



**Town of Amherst
Regular Council Meeting
Agenda**

Date: **Monday, March 25, 2019**
Time: **7:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
"We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi'kmaw Peoples."	
3. O CANADA	
4. APPROVAL OF AGENDA/MINUTES	
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9.	ADJOURNMENT	

**Amherst Town Council
Special Meeting
Minutes**

Date: February 20, 2019
Time: 12:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor Jason Blanch
Councillor Darrell Jones

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Natalie LeBlanc, Deputy Clerk
Kim Jones, Municipal Clerk
Andrew Fisher, Manager of Planning & Strategic Initiatives
Marc Buske, Dangerous/Unsightly Premises Administrator

Others Present Terry Farrell, Legal Representation
Jim O'Neil, Legal Representation
Jack Van der Donk, 150 East Victoria Street Property Owner

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 12:00 p.m.

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To move to an in camera session as per the MGA Section 22 (2)(f) litigation or potential litigation.

Motion Carried

Moved By Councillor MacKenzie

Seconded By Councillor Rhindress

To return to the open session.

Motion Carried

2. PUBLIC HEARING - 150 EAST VICTORIA STREET DEVELOPMENT AGREEMENT

Mayor Kogon opened the public hearing for 150 East Victoria Street.

2.1 Staff Report

Mr. Fisher reviewed the staff report included as part of the agenda package indicting that an application for a development agreement has been received to change the use of 5 motel units to 5 dwelling units. The remaining 10 motel units and 2-bedroom owner apartment would remain unchanged. He also indicated that an advertised Public Participation Opportunity was held on December 3, 2018 and attended by two residents and the proponents. The major issues raised were related to the lack of landscaped open space, building code compliance and current esthetics of the property. The Planning Advisory Committee met again on December 14 and passed a motion recommending that Council enter into the proposed Development Agreement for 150 East Victoria Street, but amended to include maintenance to all cladding, create a green space between the lower building and Herbert Street where possible, create a minimum of 600 square feet of amenity space, that any vents on north side of the lower building meet the national building code, and that there is repair of pavement within 12 months of an occupancy permit. These amendments are incorporated into the attached development agreement and shown in red text. Council gave first reading of the Development Agreement at their regular meeting on January 28, 2019.

2.2 Committee Questions / Comments

Deputy Mayor Christie clarified that a development agreement needs to be issued before any permits for renovations can be issued. Mr. Fisher confirmed this to be correct.

2.3 Owner Questions / Comments

Jack Van der Donk, the property owner, was in attendance. He noted the work done to date, including floors, bathroom renovations, electrical work, installation of new doors, etc. Committee had no questions for the owner.

2.4 Public Questions / Comments

No one from the public in attendance; however, a letter of objection received from George Chapman was included as part of the agenda package and was read aloud as part of the meeting record.

There being nothing further Mayor Kogon closed the public hearing for 150 East Victoria Street.

3. 196 EAST VICTORIA STREET APPEAL HEARING REGARDING PLANNING ADVISORY COMMITTEE ORDER TO DEMOLISH

Mayor Kogon began the appeal hearing for 196 East Victoria Street.

3.1 Staff Report

Mr. MacDonald reviewed the staff report as included as part of the agenda package, pointing out that an appeal has been received by the property owner of a November 13, 2018 motion of the Planning Advisory Committee to accept the recommendation of the Dangerous and Unsightly Premises Administrator and order the buildings on the property located at 196 East Victoria Street be demolished.

3.2 Committee Questions / Comments

There were no questions or comments from the Committee at this time.

3.3 Owner Questions / Comments

Jim O'Neil was in attendance as a legal representative on behalf of the property owner. Mr. O'Neil asked for an adjournment, indicating that he spoke with Mr. Wells who is hoping to remedy the deficiencies, and would like 60 days to bring a plan to staff. He did recognize the history with this property, and believes it would be appropriate to allow Mr. Wells more time.

Deputy Mayor Christie asked Mr. O'Neil if he has seen the property or the pictures of the property, and stated that in her opinion this is not a healthy environment, and poses a safety hazard, not only for the owner but also to properties and residences nearby. Mr. O'Neil replied he understood the Deputy Mayor's concerns; however he could not speak to the condition of the property as he has been asked to simply ask for an adjournment on behalf of Mr. Wells.

There being nothing further Mayor Kogon ended the appeal hearing for 196 East Victoria Street.

4. 59 CHURCH STREET APPEAL HEARING REGARDING PLANNING ADVISORY COMMITTEE ORDER TO DEMOLISH

Mayor Kogon began the appeal hearing for 59 Church Street.

4.1 Staff Report

Mr. MacDonald reviewed the staff report as included as part of the agenda package noting that an appeal has been received by the property owner of a January 18, 2019 motion of the Planning Advisory Committee to accept the recommendation of the Dangerous and Unightly Premises Administrator and order the building on the property located at 59 Church Street be demolished.

4.2 Committee Questions / Comments

Councillor MacKenzie asked if we can give the property owner more time, and then issue the demolition order. Mr. MacDonald replied that you cannot give an either / or option, for example order repairs and if they are not completed order demolition. He added that if the Committee were to order repairs of the property he would suggest that it should include a review by a structural engineer of the entire building, a detailed listing by an engineer of what needs to be done to bring the building into compliance with all applicable codes, as well as a time line of when work will start and various completion dates so that if such plan is not being followed Council can review the situation.

Mr. Herrett commented that in terms of process this is an appeal hearing to give an opportunity for the property owner to be heard, no decision is being made today, a decision will most likely be made by Council at their regular meeting on February 25, 2019.

Mayor Kogon asked about all of the orders previously issued and if the owner has complied. Mr. MacDonald replied that the property owner was given an order to vacate the property in 2016, which was followed up days later with a letter from the Administrator outlining the deficiencies that would need to be repaired to bring the property to

compliance. There was no order to fix those deficiencies, the order was to vacate as it was not safe for the people living there. Therefore, the order is being complied with as no one is living there. There are now three options, order repair, removal or demolition. It is his opinion, and the opinion of the Administrator and the Planning Advisory Committee to order demolition.

Deputy Mayor Christie commented on the history of non-compliance, and spoke to Mr. Green's engineering report and his statement that investment would not be worth repairing because of the state of the building.

4.3 Owner Questions / Comments

The owner was not in attendance however correspondence received him was included in the agenda package.

There being nothing further Mayor Kogon concluded the appeal hearing for 59 Church Street.

5. ADJOURNMENT

**Moved By Councillor MacKenzie
Seconded By Councillor Rhindress
To adjourn the meeting.**

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

**TOWN OF AMHERST
Regular Council Meeting
Minutes**

Date: February 25, 2019
Time: 7:00 pm
Location: Council Chambers, Town Hall

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

Members Absent Councillor Wayne MacKenzie

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

Others Present Mason Carter, AYTC Representative

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 7:00 p.m. He welcomed everyone and introduced Amherst Youth Town Council representative Mason Carter.

2. TERRITORIAL ACKNOWLEDGEMENT

Mayor Kogon gave the Territorial Acknowledgement.

3. O CANADA

Roy Pettigrew did the signing of O Canada.

4. HEARINGS/PRESENTATIONS/PETITIONS

4.1 Provincial Volunteers of the Year Award Recognition

Mayor Kogon recognized the Youth Volunteer of the Year recipient Andrew Froese, and Volunteer of the Year recipient Shelley Carroll with introductions and plaques.

5. APPROVAL OF AGENDA/MINUTES

5.1 Approval of the Agenda

Moved By Councillor Byrne
Seconded By Councillor Jones
To approve the agenda as circulated.

Motion Carried

5.2 Approval of Minutes

Moved By Deputy Mayor Christie
Seconded By Councillor Rhindress
To approve the minutes of the January 28, 2019 regular meeting of Council as circulated.

Motion Carried

6. REQUESTS FOR DECISION

6.1 150 East Victoria Street Development Agreement 2nd Reading

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

That Council approve second reading of a Development Agreement for 150 East Victoria Street to allow the conversion of a 15-unit motel with one dwelling unit to a 10-unit motel with six dwelling units.

For (3): Mayor Kogon, Deputy Mayor Christie, Councillor Byrne

Against (1): Councillor Rhindress

Motion Carried

As per the MGA Section 205 (7) Councillors Blanch and Jones did not attend the public hearing and therefore were prohibited from voting on this matter.

Case No. DA-2018-01

This Agreement made this _____ Day of _____ 2019.

Between:

Jack Van Der Donk (Owner of property located at 150 East Victoria Street [PIDs 25343187 & 25005224], hereinafter called the "Owner")

of the one part

- and-

The Town of Amherst (a body corporate hereinafter called the "Town")

of the other part

WHEREAS the Owner wishes to obtain permission pursuant to Policy CP-15 of the Municipal Planning Strategy of the Town of Amherst, to convert a 15-unit motel into a 10-unit motel with 6 dwelling units on properties located at 150 East Victoria Street (PIDs 25343187 & 25005224.

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the ____ Day of _____ 2019, approved the said development agreement subject to the registered owner of the land described herein entering into this agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' - Terms and Conditions
- (b) Schedule 'B' - Site Map
- (c) Schedule 'C' - Building Floor Plans

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the development agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid lands in the Town of Amherst, hereinafter called the Lands. The aforesaid Lands are the only lands in the Town of Amherst to which this agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached hereto and forming part of this agreement.
- 2) That the owner may convert the existing 15-unit motel to a 10-unit motel and a 6-unit apartment complex, subject to the following Schedules A and B, attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this agreement, the Town shall retain the right to discharge the agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the Municipal Government Act, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the Municipal Government Act.

SIGNED, SEALED AND DELIVERED

FOR THE TOWN OF AMHERST

in the presence of

David Kogon
Mayor

Gregory D. Herrett, CA
Chief Administrative Officer

FOR THE OWNER
Jack Van Der Donk

Schedule A

150 East Victoria Street - Development Agreement

Terms and Conditions:

1. The use of the property shall be limited to a 10-unit motel and a 6-unit apartment dwelling in a 2-building complex.
2. The bulk and height of the buildings shall not be altered, and the character of the apartment buildings shall remain largely the same.
3. Solid waste management shall be in conformance with the Town of Amherst Solid Waste Bylaw.
4. A minimum of one (1) parking space per dwelling unit and motel unit shall be maintained on the site.
5. All driveway and parking areas shall be maintained with asphalt and kept clear of snow, and shall otherwise be unobstructed at all times so as to be passable by emergency vehicles.
6. All asphalt surfaces shall be repaired within twelve (12) months of issuance of an Occupancy Permit.
7. All areas not used for buildings, parking or driveways shall be landscaped with grass or other manicured vegetation. Existing overgrown vegetation on the property shall be removed to the satisfaction of the Development Officer.
8. The green space between the lower building and the asphalt shall contain maintained grass or other manicured vegetation, to the satisfaction of the Development Officer.
9. No outdoor storage shall be permitted on the property.
10. Exterior lighting shall be carefully designed to not shine directly onto adjacent properties.
11. The exterior rear wall of the lower building, including the foundation, shall be scraped and painted prior to August 1, 2018, and all other exterior cladding shall be maintained.

12. The subject properties, including buildings, shall be kept in good repair, and be continuously maintained to be aesthetically pleasing.
13. The existing office space at the front of the building may be used for the administrative purposes of the apartment complex as well as laundry facilities for residents of the complex.
14. A minimum of 2 benches and/or 2 patio and chair sets shall be provided out of doors for the residents of the property.
15. A minimum of 600 square feet of designated amenity space shall be created within the existing parking lot area that will be demarcated by fencing and / or vegetation, to the satisfaction of the Development Officer.
16. Upon entering into this agreement, the Owner shall submit an application for a Building Permit along with documentation that shows any necessary alterations to the building to meet current National Building Code requirements. In particular, any vents on the north side of the building shall also meet current National Building Code requirements.
17. Variations from the requirements of the development agreement in relation to the built structures are permitted in order to meet the Nation Building Code and nova Scotia Building Code requirements. Specifically, should non-combustible material be required along the outside walls this material will be permitted, with the design subject to the satisfaction of the Development Officer.

6.2 196 East Victoria Street

Moved By Councillor Blanch

Seconded By Councillor Byrne

That Council uphold the recommendation of the Administrator and order of the Planning Advisory Committee and order the property owner to remove the contents of and demolish the buildings located at 196 East Victoria Street within 30 days of this meeting. Both foundations are to be backfilled. Failure by the property owner to do the work will result in the Town completing the work and sending all contents of the buildings to an appropriate solid waste disposal facility with all costs charged to the property owner's tax account.

