23, 2013	October 28, 2013	December 16, 2013
	May 21, 2015	March 29, 2016	May 25, 2016
	May 23, 2017	June 26, 2017	September 25, 2017

PURPOSE:

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

POLICY STATEMENT:

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of their position within the Town.

OBJECTIVES:

1. To promote salary equity in the Town’s non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

DEFINITION OF TERMS:

Salary Grid shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, C-1. The salary grid – Appendix C-1 – has eight steps.

Step Adjustment – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

Salary Range is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

Overall Market Review – A review of the appropriateness of the Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). The review shall include a survey of the market value of similar positions.

Performance Evaluation – A formal evaluation of the employee’s job performance. All employees will receive at least one Performance Evaluation in each year of service.

SALARY GRID:

An appropriate salary grid for all non-union positions shall be determined by the council:

New Positions: Recommendations for placement on the Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

Salary ratings for temporary and casual positions shall be determined by the Chief Administrative Officer, in consultation with the departmental Director.

Student wage rates shall be set by the CAO in consultation with the Director, with reference to the minimum wage in effect and the individual requirements of the job.

Step adjustments shall be made only when:

- 1) The adjustment can be accommodated within the Salary Account of the appropriate department; and
- 2) A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO

An employee in Step 8 in a year in which there is no overall market review shall receive a bonus equal to salary times CPI for the immediately preceding calendar year. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

TRAVEL VEHICLE ALLOWANCES:

The Treasurer and Directors of departments shall receive a monthly vehicle allowance of \$150. Mayor and Council shall receive the same monthly vehicle allowance of \$150 effective November 1, 2008.

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

The lunch break period shall be for a one hour period.

PERFORMANCE EVALUATION:

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate. The next overall market review shall be completed by January 31, 2019.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.

The Director shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

APPENDIX A

**Town of Amherst
Salary Grid**

April 1, 2017

Job Level	Salary Amount	
Mayor	Stipend	\$ 24,298
	Allowance for expenses incidental to the discharge of duties	12,150
		\$ 36,447
Deputy Mayor	Stipend	\$ 16,250
	Allowance for expenses incidental to the discharge of duties	8,125
		\$ 24,375
Councillor	Stipend	\$ 14,361
	Allowance for expenses incidental to the discharge of duties	7,181
		\$ 21,542

APPENDIX A-1

April 1, 2017

Salary Grid
Other Non-Union Positions

Salary Amounts

Job Level	
Chief of Police	\$ 110,221
Deputy Chief of Police	\$ 100,810

Job Level	
Incumbent Town Engineer	\$ 90,098

**Town of Amherst
Hourly Rate Grid - Casual**

APPENDIX B

April 1, 2017

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	16.93	17.21	17.51	17.81	18.10
Jail Guards	12.16	12.56	12.98	13.39	13.87
Canine Control Officer	12.16	12.56	12.98	13.39	13.87
School Crossing Guards	12.16	12.56	12.98	13.39	13.87
Ice Marshall	12.11	12.49	12.91	13.32	13.80
Other	Provincial Minimum Wage				

APPENDIX C

JOB CATEGORIES

Category	Position
Deputy CAO	Deputy CAO
Director	Director of Finance/Corp Serv
	Director of Recreation
Manager	Fire Chief
	Operations Manager
Officer	Planner
	Accountant
	Business Development Officer
	Building Official
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
Admin/Cust Serv 4	HR Coordinator
	Exec Asst CAO
	Fire Inspector
Admin/Cust Serv 3	GIS Coordinator
	Exec Asst Planning
	Marketing and Communications Officer Corporate Communications Officer (CCO)
	Horticulturalist
	Fire Fighter
	Procurement Coordinator
	Revenue Officer
	Accounts Payable Coordinator
	Cashier/Receptionist
	Water Sewer Billing Clerk
	IT Coordinator
Admin/Cust Serv 2	Admin Asst Recreation
	Admin Clerk Public Works
	Active Living Coordinator
	Culture/Marketing/Tourism Coordinator (Term)
Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