Motion Carried

6.3 59 Church Street

Moved By Councillor Rhindress

Seconded By Councillor Byrne

That Council uphold the recommendation of the Administrator and order of the Planning Advisory Committee and order the property owner to remove the contents of and demolish the building located at 59 Church Street within 45 days of this meeting. The foundation is to be backfilled. Failure by the property owner to do the work will result in the Town completing the work and sending all contents of the building to an appropriate solid waste disposal facility with all costs charged to the property owner's tax account.

Motion Carried

6.4 Appointment of Auditors

Moved By Councillor Rhindress

Seconded By Councillor Blanch

That Council appoint Chartered Professional Accounting Firm Jorgensen & Bickerton to be the municipal auditor for the Town of Amherst for the fiscal year April 1, 2018 to March 31, 2019 as recommended by the Town of Amherst Audit Committee.

Motion Carried

6.5 Mandatory Provincial Contribution Rate

Moved By Councillor Byrne

Seconded By Deputy Mayor Christie

That Council approve the changes in the attached Budget Management Policy including the addition of the Regional Library Costs to the Mandatory Provincial

- 6.8 **Salary Administration Policy**
Moved By Deputy Mayor Christie
Seconded By Councillor Byrne
That the Salary Administration Policy #4530-01 be amended as recommended,
namely to remove the position of Administrative Assistant Recreation from
Appendix C.

Motion Carried

TOWN OF AMHERST POLICY

NUMBER 04530-01

PAGE 6 of 8

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	March 31, 2008
date	September 29, 2008	March 30, 2009	September 28, 2009
	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
	February 26, 2018	March 14, 2018	December 18, 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.

- 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:

- Review and recommend changes to policy and procedures as they relate to the employee compensation program.
- Ensure the maintenance of the salary rating and performance appraisal procedures.
- Conduct salary rating and performance evaluation procedures relative to Director positions.
- 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.
- Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
- Maintain all personnel files and records.

The Director shall:

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

APPENDIX A

Town of Amherst

Salary Grid

January 1, 2019

Job Level	Salary Amount	
Mayor	Stipend	\$41,178
Deputy Mayor	Stipend	\$27,723
Councillor	Stipend	\$25,050

APPENDIX A-1

April 1, 2017

Salary Grid

Other Non-Union Positions

Salary Amounts

Job Level	
Chief of Police	\$ 120,549
Deputy Chief of Police	\$ 111,138

** Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1st of each year as being 141% and 129% respectively of the first class constable rates.

Job Level	
Incumbent Town Engineer	\$ 90,098

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
Senior Officer	Deputy CAO
	Chief Financial Officer
Director	Director of Recreation
Manager	Fire Chief
	Operations Manager
	Manager of Land Use Planning and Strategic Initiatives
	Manager of Financial Services
Officer	Business Development Officer
	Building Official
	IT Manager
	Municipal Clerk
Supervisor	Exec Asst/Dispatch Coordinator
	Transportation Foreman
	Facility Manager
	Capital Asset Coordinator/Property Manager
Admin/Cust Serv 4	Fire Inspector
	Deputy Clerk
Admin/Cust Serv 3	GIS Coordinator
	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 February 25, 2019
	Admin Clerk Public Works
	Active Living Coordinator
	Culture/Marketing/Tourism Coordinator (Term)
	Administrative Assistant – Clerk's Office
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
Senior Officer	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

**6.9 Joint Council Committee Terms of Reference
Moved By Councillor Jones
Seconded By Deputy Mayor Christie
That Council approve the new Policy #10350-27 Joint Council Committee Terms
of Reference.**

Motion Carried

TOWN OF AMHERST POLICY

**NUMBER 10350-27
PAGE 10 of 2**

DEPARTMENT: Executive

TITLE: Joint Councils Terms of Reference

Minutes reference date:

1st Revision date:

Introduction

The Councils of the Municipality of the County of Cumberland (“the County”), the Town of Oxford (“Oxford”) and the Town of Amherst (“Amherst”) wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established as a standing committee of each of the Councils.

1. Goals

To assist the Councils in an effort to:

- Identify opportunities for and encourage coordination, cooperation or sharing of services and/or programs between the municipal units.
- Promote the Cumberland region as a vibrant and healthy community that is a great place to live, work and play.

2. Purpose

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils.
- Propose policy changes that would encourage or enable the Committee's approved goals.
- Act as a single forum for presentations or report to both municipalities when appropriate. (example – grants to organizations)

3. Membership

- All elected members of the Councils of all three units are voting members of this committee.
- The CAO's are non-voting members of the Committee.
- The Warden and Mayors shall act as the chair on a rotating basis.
- The Municipal Advisor who has been appointed by the Department of Municipal Affairs for the region shall be an ex-officio member

4. Meetings

- The Committee will meet on the first Tuesday of February, May, September, and December of each year.
- Together, the Warden and Mayors may convene additional meetings as deemed necessary in consultation with the CAO's.
- A quorum will consist of fifteen voting members including at least two voting members of each Council.
- Meeting location and coordination shall rotate among the three municipal units.
- Minutes shall be kept and the municipality coordinating the meeting will provide administrative support.

- Agenda items will be compiled by the hosting Municipal Clerk or CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee on the Friday immediately preceding the scheduled meeting. Agendas and staff reports shall also be posted to the Amherst website prior to the meeting. The County and Oxford shall post a link to the agenda on their respective websites.
- No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Staff

Staff representatives from the County, Oxford and Amherst shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

6. Reporting and Communication

Meetings of the Committee shall take place in accordance with Section 22 of the Municipal Government Act.

A meeting report including the meeting agenda, draft minutes and any forthcoming recommendations shall be presented to all councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to each of the Councils of the County, Oxford and Amherst.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to each of the participating councils. Any amendments must be approved by all three Councils to be effective.

6.10 April and May Meeting Dates

Moved By Councillor Blanch

Seconded By Councillor Jones

That due to Good Friday and Easter Monday, and the fact that there are five Mondays in April, that the regular Committee of the Whole meeting scheduled for Monday, April 15, 2019 be changed to Tuesday, April 23, 2019, and that the regular Council meeting scheduled for Monday, April 22, 2019 be changed to Monday, April 29, 2019, and further that due to the Victoria Day holiday in May, that the regular Committee of the Whole meeting scheduled for Monday, May 20, 2019 be changed to Tuesday, May 21, 2019.

Motion Carried

6.11 RCMP Correspondence

Moved By Councillor Blanch

Seconded By Councillor Byrne

That Council direct the Mayor to respond to the RCMP correspondence with his letter as drafted in the agenda package.

Motion Carried

7. INTERNAL COMMITTEE REPORTS

7.1 Planning Advisory Committee

Information item; no direction given or action required.

7.2 Amherst Board of Police Commissioners - No Report - Meeting February 27, 2019

7.3 Amherst Youth Town Council

Information item; no direction given or action required.

7.4 Audit Committee Report

Information item; no direction given or action required.

8. EXTERNAL COMMITTEE REPORTS

8.1 Cumberland Public Libraries

Information item; no direction given or action required.

8.2 Cumberland YMCA - No Report

8.3 Cumberland Joint Services Management Authority – No Report

8.4 **Northern Region Solid Waste Committee – No Report**

8.5 **L.A. Animal Shelter – No Report**

8.6 **Senior Safety – No Report**

8.7 **Inter-Municipal Tourism – No Report**

9. ADJOURNMENT

Mayor Kogon adjourned the meeting at 8:00 p.m.

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

SYNOPSIS

Appointment of Chief of Police

The retirement last year of former Chief Ian Naylor created a vacancy in the Chief's position. Deputy Chief Dwayne Pike has been acting as Chief for a number of months. With the initial phase of the police review and the Council decision made to remain with a municipal force behind us, we recently turned our efforts to the appointment of a permanent Chief of Police. At the direction of Council, a committee consisting of Mayor Kogon, Police Commission Chair Paul Calder and the CAO was formed with the purpose of coordinating the recruitment of a permanent Chief of Police.

Acting Chief Pike has over 20 years of service, in increasingly responsible roles, within the Amherst Police Department. Since joining the force as a constable in 1996, he has been a Major Crime Detective, a Platoon Sergeant, Deputy Chief and, most recently Acting Chief. He has an impressive service record and is obviously committed to life long learning as evidenced by his academic credentials. He is a graduate of the Atlantic Police Academy and holds a Bachelor of Arts in Sociology and Social Anthropology from Memorial University as well the Police Leadership - Law and Justice Certificate and Police Leadership – Administration Certificate from Henson College at Dalhousie University. He is also a graduate of the Senior Police Administration Course from the Canadian Police College.

In an in-camera session last week, Council in Committee of the Whole received a report and recommendation from the hiring committee and it has agreed to forward the recommendation to Council.

MOTION:

That Council appoint Dwayne Pike as Chief of the Amherst Police Department, effective immediately.



AMHERST TOWN COUNCIL

RFD# 2019034

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Gregory Herrett, CPA, CA
Chief Administrative Officer

DATE: March 25, 2019

SUBJECT: Appointment of Chief of Police

ORIGIN: The retirement last year of former Chief Ian Naylor created a vacancy in the Chief's position. Deputy Chief Dwayne Pike has been acting as Chief for a number of months. With the initial phase of the police review and the Council decision made to remain with a municipal force behind us, we recently turned our efforts to the appointment of a permanent Chief of Police. At the direction of Council, a committee consisting of Mayor Kogon, Police Commission Chair Paul Calder and the CAO was formed with the purpose of coordinating the recruitment of a permanent Chief of Police.

LEGISLATIVE AUTHORITY: Section 38(1) of the Police Act confers upon Council the Authority to appoint a Chief Officer.

RECOMMENDATION: That Council appoint Dwayne Pike as Chief of the Amherst Police Department effective immediately.

BACKGROUND: Acting Chief Pike has over 20 years of service, in increasingly responsible roles, with Amherst Police Department. Since joining the force as a constable in 1996, he has been a Major Crime Detective, a Platoon Sergeant, Deputy Chief and, most recently Acting Chief. He has an impressive service record and is obviously committed to life long learning as evidenced by his academic credentials. He is a graduate of the Atlantic Police Academy and holds a Bachelor of Arts in Sociology and Social Anthropology from Memorial University as well the Police Leadership - Law and Justice Certificate and Police Leadership – Administration Certificate from Henson College at Dalhousie University. He is also a graduate of the Senior Police Administration Course from the Canadian Police College.

In an in-camera session last week, Council in Committee of the Whole received a report and recommendation from the hiring committee and it has agreed to forward the recommendation to Council

FINANCIAL IMPLICATIONS: There are no incremental budget implications of this decision.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications with respect to this appointment.



COMMUNITY ENGAGEMENT: As a Human Resource issue, community engagement is not part of this process.

ENVIRONMENTAL IMPLICATIONS: None

Report prepared by: G.D. Herrett, Chief Administrative Officer
Report and Financial approved by:

SYNOPSIS

Provincial Courthouse

Accessibility Ramp

The Province of Nova Scotia intends to alter the Provincial Courthouse building to make it barrier-free. This will include the installation of an exterior accessibility ramp on the north side entrance facing Victoria Square, and installation of an elevator within the existing building footprint.

As a designated heritage property, the exterior ramp constitutes a substantial alteration, which under the NS Heritage Act requires review by the Heritage Advisory Committee

MOTION:

That Council approve the addition of an accessibility ramp as proposed, and as recommended by the Heritage Advisory Committee.



AMHERST TOWN COUNCIL

RFD# (leave this I'll fill it in later)

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: March 25, 2019

SUBJECT: 134 East Victoria Street – Amherst Courthouse – Addition of Accessibility Ramp

ORIGIN: The Province of Nova Scotia intends to alter the Provincial Courthouse building to make it barrier-free. This will include the installation of an exterior accessibility ramp on the north side entrance facing Victoria Square, and installation of an elevator within the existing building footprint.

LEGISLATIVE AUTHORITY: As a designated heritage property, the exterior ramp constitutes a substantial alteration, which under the NS Heritage Act requires review by the Heritage Advisory Committee.

RECOMMENDATION: That Council approve the addition of an accessibility ramp as proposed, and as recommended by the Heritage Advisory Committee.

BACKGROUND: The Provincial Courthouse building is a Municipally Registered Heritage property. Given the heritage value of the building and its prominence in the downtown adjacent to Victoria Square, any alterations to the building exterior could be considered substantial. The NS Department of Justice hired an architectural firm to develop ramp construction options that maximized its functionality while minimizing the visual impact on the building and Victoria Square. A review team that included representatives from the design team, Department of Justice, Cumberland County (the property owners), and Town Staff (Planning and Recreation) considered various ramp options, and the attached design was determined to be the best option.

The preferred option includes construction of the ramp off the side of the existing north entrance. The stone materials used will be chosen to match, as closely as possible, the existing building. The ramp is cantilevered out from the building main wall so as to not create a void space between the ramp and the building. While not within the mandate of the Heritage Advisory Committee, landscaping, lighting, and other features with the Square will be reinstated as part of the project.

FINANCIAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: This proposal will provide for barrier-free access to the Provincial Courthouse building for members of the public of all abilities.



COMMUNITY ENGAGEMENT: The Planning Advisory Committee acts as the Heritage Advisory Committee. A meeting open to the public was held on March 11, 2019 on this matter with no public in attendance.

ENVIRONMENTAL IMPLICATIONS: None

ALTERNATIVES: Council could reject the proposal; however, this option is not recommended. The Province does not legally require municipal approval. Also, the benefits of making a public building accessible are significant.

ATTACHMENTS: 20190304 Staff Report, Option 1 Design

Report prepared by: Andrew Fisher, Manager of Planning & Strategic Initiatives
Report and Financial approved by:

To: Heritage Advisory Committee
From: Andrew Fisher, Manager of Planning & Strategic Initiatives
Date: March 4, 2019
Subject: 134 East Victoria – Provincial Courthouse substantial alteration - accessibility ramp

PROPOSAL:

The Province of Nova Scotia intends to alter the Provincial Courthouse building to make it barrier-free. This will include the installation of an exterior accessibility ramp on the north side entrance facing Victoria Square, and installation of an elevator within the existing building footprint. As a designated heritage property, the exterior ramp constitutes a substantial alteration, which under the NS Heritage Act requires review by the Heritage Advisory Committee.

BACKGROUND:

The Provincial Courthouse building is a Municipally Registered Heritage property. Given the heritage value of the building and its prominence in the downtown adjacent to Victoria Square, any alterations to the building exterior could be considered substantial. The NS Department of Justice hired an architectural firm to develop ramp construction options that maximized its functionality while minimizing the visual impact on the building and Victoria Square. A review team that included representatives from the design team, Department of Justice, Cumberland County (the property owners), and Town Staff (Planning and Recreation) considered various ramp options, and the attached design was determined to be the best option.

The preferred option includes construction of the ramp off the side of the existing north entrance. The stone materials used will be chosen to match, as closely as possible, the existing building. The ramp is cantilevered out from the building main wall so as to not create a void space between the ramp and the building. While not within the mandate of the Heritage Advisory Committee, landscaping, lighting, and other features with the Square will be reinstated as part of the project.

RELEVANT POLICY AND DISCUSSION:

As noted above, the courthouse is a very prominent public building of significant heritage value that is worthy of protection. As such, any alteration to the exterior of the building warrants careful consideration that the heritage value is not diminished. The proposed accessibility ramp design will perform a critical function (ie. Barrier-free access) while respecting the heritage character, and will support the long-term use of the building for a public purpose.

It should be noted that the Province is legally not bound by municipal regulation, but has sought input on the design from stakeholders, and is looking for concurrence from the Town.

CONCLUSIONS:

The Provincial Courthouse building currently does not offer barrier-free access to the ground floor occupied by Restorative Justice, or the actual courtroom on the second floor. In order to ensure continued use of the building within the justice system and other public purposes, it must be made accessible to members of the public of all abilities. This proposal provides barrier-free access while respecting the heritage character of the building. Staff feel that this matter is an opportunity to herald the commitment being made to preserve this building.

OPTIONS:

Option One: Recommend that Council approve the addition of an accessibility ramp as proposed.

Option Two: Recommend to Council not approve the addition of an accessibility ramp as proposed.

Option Three: Defer the application and instruct Staff to provide more information or negotiate changes to the proposal.

STAFF RECOMMENDATION: Option One.

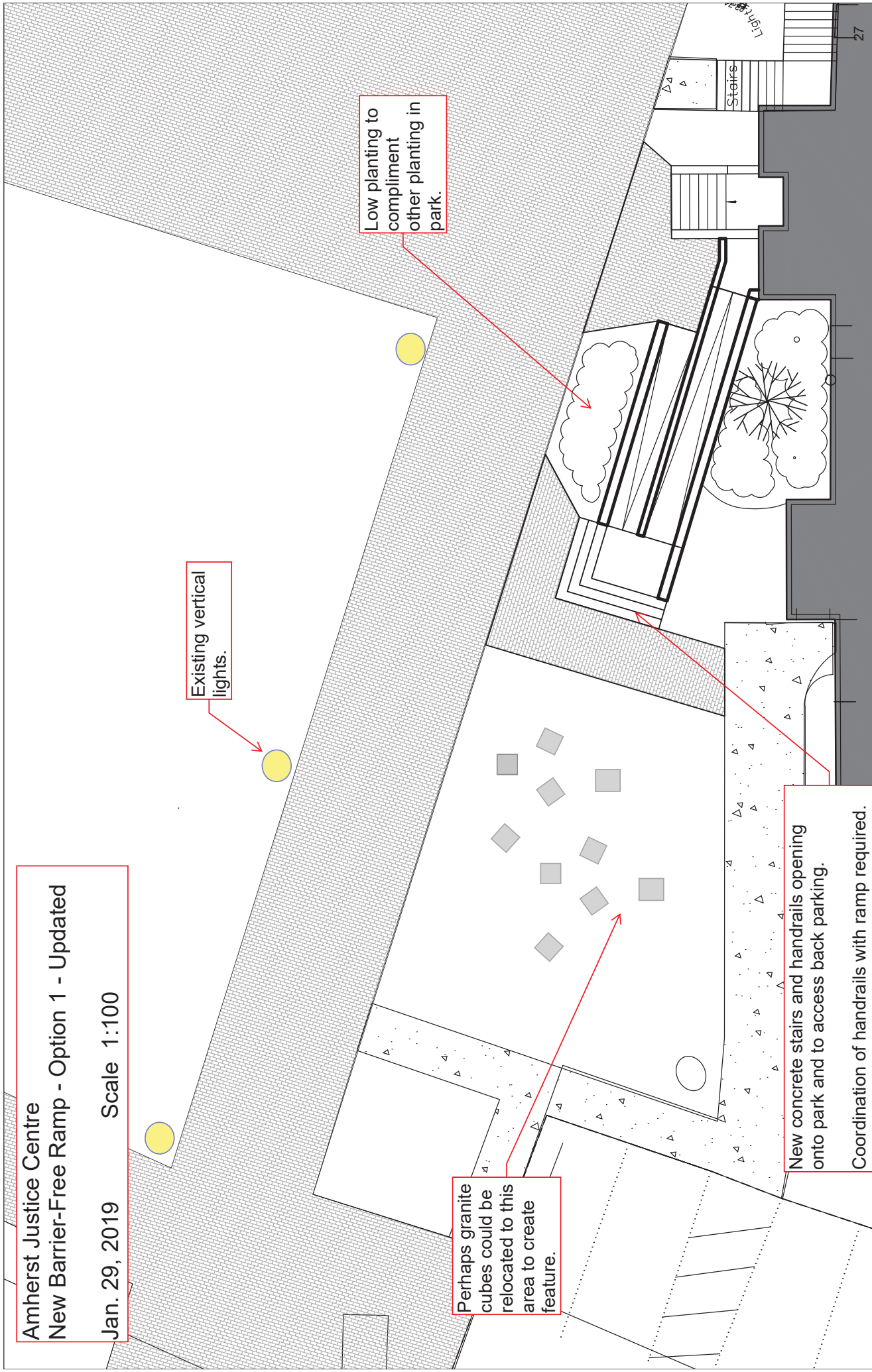
Amherst Justice Centre
New Barrier-Free Ramp - Option 1 - Updated
Jan. 29, 2019 Scale 1:100

Existing vertical lights.

Low planting to compliment other planting in park.

Perhaps granite cubes could be relocated to this area to create feature.

New concrete stairs and handrails opening onto park and to access back parking.
Coordination of handrails with ramp required.



Amherst Justice Centre
New Barrier-Free Ramp - Option 1 - Updated

Jan. 29, 2019 Scale 1:50

New walkway from back parking lot to main park.

3 or 4 risers
6"R - 12"T

Stairs facing park can be used as a sitting area for events.

Low planting to compliment other planting in park.

Align ramp with layout of park pavers.

New enlarged landing design to compliment/ match park materials.

New concrete stairs and handrails opening onto park and to access back parking.

Coordination of handrails with ramp required.

New proposed ramp location is farther away from low roof.

Thicker denser planting - most likely yews as it is shady.

Extend top of ramp landing

This section of sidewalk could be removed leaving the existing stairs in place.
New handrails on stairs to match what is on ramp

PRELIMINARY



Amherst Justice Centre - Supreme Court
New Barrier-Free Ramp - Option 1 - Revised
Jan. 31, 2019



Amherst Justice Centre - Supreme Court
New Barrier-Free Ramp - Option 1 - Revised
Jan. 31, 2019

Materials and Colours

Match existing exterior stairs in form and material.



SYNOPSIS

Capital Budget Short List Approval

Each year Council is asked to approve projects for capital expenditures. This will be done during budget deliberations in April. However, staff are requesting that the attached short list of capital projects be approved prior to the budget deliberations in order to help staff meet the goals for the capital budget this year. These goals are:

- a. To ensure infrastructure projects are well planned and completed in a timely manner.
- b. To ensure we obtain the best pricing possible in the procurement process.
- c. To decrease or eliminate the need for carry over projects for fiscal 2020/21.
- d. Ensuring there is appropriate time for advanced planning of current year and future year projects.
- e. Ensuring we have “shovel ready projects” should Federal funding become available.

The list provided to council are those that are medium or high priority items and have either a procurement timing implication or a safety related implication. Information supporting early approval for these projects can be found in the attached documents.

MOTION:

That Council approve the attached capital project on the short list for the 2019/20 fiscal year as presented for the Water Utility in the amount of \$150,000 to be funded as follows:

Long Term Debt – Water	\$150,000
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And further, that Council approve the attached short list capital projects for the Amherst General Capital Budget for the 2019/20 fiscal year as presented in the amount of \$1,124,785 to be funded as follows:

Capital from Revenue - General	\$139,785
Capital from Revenue - Sewer	15,000
Capital Reserve (Carry Over Items)	50,000
Gas Tax	385,000
Long Term Debt – General	535,000
Total	\$1,124,785

TO: Mayor Kogon and Members of Council

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

DATE: March 25, 2019

SUBJECT: **Capital Budget Short List**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

RECOMMENDATION: That the attached short list of capital projects be approved.

BACKGROUND: Each year Council is asked to approve projects for capital expenditures. This will be done during budget deliberations in April. Our goals for the capital budget this year are:

- a. To ensure infrastructure projects are well planned and completed in a timely manner.
- b. To ensure we obtain the best pricing possible in the procurement process.
- c. To decrease or eliminate the need for carry over projects for fiscal 2020/21.
- d. Ensuring there is appropriate time for advanced planning of current year and future year projects.
- e. Ensuring we have “shovel ready projects” should Federal funding become available.

DISCUSSION: To facilitate reaching the goals indicated above, we are proposing that Council approve these “short list” projects in advance of the overall budget approval process. Attached is a listing of the projects with the second page providing support as to why they are on the short list.

These projects have been prioritized using three things:

- a. Are they a medium or high priority per the Senior Management Team?
- b. Are there procurement timing implications? (ie long delivery timeline).
- c. Are there safety issues?

As you can see from the list examples of this would be:

- a. The new pumper truck will take 10-12 months for delivery after it is procured. This was rated as a medium priority and is required by the Fire Department.
- b. The TMR2 radio system ensure safety when dealing with emergency situations. This is rated as a high priority.



- c. The water backhoe lease has expired and we are currently leasing it on a month-to-month basis which is likely more costly than buying it outright. This was rated as a high priority.