**APPENDIX C-1
April 1, 2017**

CATEGORY	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Deputy CAO	104,169	105,396	106,623	107,850	109,076	110,303	111,530	112,757
Director	86,092	87,900	89,708	91,516	93,323	95,131	96,939	98,747
Manager	71,162	72,208	73,254	74,300	75,347	76,393	77,439	78,485
Officer	59,295	61,092	62,890	64,687	66,484	68,281	70,079	71,876
Supervisor	52,569	53,998	55,426	56,855	58,283	59,712	61,140	62,569
Admin/Cust Serv 4	51,017	52,311	53,604	54,898	56,191	57,485	58,778	60,072
Admin/Cust Serv 3	42,895	44,626	46,358	48,089	49,820	51,551	53,283	55,014
Admin/Cust Serv 2	39,458	40,443	41,427	42,412	43,396	44,381	45,365	46,350
Admin/Cust Serv 1	36,829	37,698	38,568	39,437	40,306	41,175	42,045	42,914

SYNOPSIS

BYLAW TO REPEAL THE BYLAW RESPECTING THE MANAGEMENT OF THE AMHERST FIRE DEPARTMENT

The fire chief, with assistance from the fire department executive committee, has focused a review of the current bylaw and has determined that not all information in the bylaw is relevant to the current operations of the volunteer component of the Amherst Fire Department. It is evident that the bylaw is out of date.

The MGA section 47(1) provides that “The Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by bylaw. The recommendation of the fire chief is to replace the current bylaw with an up to date policy. This motion is to commence that process. The bylaw to repeal the by law will require two readings, as required by the MGA.

MOTION:

**That Council approve first reading of a Bylaw to Repeal the Bylaw
Respecting the Management of the Amherst Fire Department**



REQUEST FOR DECISION

RFD# 2018026

Date: September 25, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: September 25, 2017

SUBJECT: Bylaw Respecting the Management of the Amherst Fire Department

ORIGIN:

A review by the Fire Chief, with assistance from the fire department executive committee.

LEGISLATIVE AUTHORITY:

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

RECOMMENDATION:

That Council repeal the Town of Amherst bylaw C-06 (Respecting the Management of the Amherst Fire Department). It is recommended that first reading of the Bylaw to Repeal the Bylaw be presented for first reading at the September 25, 2017 meeting. In addition, it is recommended that this bylaw be replaced with a new policy named, "Policy 68300-05 - Respecting the Management of the volunteer component of the Amherst Fire Department" to be adopted upon second reading of the repeal bylaw in October.

BACKGROUND:

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

DISCUSSION:

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

FINANCIAL IMPLICATIONS:

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

COMMUNITY ENGAGEMENT:

No community engagement has taken place. The repealed bylaw and new policy will be available to the public on the Town's website once they are approved.



ENVIRONMENTAL IMPLICATIONS:

Not applicable

ALTERNATIVES:

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

ATTACHMENTS:

Bylaw to Repeal Town of Amherst Bylaw C-06 “Respecting the Management of the Amherst Fire Department” and the bylaw being repealed.

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



Town of Amherst
Bylaw to Repeal the Bylaw Respecting the
Management of the Amherst Fire Department

1. This is a by-law to repeal Bylaw Respecting the Management of the Amherst Fire Department.

2. The “Bylaw Respecting the Management of the Amherst Fire Department Bylaw” C-06, approved by Council on the 8th day of December, 1986 and amended on the 8th day of September, 1992, is hereby repealed.

First Reading of Council –
Notice of Intention to Adopt –
Second Reading of Council –
Notice of Publication –
Effective Date –

Repeal Bylaw Respecting the Management of the Amherst Fire Department

Annotation for Official Bylaw Book	
Date of First Reading	
Date of advertisement of Notice of Intent to Consider	
Date of Second Reading	
Date of advertisement of passage of Bylaw	
Date of mailing to Minister a certified copy of Bylaw	
Effective Date of Bylaw	
I certify that this Bylaw to Repeal the Bylaw Respecting the Management of the Amherst Fire Department was adopted by Council and published as indicated above.	
<hr/> Gregory D. Herrett, CPA, CA Town Clerk and CAO	

First Reading of Council –
 Notice of Intention to Adopt –
 Second Reading of Council –
 Notice of Publication –
 Effective Date –

BY-LAW RESPECTING THE MANAGEMENT OF THE AMHERST FIRE DEPARTMENT

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

DEFINITIONS

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

FIRE DEPARTMENT

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

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

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

PERSONNEL

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

REMUNERATION

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

CHIEF OF DEPARTMENT

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

DUTIES OF THE CHIEF OF THE DEPARTMENT

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

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

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

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

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

DEPUTY CHIEF

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

DUTIES - DEPUTY CHIEF

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

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

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

CAPTAINS AND OFFICERS

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

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

SECRETARY

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

ADVISORY COMMITTEE

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

MEMBERSHIP

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

QUALIFICATIONS

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

(e) resides within the Town of Amherst.

PROBATIONARY MEMBERS

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

MEDICAL EXAMINATIONS

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

DUTIES

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

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

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

HONORARY MEMBERS

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

PROMOTION AND DEMOTION

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

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

DISCIPLINE

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

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

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

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

Fred W. Haines
Town Clerk

SYNOPSIS

Purchase and Use of Bottled Water Policy

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

Staff drafted a policy based on a similar policy in place at the provincial government level. The draft policy states: *“It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money. To this end, the Town of Amherst will no longer purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.”*

This draft was presented to Committee of the Whole on September 18, 2017, where it was reviewed and referred to this meeting for consideration of approval.

MOTION:

**That Council approve the Purchase and Use of Bottled Water Policy,
#1130-02**



REQUEST FOR DECISION

RFD# 2018031

Date: 25 September 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

DATE: 25 September 2017

SUBJECT: Policy on the Purchase and Use of Bottled Water

ORIGIN:

June 19, 2017 meeting of Committee of the Whole.

LEGISLATIVE AUTHORITY:

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

RECOMMENDATION:

That Council approve the Purchase and Use of Bottled Water Policy, #1130-02

BACKGROUND:

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

DISCUSSION:

Staff drafted a policy based on a similar policy in place at the provincial government level. This draft was presented to Committee of the Whole on September 18, 2017, where it was reviewed and referred to this meeting for consideration of approval.

FINANCIAL IMPLICATIONS:

While not significant, the amount of money spent on bottled water for meetings and events is normally about \$750 per year. This amount will be significantly reduced upon implementation of this policy.

COMMUNITY ENGAGEMENT:

No community engagement has taken place.

ENVIRONMENTAL IMPLICATIONS:

The use of tap water over bottled water conserves energy and reduces utilization of fossil fuels.

ALTERNATIVES:

Status quo; continue to purchase and provide bottled water at meetings, functions and events.



ATTACHMENTS:

01130-02 Purchase and Use of Bottled Water Policy

Report prepared by: Gregory D. Herrett, CPA, CA – Chief Administrative Officer

Report and Financial approved by:

DEPARTMENT: Council and All Departments

TITLE: Purchase and Use of Bottled Water Policy

Minutes reference date:
Effective date:

Policy Statement:

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

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

Definitions:

Bottled Water

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

Potable Water

Water that is safe for human consumption and domestic use

Tap Water

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

Policy Objectives:

The objectives of this policy are to achieve the following:

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

Application

This policy applies to all Town employees.

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

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

Policy Directives

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

Policy Guidelines

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

Accountability

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

Monitoring

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

SYNOPSIS

RFP 17-08 Salt Spreader

RFP-17-08 to supply a new salt spreader closed on August 17, 2017. Three proposals were received: Applied Pressure, Parts for Trucks, and Del Equipment.

The proposals were evaluated by the Operations Manager, Transportation Foreman and the Procurement Coordinator.