FINANCIAL IMPLICATIONS: While the adoption of the recommended policy will not have any direct, immediate budget implications, we believe it will result in the best pricing for the Town both for these projects and upcoming projects.

COMMUNITY ENGAGEMENT: There is no community engagement anticipated at this time.

ENVIRONMENTAL IMPLICATIONS: None identified.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications anticipated at this time.

ALTERNATIVES: Defer to the regular budget discussions.

ATTACHMENTS: Project Listing of short list, Short List Summary, RFDs for capital projects.

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

Capital Budget - Prioritize on Safety, Procurement Timelines, Necessity																			
2019/20																			
Project Document Number	Procurement Priority	Priority	Projects	Estimated Gross Cost with non-recoverable HST Included	Sources of Financing														
					Water Operating	General Operating	Sewer Operating	Capital Reserve (Carry Overs)	Operating Reserve	Gas Tax	Federal Grant - CWWF	Province of Nova Scotia Grant - CWWF	Long Term Debt - Water	Long Term Debt - General					
			WATER																
	1	High	2014 Water Backhoe Replacement	150,000															150,000
			WATER TOTAL	150,000															150,000
			GENERAL CAPITAL																
			OPERATIONS (TRANSPORTATION & PUBLIC WORKS)																
			EQUIPMENT																
	1	High	Crosswalk/Lights - West Victoria	10,000				10,000											
			BUILDINGS / LAND																
	NA	High	Railway Crossing Improvements - Anson/Industrial Park	54,785				54,785											
			SIDEWALKS																
	1	Medium	Robert Angus Drive ~ Dairy Queen to Church - widen asphalt sidewalk (Active Transportation Plan) - most of work with Town crews	275,000											275,000				
			SANITARY SEWER																
	1	High	Wastewater Treatment plant and Lift Stations (SLI report) Laplanche River Upgrades to reduce clogging	125,000						15,000					110,000				
			FIRE DEPARTMENT																
	1	Medium	New Pumper - replace engine # 2	535,000															535,000
			POLICE DEPARTMENT																
	1	High	TMR2 Radio System	125,000				75,000											50,000
			Subtotal - General Capital Budget	1,124,785				139,785		15,000					385,000				535,000

Capital Short List Support

Water

1. Water – Backhoe
 - a. Lease expired in February 2019 but was extended
 - b. Required by the water utility
 - c. Costing us operationally as we continue to pay lease amounts (not the best use of the funds)
 - d. Needs to be procured ASAP

General

1. Railway Crossing Improvements
 - a. This project will be procured and performed by CNR
 - b. There are no other options available
 - c. This will increase the safety of the crossing
2. Robert Angus Drive Widen Sidewalk (Active Transportation Plan)
 - a. Although Medium priority, it ensures follow-through with approved active transportation plan
 - b. Early procurement will ensure reduced costs and timely completion
 - c. There is a desire to have the trail available for July first.
3. LaPlanche River Lift Station Upgrades
 - a. We have a failed grinder that will not require replacement
 - b. Decreases maintenance costs
 - c. Because of the failed grinder, high priority to procure and have in place April 1
4. Upgraded Lighting at Pedestrian Crossing on West Victoria/Hickman Street
 - a. This is a safety issue item
 - b. Traffic Authority indicated the requirement to have it completed before school ends
 - c. Minimal cost
5. New Pumper
 - a. Planned payment is from long term debt
 - b. Required vehicle
 - c. Requires a longer lead time (10-12 months) for procurement
6. TMR2 Radio System
 - a. \$50,000 was carried over from prior fiscal as the console project was cancelled and replaced with TMR2.
 - b. High priority as radios are not always reliable now
 - c. High priority as the console project was supposed to be a fix but it was decided to change the entire system to align with other province.



AMHERST TOWN COUNCIL

RFD# 2019026

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: March 25, 2019

SUBJECT: Purchase of a Backhoe

ORIGIN: 2019/20 Water Utility Capital Budget Item.

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...water"*.

RECOMMENDATION: That \$150,000 be allocated in the 2019/20 water utility capital budget to purchase a new four-wheel drive backhoe loader.

BACKGROUND: The 2014 John Deere 410K backhoe loader is currently being leased and the lease term end on February 2, 2019. The leasing terms have been extended temporarily until a replacement Backhoe is tendered. The vehicle replacement plan indicates that this machine should be replaced in 2019. Repair costs to keep this machine operating for the last 3 years were \$17,917 compared to \$2,661 for our 2015 backhoe. Over the last few years we have experienced issues with sudden loss of power to the hydraulic system as well as the machine shutting off for no reason. The seller of the machine has been in to troubleshoot these issues periodically with limited success.

DISCUSSION: Replacing the backhoe loader will enable the Town to continue to provide safe and reliable vehicles for our employees to carry out their duties. It will also improve operational efficiencies by replacing an aging unit with a new model reducing the likelihood of mechanical failure. The Town of Amherst Water Department requires a backhoe loader to continue to provide construction site excavation, clear snow from hydrants, and material loading for water maintenance projects. Backhoes are considered the workhorse of our operations and their reliability is vital to provide quality services to our residents.

FINANCIAL IMPLICATIONS: \$150,000 to be included in the 2019/20 water utility capital budget. The RFP for the purchase of the Backhoe will request pricing for both the lease and purchase option, although based on prior purchases it is likely the purchase option will be most beneficial to the Town. See attached information on prior lease versus purchase options.

COMMUNITY ENGAGEMENT: No community engagement has been contemplated as this time.



ENVIRONMENTAL IMPLICATIONS: All new backhoes come standard with tier 4 final emission certified diesel engines. Tier 4 final diesel engines reduce emissions by over 90% as compared to previous emissions standards on older machines.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the purchase of a new loader.

ALTERNATIVES: Purchase the existing backhoe at a price of \$51,300 as stipulated in the lease documents. This is not recommended as the current machine is requiring significant repair and having a reliable vehicle is critical to the operation.

ATTACHMENTS:

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



AMHERST TOWN COUNCIL

RFD# 20149028

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: March 25, 2019

SUBJECT: **CNR crossing improvements - Industrial Park Dr.**

ORIGIN: 2019/20 Capital Budget Item

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

RECOMMENDATION: That \$54,785 be allocated in the 2019/20 capital budget to improve CNR crossings.

BACKGROUND: In 2017 the Canadian Transportation Safety Board did a comprehensive survey of the four CNR level crossings in Amherst. It was found that there were issues with all of the crossings and CNR met with Town staff in early fall to discuss how these crossings could be made safer.

DISCUSSION: CNR shared a number of safety issues that are TOA responsibilities to improve safety at the four level. These include line of site issues for the crossing and driveway access too close to the crossings. CNR plan to address their own issues which include upgrades to lights and crossing signals. It will be the Town's responsibility to address the issues outside of the CNR right of way. There is really no alternative to the addition of the gates on Industrial Park Drive as this is a main entrance to our industrial park and there is no alternative street access to the South Albion Street / Robert Angus Drive area.

FINANCIAL IMPLICATIONS: \$54,785 to be included in the 2019/20 capital budget.

COMMUNITY ENGAGEMENT: Community engagement will be in the form of press releases and hand delivered notices for those residences affected.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: None



ATTACHMENTS: N/A

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



AMHERST TOWN COUNCIL

RFD# 2019029

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: March 25, 2019

SUBJECT: Robert Angus Drive Widen Sidewalk (Active Transportation Plan)

ORIGIN: 2019/20 Capital Budget Item

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

RECOMMENDATION: That \$275,000 be allocated in the 2019/20 capital budget to widen the asphalt sidewalk per the Active Transportation Plan.

BACKGROUND: The sidewalk on Robert Angus Drive was constructed 10 years ago and maintains a high rating. This section of sidewalk is well used by both pedestrian and cyclist. It is proposed to widen this sidewalk per the Active Transportation Plan to a width of 3 meters (10') to convert the sidewalk into a two-way active transportation trail.

DISCUSSION: While most of the new trail will be 3 meters in width, there will be some areas that are not as wide in order to accommodate the existing public and private infrastructure in the area.

FINANCIAL IMPLICATIONS: \$275,000 to be included in the 2019/20 capital budget and funded by gas tax funding.

COMMUNITY ENGAGEMENT: Notices and press releases would be issued to all businesses affected by this project.

ENVIRONMENTAL IMPLICATIONS: It is anticipated that through increased use of active transportation in the community that the overall greenhouse gas emissions related to transportation within the Town will be reduced.

ALTERNATIVES:

1. Defer replacement to a future budget, and perform routine maintenance on the sidewalk annually.



ATTACHMENTS: None

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



AMHERST TOWN COUNCIL

RFD# 2019030

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, Deputy Chief Administrative Officer

DATE: March 25, 2019

SUBJECT: **LaPlanche River Lift Station Upgrades**

ORIGIN: 2019/20 Capital Budget Item.

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

RECOMMENDATION: That \$125,000 be allocated in the 2019/20 capital budget for upgrades to the LaPlanche River sewage lift station.

BACKGROUND: The station has an issue with rags, tissue and other sediment passing the screen and getting caught in the pumps. This requires annual cleaning and pump maintenance of approximately \$12,000. It also requires that the wastewater be bypassed into the river for the 8 hour period during cleaning.

DISCUSSION: Installing a system to grind the solids before the effluent is pumped to the WWTP will reduce pump maintenance and annual cleaning costs of the wet well to remove debris. Having the grinder located at the station also eliminates the need to replace the failed Channel Monster at the WWTP (\$45,000). A grinder or similar equipment will extend the life of the pumps and seals. There should also be reduced power consumption at the plant as the pumps will operate at peak efficiency and not be overloaded by debris accumulating on the impellers.

FINANCIAL IMPLICATIONS: \$125,000 to be included in the 2019/20 capital budget

COMMUNITY ENGAGEMENT: No community engagement has been contemplated as this time.

ENVIRONMENTAL IMPLICATIONS: Having a grinder system installed at the Laplanche Station will significantly reduce the need for the plant to operate in bypass mode and discharge effluent into the LaPlanche River while pumps are being removed for repairs.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the upgrades of the lift station.



ALTERNATIVES: Do not approve the upgrades to the lift station at this time. Replace the failed Channel Monster at the WWTP at a cost of \$45,000.

ATTACHMENTS: N/A

Report prepared by: Jason MacDonald, Deputy CAO

Report and Financial approved by:



AMHERST TOWN COUNCIL

RFD# 2019031

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Greg Jones, Fire Chief

DATE: March 25, 2019

SUBJECT: Replacement of fire engine (Engine #2 - Pumper)

ORIGIN: 2019 - 2020 Capital Budget request

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *"The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose"*.

RECOMMENDATION: That Council approve a 2019 / 2020 capital expenditure of \$535,000 to replace engine # 2.

BACKGROUND: Engine # 2 is used to ensure that equipment and fire suppression is readily available during various types of emergency operations. Engine # 2 is the main work horse for the district 1 (Contract area – Municipality of Cumberland) used for operational training and to meet operational requirements during emergency response requests.

DISCUSSION: Engine # 2 has been in operation with our fire department for 28 years+ and has met its life expectancy of 25 years. This capital request focuses on ensuring that the Town of Amherst has a reliable pumper fleet which meets the current industry standard of a life span of 25 years and supports effective fire flow.

Following an accident in early 2016, engine # 2 under went a major structural repair to the rear of the unit. Following the completion of the required repairs, this unit was put back into service with no further issues.

Unfortunately, over the last few years engine # 2 operational condition has started to deteriorate. We are now being faced with doors that are hard to open and require additional effort to open and close. Sagging suspension on the driver's side of the apparatus and a consistent oil leak from the engine.

Manufacturing and delivery of a new fire apparatus could take approximately 10 – 12 months to complete, after a contract is awarded. Therefore, delivery would not likely occur until late 2019 or the third quarter of the 2019 / 2020 fiscal year.

FINANCIAL IMPLICATIONS: \$535,000 will procure a new engine, to meet the needs of the residents of Amherst and the district 2 contract area.



COMMUNITY ENGAGEMENT: The tendering process will be used to procure this product, as per our Procurement Policy.

SOCIAL JUSTICE IMPLICATIONS: The replacement of this fire apparatus will not have social justice implications within the community.

ENVIRONMENTAL IMPLICATIONS: Our current engine # 2 emits unfiltered carbon emissions into the atmosphere. The procurement of a new engine will reduce our carbon emissions. A new unit will be manufactured with a Diesel Exhaust Fluid (DEF) system. A DEF system uses a non-hazardous solution, which is 32.5% urea and 67.5% de-ionized water. *DEF* is sprayed into the exhaust stream of diesel vehicles to break down dangerous NOx emissions, to harmless nitrogen and water.

ALTERNATIVES: Reject capital request

ATTACHMENTS: N/A

Report prepared by: Greg Jones, Fire Chief

Report and Financial approved by:



AMHERST TOWN COUNCIL

RFD# 2019032

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Acting Chief Dwayne Pike

DATE: March 25, 2019

SUBJECT: Capital Budget 2019/2020 – TMR2 Radio System

ORIGIN: 2019/2020 Capital Budget

LEGISLATIVE AUTHORITY: 37000-01 Procurement Policy and the MGA, Section 65 (z)
Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

RECOMMENDATION: That council approve \$125,000 in the 2019/2020 capital budget to enable the Amherst Police Department to migrate to the TMR2 system

BACKGROUND: APD currently utilizes a VHF radio system that has experienced recent technical issues. Radio equipment has reached end of life and cannot be replaced, there has been disruptions experienced in communications and there is no interoperability with other public safety agencies.

DISCUSSION: The VHF radio communications system utilized by the Amherst Police Department is approaching end of life. In the past few years, over \$24,000 has been spent on repairs and upgrades to try to ensure that communication systems are effective for police responders. The ability to communicate outside the geographical area is limited and attempts to expand by adding additional radio towers has been unsuccessful. The current system does not have interoperability with other systems with the Cumberland RCMP or our other public safety partners in Nova Scotia or New Brunswick. Our communication with most other agencies is limited to passing messages through Amherst Dispatch to RCMP telecoms, or by sharing radio equipment with other members/responders. There is an option to establish a radio link with Truro Telecoms, but this would come at an expense to the town, and would still only enable members to communicate with telecoms, not with other officers directly. As a result, joint responses to large scale incidents or emergencies are severely compromised. To resolve these issues using our current system would be expensive and also does not resolve end of life equipment issues, nor would it provide a complete solution to the issues identified. In August of 2017, as a result of a several accidents/mistakes, network lines were severed and resulted in a widespread outage that affected 911 and emergency services as well as internet, cellular and landline service. As a result of the outage, 911 was only able to make contact with emergency response agencies via the TMR2 network which remained intact.



APD is currently one of the very few Public Safety agencies that is not using the Trunked Mobile Radio System. In Nova Scotia, only Amherst PD and Stellerton/Westville Police have not yet migrated to TMR2, although Stellerton/Westville is in negotiations. In New Brunswick, all agencies with the exception of Grand Falls Police are either already utilizing TMR2 or are in negotiations. In PEI, it is expected that by spring 2019, all police agencies, including UPEI Police, will be on the TMR network. The shift towards this system has occurred because the TMR2 system provides a means of effective communication between agencies and also provides the required infrastructure. Interoperability has been identified several times in recent police reviews including those in PEI (Perivale & Taylor Consulting, 2017) and also in the Independent Review in the June 4th Moncton Shootings (Alphonse MacNeil, 2016). In the independent review of the Moncton shootings in 2014, several recommendations were made in relation to radio communications that were experienced during the incident. These included:

- *That the RCMP examine the implementation of encrypted radio systems for operational effectiveness, officer safety and protection of privacy;*
- *That a system be developed, both radio and data, that would allow for communication between RCMP members from the maritime divisions, when required to work outside of their home jurisdiction.*

In March 2017, the PEI *Policing Service Model Review* recommended establishing an Island-wide Police Operations Communication Centre including an integrated Island-wide PIC S2 (TMR2) digital police encrypted radio system used by all police services.

Interoperability and the advantages of Migrating to the TMR2 system also includes access to provincial communication training/support/expertise and access to emergency equipment maintained by Nova Scotia Public Safety. They would also assist with the following;

- *Developing fleetmaps and radio profiles (channels and button configurations) including working with APD and Bell to test all new radio profiles and programming to ensure it is 100 percent correct before any radios are programmed;*
- *Developing a custom training slideshow for APD and delivering it free of charge at time that is convenient to your staff, providing as many sessions as needed to catch all shifts/schedules of APD staff.*
- *Mobile Communication Support Services for large incidents or planned events, with portable repeaters, extra radios, spare batteries, satellite phones, linking capabilities to marine or aircraft radios if ever required. This support is available on a 24/7 365 basis as an on call person always available.*
- *Troubleshooting of any issues encountered;*
- *Assistance decisions relating to correct model of radios and how they should be programmed.*
- *Assistance with encryption decisions and setting up emergency alarms;*
- *Assistance with SOP's with partners such as RCMP and other agencies.*

FINANCIAL IMPLICATIONS: \$125,000.00 from the 2019/2010 Capital Budget (\$50,000 is a carry over from last year as the console project was not required with the TMR2 project).

COMMUNITY ENGAGEMENT: No community engagement is anticipated.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: Do not migrate to the TMR2 system and attempt to find alternate solutions to communications issues, interoperability issues and equipment replacement problems.

ATTACHMENTS:

Report prepared by Dwayne Pike, Acting Chief of Police
Report and Financial approved by:

SYNOPSIS

2019/20 CJSMA Budget

Stephen Rayworth, the General Manager of the CJSMA made a presentation to the special meeting of the Joint Councils on March 5, 2019 in Oxford regarding the CJSMA budget for the coming year. Subsequent to that meeting, as a result of the discussion at that meeting, funding for the construction of a transfer station for recyclables was removed from the budget. The issue of handling and processing of recyclable material will be dealt with separately.

In terms of governance, the formal approval of the budget will be voted on by the members of the CJSMA Board at the Authority's March 28th meeting. The CJSMA Board is comprised of elected representatives from Amherst (2), Cumberland County (3) and Oxford (1).

It is recommended that Council provide a motion of direction to its two members to vote in favour of adoption at the CJSMA Board meeting.

MOTION:

That Amherst's CJSMA board members be directed to vote in favour of the adoption of the CJSMA Budget at the meeting of the CJSMA Board on March 28, 2019.

MEMORANDUM

TO: Mayor Kogon and Members of Council
FROM: Greg Herrett, CA CPA Chief Administrative Officer
DATE: March 25, 2019
SUBJECT: CJSMA Budget

Stephen Rayworth, the General Manager of the CJSMA, made a presentation to the special meeting of the Joint Councils on March 5, 2019 in Oxford regarding the budget. Subsequent to that meeting, as a result of the discussion at that meeting, funding for the construction of a transfer station for recyclables was removed from the budget. The issue of handling and processing of recyclable material will be dealt with separately.

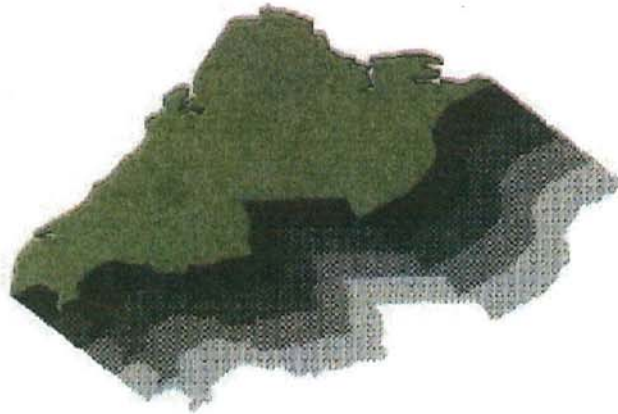
This budget includes tip fees that remain unchanged from last year with residual garbage at \$215 per tonne, organics at \$90 per tonne and Mixed C&D at \$90 per tonne.

In terms of governance, the formal approval of the budget will be voted on by the members of the CJSMA Board at the Authority's March 28th meeting. The CJSMA Board is comprised of elected representatives from Amherst (2), Cumberland County (3) and Oxford (1).

It is recommended that Council provide a motion of direction to its two members to vote in favour of adoption at the CJSMA Board meeting.

MOTION:

That Amherst's CJSMA board members be directed to vote in favour of the adoption of the CJSMA Budget at the meeting of the CJSMA Board on March 28, 2019.



Cumberland Joint Services Management Authority
Solid Waste Services

Draft 2019/2020 BUDGET

March 6, 2019

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CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
 2020 Draft Budget
 March 6, 2019

	<u>18/19</u> <u>Projection</u>	<u>18/19</u> <u>Budget</u>	<u>19/20</u> <u>Budget</u>
Capital Funding			
Reserve Transfers			
Cell Development	1,051,261	1,600,000	0
Equipment Reserve	194,058	320,000	
Closure Reserve	48,739	100,000	3,218,446
Operations	0	0	135,300
External Funding			
Municipal Financing	0	0	
Proceeds on Disposal of Capital	35,000	0	0
Total Funding	1,329,058	2,020,000	3,353,746
Capital Expenditures			
Landfill			
Cell Development	1,051,261	1,600,000	0
Cell Closure (Design)	48,739	100,000	3,353,746
Total Landfill Capital	1,100,000	1,700,000	3,353,746
Compost			
Loader	200,254	220,000	0
Total Compost Capital	200,254	220,000	0
Recycling			
Recycling Design	1,200	100,000	0
Building	27,604	0	0
Recycling Transfer Building	0	0	0
Total Recycling Capital	28,804	100,000	0
Total Expenditures	1,329,058	2,020,000	3,353,746
Difference	0	0	0

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

2020 Draft Budget

March 6, 2019

	<u>17/18</u> <u>Actual</u>	<u>18/19</u> <u>Projection</u>	<u>18/19</u> <u>Budget</u>	<u>19/20</u> <u>Budget</u>
Solid Waste Operations				
Revenues	3,826,031	3,183,813	3,886,550	2,188,950
Administrative Expenses	507,144	526,540	538,596	541,901
Operation Expenses	2,882,037	1,964,484	2,566,933	956,722
Surplus (Deficit)	436,850	692,789	781,021	690,327
Compost Operation				
Revenues	350,910	560,016	654,800	400,500
Operation Expenditures	175,704	303,633	389,501	170,839
Surplus (Deficit)	175,206	256,383	265,299	229,661
Recycling Operations				
Revenues	458,174	118,554	134,750	42,000
Operation Expenditures	1,098,959	1,061,616	1,182,819	971,829
Surplus (Deficit)	(640,785)	(943,062)	(1,048,069)	(929,829)
Total Revenues	4,635,115	3,862,383	4,676,100	2,631,450
Total Expenses	4,663,844	3,856,273	4,677,850	2,641,292
Surplus (Deficit)	(28,729)	6,110	(1,750)	(9,842)
Transfer From Surplus		0	1,750	9,842
Total		6,110	0	0

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

2020 Draft Budget

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	17/18 <u>Actual</u>	18/19 <u>Projection</u>	18/19 <u>Budget</u>	19/20 <u>Budget</u>
REVENUE - LANDFILL OPERATIONS				
Tipping Fees	1,710,806	1,987,063	2,072,750	2,071,000
Other Income	132,472	13,000	32,850	35,950
Funding/Grants	88,463	83,750	80,950	82,000
Reserve Transfer	1,894,290	1,100,000	1,700,000	0
Total Revenue	3,826,031	3,183,813	3,886,550	2,188,950
EXPENSES - ADMINISTRATION				
Bad Debt Allowance	0	0	0	0
Bank Charges	706	500	500	500
Advertising	857	2,500	2,500	2,500
Administration Salaries& Benefits	407,804	410,907	412,496	422,801
Electricity	5,662	6,852	6,400	6,400
Travel & Training	15,151	15,211	22,000	22,000
Payroll Admin	2,641	2,363	2,750	2,750
Total Telephone	11,304	9,801	11,500	10,500
Professional Fees	17,800	29,200	29,000	30,000
Meeting Expense	3,007	1,000	2,000	1,000
Office Expense	16,117	10,706	9,950	10,950
Waste Diversion	26,095	37,500	39,500	32,500
Total Administration Expense	507,144	526,540	538,596	541,901
EXPENSES - LANDFILL OPERATIONS				
Transfer to Equipment Reserve	30,000	30,000	30,000	30,000
Total SW Expenditures	2,882,037	1,964,484	2,566,933	956,722
Total Administrative Expense	507,144	526,540	538,596	541,901
Solid Waste Contribution	436,850	692,789	781,021	690,327
Waste Tonnes				
Residual	7,354	7,475	7,400	7,400
C & D	5,112	4,994	5,150	5,100
Oily Soils	1,167	547	900	900
Recycling Waste	1,395	227	100	800
Total Landfill Tonnage	15,029	13,242	13,550	14,200
Cost/Tonne	65.55	148.35	189.44	67.37
Net Revenue/Tonne	155.28	52.32	57.64	48.61