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

MOTION:

That Council accept the proposal for RFP 17-08 from Del Equipment to supply a new Salt Spreader in the amount of \$30,145 plus HST, to be funded from the 2017-18 Capital Budget



REQUEST FOR DECISION

RFD# 2018027

Date: September 25, 2015

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy CAO

DATE: September 25, 2017

SUBJECT: New Salt Spreader RFP-17-08

ORIGIN:

2017 Capital Budget

LEGISLATIVE AUTHORITY:

Procurement Policy, 3700-01

RECOMMENDATION:

That Council accept the proposal from Del Equipment in the amount of \$30,145 plus HST to supply a new salt spreader, RFP-17-08

BACKGROUND:

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

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

DISCUSSION:

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

FINANCIAL IMPLICATIONS:

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



COMMUNITY ENGAGEMENT:

Community engagement has taken place by way of the public procurement process. Pending Council's approval a media release will be issued.

ENVIRONMENTAL IMPLICATIONS:

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

ALTERNATIVES:

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

ATTACHMENTS:

None

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

SYNOPSIS

Christie Foundation Donation to Amherst Curling Club

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

The Christie Foundation has approved a donation to the Curling Club in the amount of \$20,000. The Christie Foundation can only give grants to registered charitable organizations. Donations to Canadian municipalities qualify as charitable donations under the *Income Tax Act*.

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

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

MOTION:

That Council accept a donation of \$20,000 from the Christie Foundation to fund a corresponding contribution to the Amherst Curling Club in the amount of \$20,000



REQUEST FOR DECISION

RFD# 2018028

Date: September 25, 2017

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: September 25, 2017

SUBJECT: Amherst Curling Club – Funding from Christie Foundation

ORIGIN:

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

LEGISLATIVE AUTHORITY:

Income Tax Act, Sections 118.1 and 110.1

RECOMMENDATION:

That Council accept a donation of \$20,000 from the Christie Foundation to fund a corresponding contribution to the Amherst Curling Club in the amount of \$20,000

BACKGROUND:

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

DISCUSSION:

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

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

FINANCIAL IMPLICATIONS:

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

COMMUNITY ENGAGEMENT:

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



ENVIRONMENTAL IMPLICATIONS:

No environmental implications are anticipated with this business process.

ALTERNATIVES:

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

ATTACHMENTS:

Report prepared by: Vince Arbing, Director, Corporate Services

Report and Financial approved by:

Synopsis

Audited Financial Statements Town of Amherst (Consolidated) Amherst Water Utility (Non Consolidated)

At a meeting of the Audit Committee held Wednesday, September 20, 2017, the Town's Auditor, Mark Milner presented the audited financial statements and audit report for both the Town of Amherst and the Amherst Water Utility for the fiscal year ended March 31, 2017. The statements were prepared by Town staff and audited by the firm Jorgensen Bickerton.

The Audit Committee passed motions recommending that Council approve the audited financial statements for both the Town and the Water Utility.

MOTION :

That Council accept the Audited Consolidated Financial Statements for the Town of Amherst, and the Non Consolidated Financial Statements for the Amherst Water Utility for the fiscal year ending March 31, 2017 which have been audited by the firm Jorgensen Bickerton, as recommended by the Audit Committee.



REQUEST FOR DECISION

RFD# 2018033

Date: September 25, 2017

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Vince Arbing, CPA, CA - Treasurer

DATE: September 25, 2017

SUBJECT: Audited Financial Statements

ORIGIN:

Year-end financial statements prepared in compliance with all relevant provincial and federal legislation.

LEGISLATIVE AUTHORITY:

Section 42 (4) of the Municipal Government Act (MGA) requires that the auditor's report be filed with the Council and the Minister by September 30 of each year.

RECOMMENDATION:

That Council accept the Audited Consolidated Financial Statements for the Town of Amherst, and the Non-Consolidated Financial Statements for the Amherst Water Utility for the fiscal year ending March 31, 2017 which have been audited by the firm Jorgensen Bickerton, as recommended by the Audit Committee.

BACKGROUND:

At a meeting of the Audit Committee held Wednesday, September 20, 2017 the Town's Auditor, Mark Milner presented the audited financial statements and audit report for the Town of Amherst and the Amherst Water Utility for the fiscal year ended March 31, 2017. The statements were prepared by Town staff and audited by the firm Jorgensen Bickerton.

DISCUSSION:

There were operating surpluses in both the general and water operating funds. Reserve levels and the Town's Financial Condition Index (FCI) scores remain strong. The Town, as any municipal unit, must remain vigilant in terms of monitoring not only the operating and capital budgets but also the external environment

FINANCIAL IMPLICATIONS:

The financial statements and our estimated FCI scores show that we are in good shape financially

COMMUNITY ENGAGEMENT:

Audited financial statements will be forwarded to the Province, and made available to the public via the website.

ENVIRONMENTAL IMPLICATIONS:

n/a



ALTERNATIVES:

Decline accepting the audited financial statements and refer them back to staff for further clarification.

ATTACHMENTS:

Report prepared by: Vince Arbing, CA, Treasurer
Report and Financial approved by:

Internal Committee Report

Planning Advisory Committee

September 25, 2017

The Planning Advisory Committee met on Wednesday, September 6th to discuss an application to amend the Development Agreement for the Cumberland Ridge Land Lease Community in order to permit the subdivision and sale of individual lots. A Public Participation was also held at 6:00pm with approximately 11 residents in attendance. A motion was passed to defer a decision and recommendation to Council until the next regularly scheduled Planning Advisory Committee meeting scheduled for Monday, October 3rd.

External Committee Report

Cumberland Public Libraries

September 25, 2017

Financial Report

Ms. Corey provided Board members with copies of the Revenues and Expenditures for the Library and provided highlights

Innovation Fund

The Department of Communities Culture and Heritage (CCH) has created an Innovation Fund as part of their Culture Action Plan. All nine library regions in Nova Scotia have agreed to apply to the Innovation Fund to upgrade library catalogues.

2017/17 Annual Report

Ms. Corey presented the Board with the completed 2016/17 Annual Report. Town of Amherst will be receiving a copy of the Annual Report.

Summer Reading Club 2017

Summer Reading Club ended on August 31 with 445 participants from ages 3-103! Kids and Teens read over 2600 hours and adults read more than 1000 books this summer. Programs included Evil Genius, Moose, Beavers and Bears, Amazing Race Canada, Blast from the Past, and Happy Birthday to help celebrate Cumberland Public Libraries 50th birthday.

Statistics

In the month of July, Cumberland Public Libraries signed out 10,858 items, 4,416 items in Amherst alone. This includes books, movies, TV shows, magazines and more.

Also in July, the Four Fathers Library held 18 programs for children and adults, with 659 people in attendance.

5,501 people visited in the Four Fathers Library during the month of July.

Next Board meeting will be November 2, 2017.

External Committee Report

Cumberland Seniors Safety Society

September 25, 2017

Cumberland Seniors Safety Society met on September 7, 2017.

Highlights of that meeting included:

1. Coordinator's activity report was accepted.
2. Bank account for the Society has been opened.
3. Annual report for the Registry of Joint Stocks has been completed and submitted.
4. Update of Society directors and officers has been submitted to the Joint Stocks
5. Financial Update: all expenses are on track and there are no financial shortfalls or surpluses expected in any of the account.

External Committee Report

Cumberland Joint Services Management Authority

September, 2017

Recycling Fire Update

Receiving of Materials

We continue to receive materials on an impermeable pad as per our contingency plan and NSE requirements. We are trying to identify a short-term processing solution. We have contacted the following locations:

- ▶ Moncton – single stream facility, New Brunswick Department of Environment requires Environmental Assessment (lengthy process) before they can receive materials
- ▶ Kemptown – no capacity/ not set up to process single stream collection
- ▶ HRM – not set up to process single stream collection
- ▶ Scotia (Kentville) - \$125 per tonne plus transport for first load.