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

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	17/18 <u>Actual</u>	18/19 <u>Projection</u>	18/19 <u>Budget</u>	19/20 <u>Budget</u>
REVENUE - COMPOST FACILITY				
Tipping Fees	319,137	372,253	414,000	382,500
Compost Sales	4,632	3,749	7,000	5,000
Transfer From Reserves (Loader)	0	165,264	220,000	0
Diversion Credits	27,140	18,750	13,800	13,000
Total Revenues	350,910	560,016	654,800	400,500
EXPENSES - COMPOST FACILITY				
Wages & Benefits	48,973	48,800	48,551	49,889
Safety Eqp. & Clothing	656	1,500	1,500	1,500
Equipment Costs	84,756	40,392	63,450	63,450
Compost Building & Site	3,841	5,000	6,000	6,000
Analysis Expense	0	0	6,000	6,000
Capital	0	165,254	220,000	0
Insurance	16,329	16,186	17,500	17,500
Biofilter Mgmt	0	1,000	1,000	1,000
Equipment Reserve	20,000	20,001	20,000	20,000
Leachate Mgmt	1,150	5,500	5,500	5,500
Total Organic Expenses	175,704	303,633	389,501	170,839
Contribution from Compost	175,206	256,383	265,299	229,661
Compostable Materials	4,792.92	5,082	4,600	4,250
Cost/Ton	36.66	59.75	84.67	40.20
Net Revenue/Ton	36.56	50.45	57.67	54.04
REVENUE - RECYCLING OPERATIONS				
Recycling Sales	321,173	44,750	25,000	25,000
Diversion Credits	19,063	13,500	9,750	17,000
Labour Costs Recovered	30,058	31,500		
Reserve Transfer	87,880	28,804	100,000	
Total Recycling Revenue	458,174	118,554	134,750	42,000
RECYCLING EXPENSES				
Total Supplies & Materials	17,159	3,164	1,250	3,000
Total Staff Expense	416,382	266,383	287,829	249,589
Capital (Transfer Station)	212,915	28,900	100,000	0
Insurance	12,352	12,426	10,000	15,000
Clothing Allowance	4,628	2,358	2,500	2,500
Safety Expense	23,483	3,010	5,000	5,000
Plant Costs	98,746	98,197	127,000	82,000
Equipment Costs	52,155	17,178	19,740	19,740
Recycle Transport	99,561	240,000	240,000	240,000
Tipping Fees	141,578	370,000	369,500	335,000
Equip. Reserve	20,000	20,000	20,000	20,000
Total Recycling Expenses	1,098,959	1,061,616	1,182,819	971,829
Recycling Contribution	(640,785)	(943,062)	(1,048,069)	(929,829)
Recyclable Tonnages	3,465	3,145	3,350	3,150
Cost/Ton	317.16	337.57	353.08	308.52
Net Cost/Ton	184.93	299.87	312.86	295.18

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

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SCHEDULE 1

Tipfees Estimated Tonnages By Source

	2018 Tonnages	Projected 2019 Tonnages	Budgeted 2020 Tonnages	Tip Fee \$/TON	Budgeted 2019 Revenue
Solid Waste					
Regular Garbage	7,350	7,441	7,400	\$215.00	\$1,591,000
Recycling/Compost Waste	1,376	300	800		
	<u>8,726</u>	<u>7,741</u>	<u>8,200</u>		
Other Materials					
Regular C & D	4,494	4,500	4,500	\$90.00	\$405,000
Sorted C&D	617	350	600	\$35.00	21,000
Oily Soils	1,167	550	900	\$60.00	54,000
					<u>\$2,071,000</u>
					To L/F Revenues
Compost					
Source Separated	4,797	4,540	4,250	\$90.00	\$382,500
					To Compost Revenues
Recycling					
Recyclables:	<u>3,448</u>	<u>3,133</u>	<u>3,150</u>	\$0.00	0
Residual, Organics and Recyclables	15,595	15,114	14,800		
Total Of All	23,249	20,814	21,600		

SCHEDULE 2

Allocation of Diversion Credits

	2018	Projected 2019	Budget 2020	
Facility				
Landfill	\$7,754	\$6,722	\$6,000	16.67%
Compost	\$19,063	13,241	13,000	36.11%
Recycling	<u>\$27,140</u>	<u>17,778</u>	<u>17,000</u>	47.22%
Total	\$53,957	\$37,741	\$36,000	
Materials Diverted				
Landfill	1,884	1,000	1,600	
Compost	4,797	4,540	4,250	
Recycling	<u>2,072</u>	<u>2,833</u>	<u>2,350</u>	
Total	8,753	8,373	8,200	
Diversion Per Ton	6	5	3	

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
2020 Draft Budget
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**SCHEDULE 3 -
Change in Reserve Balances**

	Operating Reserve	Equipment Reserve	Cell Development	Closure/ Post-Closure	Total Reserves
Beginning Balances (3/31/18)	219,288	763,242	1,265,819	3,092,195	5,340,544
2019 Projected Transfers From Operations	0	697,139	(1,100,000)	127,156	(275,705)
2020 Transfers From (To) Operations					
Loader		-			-
Recycling Transfer Station		-			-
Closure				(3,353,746)	(3,353,746)
Transfer to Operations	(9,842)				(9,842)
Cell Construction			-		-
Scheduled Allocation and Transfers		70,000	-	135,300	205,300
Net 2020 Budgeted Transfers From Operation	(9,842)	70,000	-	(3,218,446)	(3,158,288)
Ending Balances (03/31/18)	209,446	1,530,381	165,819	905	1,906,551

SYNOPSIS

Solid Waste Management Uniform Charge

The amount collected for the solid waste management uniform charge is the amount of the total net expenses for the upcoming year divided by the number of dwelling units in the Town. Historically this has been done as a part of the regular budget process. This year we have begun setting these rates, like this one and the Mandatory Provincial Contribution Area Rate as the complete information becomes available.

As the formula is simply total net expenses divided by dwelling units, and the full amount of expense are to be covered by the charge, staff recommend the setting of this rate in the regular March council meeting to expedite budget discussions. The increase to solid waste expenses can be attributed to inflationary increases to costs and an increase in the volume of garbage being picked up which has resulted in increased tipping fees.

WHEREAS Council has included in its estimates for the fiscal year ending March 31, 2020, the amount of \$591,795 to be expended for the purpose of solid waste management, a purpose for which the Town may expend funds; and

WHEREAS \$591,495 is funded from the Solid Waste Management Uniform Charge; and

WHEREAS there are approximately 3,205 dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units; and

WHEREAS the Council may, under paragraph 75(4)(b) of the *Municipal Government Act*, in lieu of levying an area rate, levy a uniform charge on each property assessment in the area;

THEREFORE BE IT RESOLVED that a uniform charge of \$185.00 be levied for the fiscal year ending March 31, 2020 on each dwelling unit within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units, and that these uniform charges are due and payable on September 30, 2019 with interest to be charged on all final tax accounts outstanding on or after October 1, 2019 at the rate of 1% per month, 12% per annum.

TO: Mayor Kogon and Members of Council
SUBMITTED BY: Shelley Rector, CPA, CMA – CFO
DATE: March 25, 2019
SUBJECT: **Setting the Solid Waste Management Uniform Charge**

ORIGIN: Budget Management Policy 03450-04.

LEGISLATIVE AUTHORITY: Budget Management Policy 03450-04 and MGA 75(4) (b).

RECOMMENDATIONS: That, per the attached summary, the setting of the solid waste management uniform charge at \$185.00 for the 2019/20 fiscal year be approved.

BACKGROUND: The amount collected for the solid waste management uniform charge is the amount of the total net expenses for the upcoming year divided by the number of dwelling units in the Town. Historically this has been done as a part of the regular budget process.

DISCUSSION: As the formula is simply total net expenses divided by dwelling units, and the full amount of expense are to be covered by the charge, staff recommend the setting of this rate in the regular March council meeting to expedite budget discussions. The increase to solid waste expenses can be attributed to inflationary increases to costs and an increase in the volume of garbage being picked up which has resulted in increased tipping fees. Of note is that changes were made to the bulky pick-up moving it to a bi-weekly schedule which likely is the reason for the increase in tipping fees.

The anticipated net costs for 2019/20 are \$591,495 and the approximate number of total dwelling units within the boundaries of the Town of Amherst in residential premises with less than four such dwelling units is 3,205. Therefore $\$591,495/3,205$ equals \$185 (\$184.55 rounded up).

FINANCIAL IMPLICATIONS: The solid waste management uniform charge will see an increase of \$10 which will be offset by an equal increase in expenses.

COMMUNITY ENGAGEMENT: Communication coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES:



1. Do not approve the changes to the solid waste management uniform charge and fund the increased cost through an increase in general tax rates.
2. Defer the increase to budget discussions.

ATTACHMENTS: Solid Waste Management Uniform Charge Resolution and waste collection and disposal budget for 2019/20.

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

SYNOPSIS

Expense Policy

A new Expense Reimbursement Policy was passed in November in order to ensure compliance with revised Provincial legislation. Since that time, staff have put a procedure in place to manage the claims process which has identified a few areas within the Policy that require additional modification.

1. It has been an administrative challenge to manage claims for the incidental amount of \$30. It is recommended that this simply be removed from the policy for ease of managing the claims process;
2. The policy has also been adjusted to ensure inclusion of Committee members and Commissioners to whom the policy applies;
3. The section on credit cards created some confusion, so the language has been made clearer; and
4. It has been adjusted to reflect language changes due to the changes to the way Council remuneration is taxed by the Federal government.

The recommended changes to the policy comply with all requirements of the Provincial legislation and regulations.

MOTION:

That the attached Expense Reimbursement Policy be amended as proposed.

TO: Mayor Kogon and Members of Council

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

DATE: March 25, 2019

SUBJECT: **Modifications to Expense Policy**

ORIGIN: The policy was changed in November due to changes to the Municipal Government Act and Regulations. Implementation of those changes has been happening since November resulting in some updates being identified.

LEGISLATIVE AUTHORITY: Bill 10 Amending the MGA and Paragraph 3 of the Regulations to the Municipal Government Act – FRAM (Financial Reporting and Accounting Manual)

RECOMMENDATION: That the attached Expense Reimbursement Policy be amended as proposed.

BACKGROUND: The new policy was passed in November in order to ensure compliance with the revised legislation. Since then we have put a procedure in place to manage the claims process which has identified a few areas that require additional modification.

DISCUSSION: The following changes are recommended:

1. It has been an administrative challenge to manage claims for the incidental amount of \$30. It is recommended that this simply be removed from the policy for ease of managing the claims process;
2. The policy has also been adjusted to ensure inclusion of Committee members and Commissioners to whom the policy applies;
3. The section on credit cards created some confusion, so the language has been made clearer; and
4. It has been adjusted to reflect language changes due to the changes to the way Council remuneration is taxed by the Federal government.

There are a few other changes which are mostly “housekeeping items” which are highlighted in the attached “red-line” version of the policy.

The recommended changes to the policy comply with all requirements of the legislation and regulations.

FINANCIAL IMPLICATIONS: While the adoption of the recommended policy will not have any direct, immediate budget implications, it will result in a strengthening of internal controls - making a positive contribution to the control environment.



COMMUNITY ENGAGEMENT: None at this time.

ENVIRONMENTAL IMPLICATIONS: None identified.

ALTERNATIVES: Leave the policy as it currently is.

ATTACHMENTS: Proposed Expense Reimbursement Policy and red-lined version.

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

DEPARTMENT: CORPORATE SERVICES

TITLE: **Expense Reimbursement Policy**

Minutes reference date: 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
<u>Committee member or Commissioner</u>	<u>CAO/Designate</u>

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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.