We received word this morning that we can send one load to Scotia for “evaluation purposes”, to be processed separately on Saturday, September 30, 2017. After this load, they will reevaluate the tipping fee based on their costs. Scotia Recycling is a dual stream facility.

Our projected processing costs (net) for this fiscal year were budgeted at \$117 per tonne.

Insurance

We continue to address inquiries from the claims adjustor as we are made aware of them. This process, including the fire investigation, is expected to take 3 – 6 months.

The insured values identified in our insurance policy are as follows:

• Building -	\$ 1,080,000
• Processing equipment -	\$ 270,000
• Skidsteers -	<u>\$ 80,000</u>
	\$ 1,430,000

NSE

Nova Scotia Environment is satisfied we have met and continue to meet our regulatory requirements for both clean-up of the fire site and the diversion of materials banned from landfill.

Staff

We have laid off our casual staff (5). One full time employee has quit (moved to another job), while one is off on medical leave (surgery). Two full-time staff are currently working for Dexter on the landfill cell construction. They are still identified as our employees – we are billing Dexter on a cost basis. We have nine full-time staff on-site working on clean-up, receiving of materials, and litter clean-up from the fire. Our interim staff requirements will be identified once we have confirmed our receiving and loading requirements for our material processor.

Two Stream Collection

The Board approved a motion last night switching to two stream collection. This will give us more processing facility options in the near term, and lower our processing costs long term in a new facility. This is subject to our municipal partners' approval.

While the Board approved a switch November 1, this is not possible due to lead time on the printing of educational materials. We are suggesting a date of December 1.

While we will be asking for this source separation change for both the residential and commercial sectors, it will not change current collection contracts or private hauling requirements. The material will go into the same truck/bin, and be sorted into a fibre stream and containers stream when it arrives here.



Solid Waste Matters



Landfill Cell Construction

Construction of our new landfill cell continues, with rough grades for the cell and outer berms being achieved. Dexter is beginning the underdrain this week, and continues to screen clay for the soil liner.



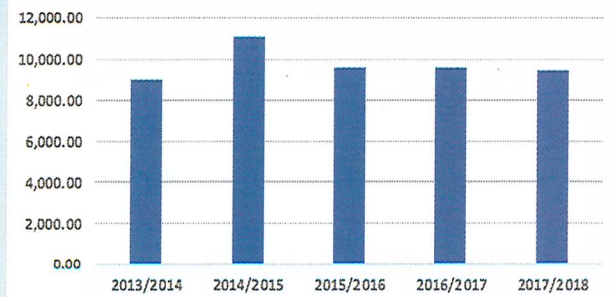
Construction & Demolition Regulations

NSE has notified us that there will be some small changes to Construction and Demolition regulations released for consultation this fall.

Landfill Waste Audits

Material for the Divert NS waste audits will be collected from September 11 to December 15, 2017. NSE will be using the results from these waste audits to develop banned material compliance standards, as well as material specific strategies for waste diversion.

Total Incoming
(April - August)