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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 employee's 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 part of the Council monthly vehicle allowance.
~~member's salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers.~~

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

~~1.~~ The following limits shall apply to the use of Town of Amherst credit cards:

- ~~(3) the use of travel advances is prohibited if the Claimant has a Town of Amherst credit card;~~
~~(4) 17.~~ Town of Amherst credit cards, in respect of travel expenses, shall only be used for expenses that are permitted under this policy, parking, accommodations, airfare, vehicle rentals and without limiting the generality of the foregoing, event registration fees. Town of Amherst credit cards shall not be used for cash advances, tolls or personal expenses; per diem meal allowances.
~~(5) reimbursement to an individual for interest incurred on a Town of Amherst credit card is prohibited.~~

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PER DIEM MEAL ALLOWANCES

~~17-18.~~ 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.

~~18-19.~~ 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

~~19-20.~~ 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.

~~20-21.~~ 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

~~21-22.~~ 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.

22-23. 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.

23-24. 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.

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EXPENSE CLAIMS

24-25. 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.

25-26. 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) incidental expenses of less than \$30 for reasonable tips, bridge tokens, parking meters or coffee;~~
- (2) tolls and parking; and
- (3) claims for personal vehicle kilometrage for authorized travel.

26-27. 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.

27-28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

28-29. 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.

~~29-30.~~ 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.

~~30-31.~~ The use of petty cash to pay an expense claim is prohibited.

TIMEFRAME

~~34-32.~~ A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

~~32-33.~~ 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~~MUNICIPAL FUNDS

~~33-34.~~ Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.

~~34-35.~~ 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

~~35-36.~~ Pursuant to section 65A 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:

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- a. travel and travel related expenses, including transportation, accommodation and incidentals;
- b. meals; and
- c. training and education.

REVIEW REQUIREMENTS

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

~~37-38.~~ 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: **Expense Reimbursement Policy**

Minutes reference date: 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
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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;
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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 65A 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.

SYNOPSIS

Amherst Board of Police Commissioners Citizen Appointments

The Police Commission Bylaw sets out the membership requirements, which includes two community volunteers for one year terms and one community volunteer for a two year term. These positions are expiring on March 31, 2019.

We advertised for expressions of interest to serve on the Board in the Amherst News and social media, resulting in eight applications.

MOTION:

That Council appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms from April 1, 2019 ending March 31, 2020, and reappoint Sandy Fairbanks for a two-year term ending March 31, 2021.

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: March 25, 2019

SUBJECT: **Citizen Appointments to the Amherst Board of Police Commissioners**

ORIGIN: Current membership term expiring March 31, 2019

LEGISLATIVE AUTHORITY: Bylaw Respecting the Amherst Board of Police Commissioners

RECOMMENDATION: That Council appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms, and reappoint Sandy Fairbanks for a two-year term.

BACKGROUND: The Police Commission Bylaw sets out the membership requirements, which includes two community volunteers for one year terms and one community volunteer for a two year term. These positions are expiring on March 31, 2019.

DISCUSSION: We advertised for expressions of interest to serve on the Board. This resulted in submissions from eight individuals. In order for the Board of Police Commissioners to function with a quorum, it is necessary to fill these 3 vacant positions.

FINANCIAL IMPLICATIONS: As these are volunteer positions there are no financial implications.

COMMUNITY ENGAGEMENT: The ad seeking expressions of interest appeared in the Amherst Newspaper on March 6, 2019 with a March 14, 2019 deadline for applications. The ad was also posted on our website and was promoted through our social media channels (facebook and twitter)

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

ALTERNATIVES: Appointments are necessary as all citizen appointments expire March 31, 2019 and appointments will be necessary for the Board to continue to function.

ATTACHMENTS:

- Bylaw Respecting the Amherst Board of Police Commissioners, C-1
- Ad soliciting expressions of interest

Report prepared by: Kim Jones, Municipal Clerk

Report and Financial approved by:



NOTICE OF PUBLICATION

SUBJECT: Amherst Board of Police Commissioners By-law, C-1

NOTICE IS HEREBY GIVEN that Amherst Town Council, at a meeting held on December 20, 2010, adopted a By-law Respecting the Board of Police Commissioners for the Town of Amherst, C-1.

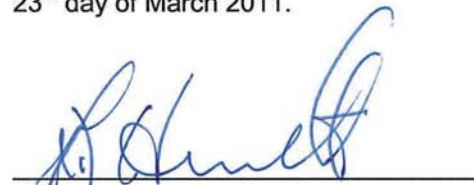
The new by-law repeals and replaces the Town of Amherst By-law to Establish the Amherst Police Commission approved by Council in January 1977 and amended in February 1984 and December 1994.

The new by-law clarifies terms of board member appointments and attendance at commission meetings, increases the board membership from five to seven, and includes housekeeping amendments to bring the wording in compliance with current legislation.

Copies of the new by-law may be inspected at the office of the Town Clerk, Confederation Memorial Building, Ratchford Street, during regular business hours. The by-law can also be viewed on the Town's web page at www.amherst.ca

THIS IS TO CERTIFY that the foregoing is a Notice of Publication regarding the adoption of the above Town of Amherst By-Law as published in the local newspaper on March 23, 2011.

GIVEN under the hand of the Town Clerk and under the seal of the Town of Amherst this 23rd day of March 2011.



Gregory D. Herrett, CA
Town Clerk and Chief Administrative Officer

Town of Amherst

A BYLAW RESPECTING THE BOARD OF POLICE COMMISSIONERS FOR THE TOWN OF AMHERST

BE IT ENACTED by the Council of the Town of Amherst, under the authority of the Police Act, Chapter 31, ACTS OF NOVA SCOTIA 2004.

Short Title

- 1 This By-Law shall be known as the "Amherst Board of Police Commissioners By-Law".

Definitions

- 2 In this By-Law
 - (a) "Board" means the Board of Police Commissioners for the Town of Amherst
 - (b) "Council" means the Council for the Town of Amherst.
 - (c) "Chief of Police" means the Chief of Police of the Amherst Police Department.
 - (d) "Amherst Police Department" means the Chief and members of the municipal police force of the Town of Amherst.
 - (e) "Minister" means the Minister of Justice for the Province of Nova Scotia

Board Established

- 3 The Council establishes the Board of Police Commissioners for the Town of Amherst, with membership as follows:

One Year Term	Two community volunteers
Two Year Term	One member of Council One Community Volunteer
Three Year Term	Two members of Council
Other	One Ministerial appointment

Membership

4

- (a) The member of the Board appointed by the Minister shall be appointed pursuant to subsection 44(4)(c) of the Police Act.
- (b) The members of the Board appointed by Council shall be appointed pursuant to subsections 44(4)(a) and (b) of the Police Act.
- (c) Dismissal of members of the Board shall be carried out in accordance with subsection 44(7)(a) with regard to a member appointed by the Minister and subsection 44(7)(b) with regard to members appointed by Council.
- (d) An absence from two consecutive meetings without just cause as determined by the chair and Board members shall be cause for the replacement of a member appointed by Council.
- (e) Where a vacancy occurs on the Board or where a member is unable to carry out his/her duties as a member of the Board by reason of illness or absence, Council shall appoint a replacement as soon as is practicably possible.
- (f) The members of the Board appointed from Council shall serve without remuneration.
- (g) The Board shall, at its first meeting each calendar year or as soon as practicable thereafter, choose its chairperson and vice-chairperson.
- (h) The chairperson shall preside at all meetings of the Board and in his/her absence the vice-chairperson shall preside.
- (i) Should the chair become vacant due to resignation or replacement, an election for the Chair shall be held within 60 days of such vacancy occurring.

Procedure

5

- (a) The Board shall conduct its business according to the bylaws, regulations and policies established by Amherst Town Council, the Amherst Board of Police Commissioners, the Police Act and, where applicable the Municipal Government Act.

- (b) The Board shall hold a meeting at least every three months. The Board may meet in camera at any time on 24 hours notice by the Chairperson or any two members or at any time with unanimous consent of all members concerning all matters relating to discipline, personal conduct, contract negotiations and security of the police operations.
- (c) A majority of the members of the Board shall constitute a quorum.
- (d) The Chief Administrative Officer of the Town or his appointee, shall be the Secretary to the Board and shall have charge of all minutes, records and accounting procedures to be followed and maintained by the Board.

Chief Officer

- 6 (a) The Chief of Police shall be appointed by the council, and following a year's period of probation, may not be suspended, dismissed or otherwise disciplined except with cause, and in such event, he shall have the right to appeal, within fifteen days of such disciplinary action, to the Chairman of the Nova Scotia Police Commission. The Commission shall conduct a hearing therein and may confirm, overrule, or modify such action and its decision therein, shall be final.
- (b) The Chief of Police shall advise the Board with respect to the provision of efficient and effective municipal police service delivery. S/he may, in consultation with the Board, undertake in a timely manner research, strategic planning, policy development and implementation, and the reporting of results in response to inquiries by the Board pertaining to its community governance responsibilities as defined in the Police Act.
- (c) The Chief of Police and/or the Deputy Chief of Police shall whenever requested by the Chairman and where practicable attend meetings of the Board, whether public or in-camera.
- (d) The Chief of Police or his Deputy shall be in charge of the management, direction and control of the day to day operation of the police force, including the enforcement of law and the maintenance of discipline within the force. Should such discipline, in the opinion of the Chief Officer, require that an employee be dismissed, such dismissal shall be by the Board on the recommendation of the Chief Officer.

Board Powers

- 7
- (a) The Board shall conduct its responsibilities in accordance with the requirements established by the Police Act,
 - (b) The Board shall, each year, submit to the council for its consideration and approval its estimates of all monies required for the year to pay the remuneration of the members of the police force and staff and to pay for the accommodation, arms and equipment and other things for the use and maintenance of the force.
 - (c) All collective agreements or other agreements with members of the police force or its bargaining agent shall be contracted in the name of the Town of Amherst, and the Town of Amherst shall be the employer of all members of the police force.
 - (d) The Board shall submit all requests for all capital equipment proposed to be purchased to the council, together with the recommendation of the Board for the purchase consideration in accordance with the purchasing policy of the Town of Amherst.
 - (e) The Board shall have the jurisdiction without interference by the Council over all matters relating to the enforcement of all criminal law, federal statutes, provincial statutes, and Town by-laws and ordinances.
 - (g) The Board shall further have jurisdiction over all matters relating to the enforcement of provincial statutes having local effect and Town by-laws and ordinances, but Council shall have the right to request the enforcement of such statutes or by-laws as may be required for the proper administration thereof within the Town.
 - (h) The Chief of Police or his designate shall give all necessary orders, directions and instructions to the police force and no Board member, other than the Chair or his or her designate except when communicating a decision of the Board, shall issue any order, direction or instruction to any member of the police force relative to his duties as a member of the force.

General

- 8
- The Chief Administrative Officer and the Chief of Police shall be members of any committee appointed for the purpose of negotiating a collective agreement with any union representing members of the Town police force.

- 9 The Town of Amherst By-Law to Establish the Amherst Police Commission, By-Law Number C-1 approved by Council on January 18, 1977 and amended on February 20, 1984 is hereby repealed.

Clerk's Annotation for Official By-Law Book

Date of First Reading: 29 November 2010

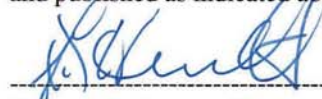
Date of Notice of Intent to Consider: 6 December 2010

Date of Second Reading: 20 December 2010

Date of Advertisement/Notice of Publication to be published following ministerial approval

Date of mailing to Minister a certified copy: 21 December 2010

I certify that this **By-Law Respecting the Amherst Board of Police Commissioners, C-1** was adopted by Council and published as indicated above.



21 December 2010

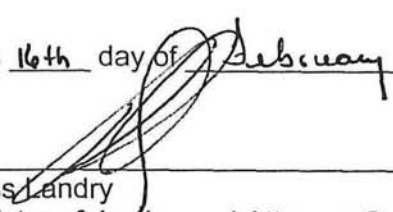
Gregory D. Herrett, CA Date
Town Clerk and Chief Administrative Officer

*Effective Date of the By-Law unless otherwise specified in the text of the By-Law.

MINISTERIAL APPROVAL

Pursuant to subsection 55(2) of the *Police Act*, S.N.S. 2004, c.31, I hereby approve they bylaws for the Amherst Municipal Board of Police Commissioners, attached hereto as Schedule "A".

Dated at Halifax Regional Municipality, Nova Scotia this 16th day of February, 2011.



Ross Landry
Minister of Justice and Attorney General

Service Nova Scotia
and Municipal Relations

Approved this 10th day
of March 2011.