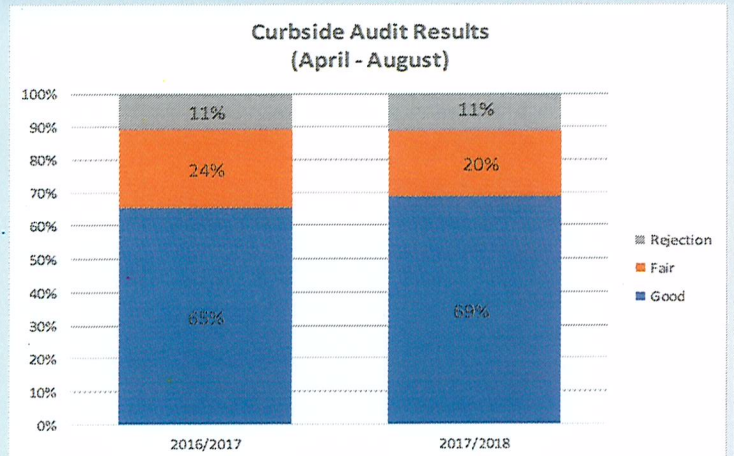


Your Partners in Waste Reduction

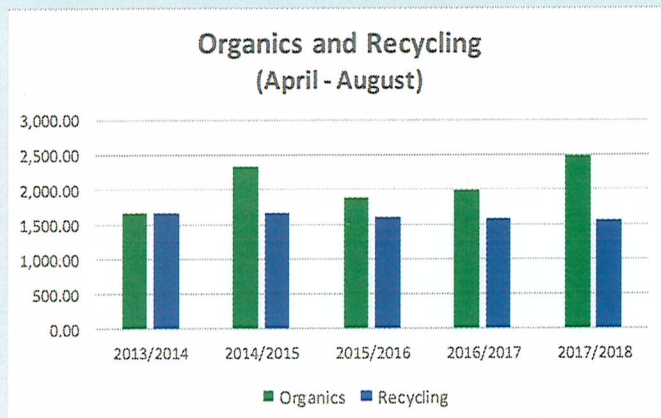


Education & Enforcement

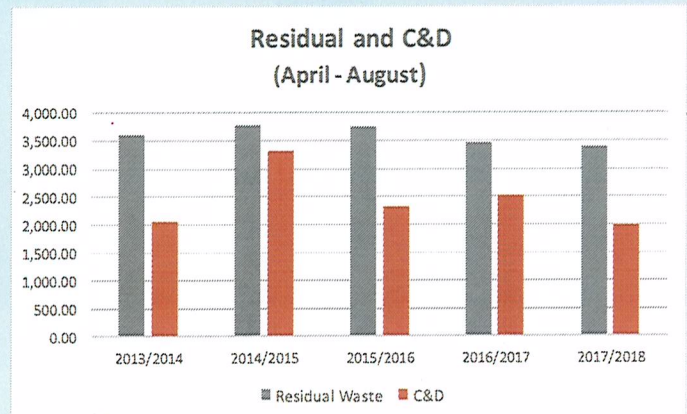
- The Enforcement Officer continues to collect residential solid waste as part of our detailed residential audits. Garbage materials are collected curbside and brought back to our facility for sorting into 14 categories.
- The second round of Household Hazardous Waste Events are scheduled. The Blitz Events will take place on September 9th with the Amherst Event scheduled for October 28th.
- A Shred It Event is scheduled for October 28th at the Amherst Fire Hall.
- With a new school year upon us, staff have visited a number of schools to ensure containers and signage are in place.
- Staff have visited a number of food service establishments to ensure compliance and are currently working with the Amherst Stadium to look for ways to engage the public to sort properly at events.
- ReCollect Stats 6 months: 1205 Mobile App Installs; 1207 Service Alerts, 3223 Items Searched. The most frequently searched items continue to be pet waste, styrofoam, empty aerosol cans, and batteries.
- **The October 14, 2017 Facility Tour has been cancelled due to the recent fire.**



Total Diverted



Total Disposed



Upcoming Meetings

CJSMA Board	September 21, 2017	CJSMA
Managers & Directors	September 21, 2017	Chester
Regional Chairs	October 20, 2017	Lower Sackville
Regional Coordinators	October 30 & 31, 2017	Chester
Solid Waste Priorities Group	TBD	
Northern Region	TBD	

External Committee Report

L. A. Animal Shelter

September, 2017

The L. A. Animal Shelter Board of Directors met August 17, 2017. Some highlights of that meeting include:

1. Yard Sale raised over \$1,500. Will go toward needed repairs
2. .Septic system evaluated. Pumps repaired but will need replacement in not too distant future
3. Two employees' salaries discussed. No increases in a number of years. A 5% increase to both was moved, seconded and approved by vote.
4. Calendars for fundraising again in 2018. Theme is "Where are they now?" Will feature former shelter animals.
5. Other fundraising discussed. Lotto Tree Christmas theme and Two Fools table bags were examples.
6. Springhill newsletter with Shelter information for the out-lying communities.