.....
Minister of Service Nova Scotia and Municipal Relations

SYNOPSIS

Planning Advisory Committee Citizen Appointment

The Planning Advisory Committee has three citizen appointee members. One of these memberships expires March 31, 2019.

A notice was placed in the Amherst Newspaper on February 13, 2019 and on Town of Amherst social media advertising for this appointment, with a February 28, 2019 deadline for applications. We received one application.

MOTION:

That Council re-appoint Gordon Goodwin to the Planning Advisory Committee for a three-year term ending March 31, 2022.



AMHERST TOWN COUNCIL

RFD# 2019024

Date: March 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: March 25, 2019

SUBJECT: Citizen Appointment to the Planning Advisory Committee

ORIGIN: Membership of one of our PAC citizen appointees expires March 31, 2019.

LEGISLATIVE AUTHORITY: Planning Advisory Committee Policy.

RECOMMENDATION: That Council re-appoint Gordon Goodwin to the Planning Advisory Committee for a three-year term ending March 31, 2022.

BACKGROUND: The Planning Advisory Committee has three citizen appointee members. One of these memberships expires March 31, 2019. Per the Planning Advisory Committee Policy # 66000-01, section 7 states "The term for members shall be three years, and members may be re-appointed to the Committee. Public members terms shall be by fiscal year, with one member appointed each year."

DISCUSSION: The role of the Planning Advisory Committee is to advise Council respecting the preparation, or amendments to, the Town's Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw, as well as other general land use planning matters. This Committee also hears appeals and makes decision with respect to Dangerous and Unightly Premises, and acts as the Heritage Advisory Committee.

FINANCIAL IMPLICATIONS: There are no financial implications regarding committee appointments; they are volunteers.

COMMUNITY ENGAGEMENT: A notice was placed in the Amherst Newspaper on February 13, 2019 and on Town of Amherst social media advertising for this appointment, with a February 28, 2019 deadline for applications. We received one application.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: Defer appointment of citizen members to a future meeting.

ATTACHMENTS:

- Planning Advisory Committee Policy

Report prepared by: Kimberlee Jones, Municipal Clerk
Report and Financial approved by:



DEPARTMENT: PLANNING AND DEVELOPMENT DEPARTMENT

TITLE: **PLANNING ADVISORY COMMITTEE POLICY**

Minutes reference date: 27 March 2006; 29 November 2010; 24 October 2011; March 24, 2014; 22 January 2015

PURPOSE:

The purpose of this policy is to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*.

ROLE OF COMMITTEE

1. The role of a Planning Advisory Committee is to advise Council respecting the preparation or amendment of the Town’s Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw as well as general land use planning matters.
2. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.
3. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act* and pursuant to the Heritage Properties Bylaw, the Committee will also act as the Heritage Advisory Committee.
4. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act*, the Planning Advisory Committee will also undertake the duties assigned to it pursuant to the Dangerous or Unsightly Premises Policy of the Town of Amherst.

MEMBERSHIP

5. The Council shall appoint members of the Planning Advisory Committee by resolution.
6. Membership shall include three members of Town Council and three members of the public who are residents of the Town of Amherst.
7. The term for members shall be three years, and members may be re-appointed to the Committee. Public members’ terms shall be by fiscal year, with one member appointed each year.
8. In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.

9. At the beginning of the first meeting of each fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

STAFF RESOURCES

10. The Deputy Chief Administrative Officer – Operations is responsible for all functions of the Committee including:
 - a. Calling meeting;
 - b. Taking minutes
 - c. Distribution of reports and other information as required;
 - d. Public notification as required;
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
11. Where additional information or work is required of staff by the Committee the Deputy Chief Administrative Officer – Operations (Deputy CAO) will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
12. Meetings are to be attended by the Deputy CAO or designate as well as an Executive Assistant. At the discretion of the Deputy CAO, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer and all Directors.

MEETINGS

13. Meetings will be automatically scheduled for the first Monday of every month. Meetings will commence at 4:30 PM unless otherwise informed.
14. Meeting times may be changed when appropriate by the Chairperson in consultation with the Deputy CAO.
15. Meetings may be cancelled by the Chairperson in consultation with the Deputy CAO when there are no agenda items.
16. All meetings are open to the public as per Section 203 of the *Municipal Government Act*, unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Act*.
17. The date, time and location of Committee meetings shall be posted in the lobby of Town Hall three days prior to the meeting, and on the Town's website.
18. An agenda package will be provided to all Committee members and staff no later than 4:00 PM, two business days prior to the meeting.

SYNOPSIS

Water Account Write-offs

It is recommended that accounts be reviewed annually for identification of uncollectible accounts. This is an established process used in sound financial planning for reconciliation of accounts.

Town staff have identified the attached list of accounts as being uncollectible. All reasonable collection efforts have been exhausted. Staff are requesting that old accounts that are uncollectible to be removed from the books so efforts can focus on the accounts that are collectible.

MOTION:

That Council authorize staff to write-off uncollectible accounts in the amount of \$862.33.



AMHERT TOWN COUNCIL

RFD# 2019025

Date: March 25, 2019

TO: Mayor Kogon and Members of Council

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

DATE: March 25, 2019

SUBJECT: Write-off Uncollectible Accounts Receivable - Water

ORIGIN: Staff's analysis of aged accounts receivable listing.

LEGISLATIVE AUTHORITY: Section 38 of the Municipal Government Act confers on Council the authority to write off uncollectible amounts. Tax Collection Policy #03800-01 is also relevant.

RECOMMENDATION: That Council authorize staff to write-off uncollectible accounts in the amount of \$862.33.

BACKGROUND: Staff have identified the attached listing of accounts as being uncollectible. All reasonable collection efforts have been exhausted.

DISCUSSION: Staff wants old accounts that are uncollectible to be removed from the books so staff can concentration on the accounts that are collectible. This is an established process used in sound financial planning for reconciliation of accounts. It is recommended that accounts be reviewed annually for identification of uncollectible accounts.

FINANCIAL IMPLICATIONS: These accounts have been budgeted for in our valuation allowance and therefore will not impact on the annual results for year ended March 31, 2019.

COMMUNITY ENGAGEMENT: No community engagement contemplated at this time.

ENVIRONMENTAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ALTERNATIVES: Do not write off accounts and direct staff to continue with their collection efforts.

ATTACHMENTS: List of uncollectible accounts.

Report prepared by: S.G. Rector, CPA, CMA, CFO
Report and Financial approved by:



Water/Sewer accounts

Write-offs for March 2019			Interest	2017/18	2016/17	2015/16	Prior	Total
1	MacInnes Donad/MacInnes Marjorie	3 Haliburton St	9.47			50.00		59.47
2	Gouchie Richard & Joyce	8 Wellington St	3.79			46.66		50.45
3	Snow Dean & Charlene	812 Hwy 204	61.15				335.86	397.01
4	Eastcan Trading Ltd	Unknown	39.98				200.00	239.98
5	Brenton Heather & Christopher	8 Meadow St					115.42	115.42
TOTAL			114.39	-	-	96.66	651.28	862.33



Royal Canadian Mounted Police Gendarmerie royale du Canada
Commanding Officer Commandant divisionnaire

80 Garland Avenue
Dartmouth NS B3B 0J8

March 12, 2019

Mayor David Kogon, MD
Town of Amherst
98 Victoria Street East
PO Box 516
Amherst NS B4H 4A1

Dear Mayor Kogon:

Thank you for your letter of February 25.

The decision to relocate the RCMP Operational Communications Centre (OCC) followed an extensive feasibility study and months of follow-up work to determine the future of the OCC given that its current building in Truro is reaching the end of its lifespan. Our focus during the study and throughout the decision-making process was on the health and safety of our employees, operational requirements and fiscal responsibility.

The senior management team, myself included, did not take this decision lightly. This is why we asked for a comprehensive assessment of the options prior to moving forward with a decision. Based on the information gathered, relocation to “H” Division Headquarters struck the best balance of employee health and safety, operational requirements and fiscal responsibility.

The RCMP OCC is one of four 911 Public Safety Access Points in Nova Scotia. As such, it has redundancy in place and contingency plans for E911 should a PSAP ever be non-operational. Contingency plans for “H” Division RCMP include a back up RCMP OCC and portable equipment that would allow us to restart operations should both the primary and back up OCC be non-operational regardless of the location of either.

Should you have questions on the above, please be sure to contact me.

Yours truly,

A/Commr. Lee Bergerman
Commanding Officer “H” Division
Royal Canadian Mounted Police, Nova Scotia



February 25, 2019

A/Commr. Lee Bergerman
Commanding Officer "H" Division
Royal Canadian Mounted Police, Nova Scotia
80 Garland Avenue
Dartmouth, NS B3B 0J8

Dear Sir:

Re: RCMP Operational Communications Centre in Truro

I wish to thank you for your letter of February 7, 2019 regarding the move of the Operational Communications Centre (OCC) in Truro.

I do, with respect, want to bring to your attention several concerns we here in Amherst have with this decision.

Being involved with our regional emergency management organization here, I am acutely aware of how vitally important communication capability is. I am aware of two key points that have to be addressed when locating communication centres. Firstly, centres should never be placed near or in any hazardous areas and secondly, multiple centres should be sufficiently distanced from one another so that they will not be impacted by any single event that might damage or destroy a centre.

In this specific case, the two policing call centres, one for the Halifax Regional Police Force and the second for your RCMP will now be in close proximity. They will now both be in close proximity to the ammunition depot in Dartmouth as well as the navy base which can harbour nuclear powered vessels. This most certainly constitutes a potentially hazardous environment. The primary concern then, is in regard to the safety of Nova Scotians living anywhere in the province should both police call centres become incapacitated simultaneously.

Of secondary importance is that this is another example of centralizing resources in the Halifax region and taking economic opportunities away from more distant areas of the province. This further burdens rural Nova Scotia economically. Your letter states the move will not have an impact on jobs however my reading says differently.



Our local federal representative, Mr. Bill Casey, MP, has been extremely vocal about this issue and we here in Amherst completely agree with Mr. Casey's position on the matter.

I am most certain I have not told you anything of which you are unaware but do wish to say, with utmost respect, that I/we disagree with the decision to move the OCC from Truro to Dartmouth. It is hoped that this decision could be reconsidered going forward.

I sincerely thank you for your time and attention to this very important issue.

Best Regards,



David Kogon, MD
Mayor
Town of Amherst

cc: Bill Casey, MP



MEMORANDUM

To: Mayor David Kogon and members of Council
From: Andrew Fisher, Manager, Planning & Strategic Initiatives
Date: March 25, 2019
Subject: **Off-lot Signage in the Downtown Core Area – exemption request**

The purpose of this memo is to provide Council with a regulatory context to Mr. Bligh's attached request for an exemption from the Land Use Bylaw (LUB) to allow an off-lot sign within the Downtown Core Area District.

On December 22, 2014, Council amended the LUB to remove restrictions on off-lot signage. On April 18, 2018, Council amended the LUB to allow electronic signs in the Core Area that also included a prohibition on off-lot signage within the Core. LUB section 6.14 (h) states:

h) Signs that display a business, product, or use not located on the property or premises where the sign is located are not permitted;

Given the above provision, staff are not able to issue a Development Permit for an off-lot sign in the Core Area, and there is no mechanism to give exemptions under the LUB.

Mr. Bligh may request an amendment to the LUB to allow off-lot signage in the Core Area District. Alternatively, the PAC have been directed to review the sign regulations, which will take place in the coming months.

Mayor Kogon
Amherst Town Council
Victoria Street
Amherst
Nova Scotia

29/1/19

Dear Mayor Kogon,

I would like to request that an exemption from the bylaw regarding signage in the downtown core be permitted for our business, Birkinshaw's tea room on Ratchford Street in Amherst. We draw business from all over the Maritimes and further afield, and are recognised by the town, the Amherst Chamber of Commerce and other businesses as being one of the 'anchor businesses' in Amherst, and as such bring people to the town and their dollars! We have appeared in Chatelaine magazine and newspapers and magazines across the country from Halifax to Vancouver. We are shortly to be listed with Taste Nova Scotia, and are featured regularly in the Town's promotions.

Being located slightly off the beaten track creates some issues with people finding us. We regularly get comments regarding difficulty finding us from out of towners.

I was going to put up a sign on the law building opposite us which would give us visibility from the traffic lights on LaPlance Street. This in turn would make it easier for people to find us who travel from New Brunswick. Between my having the sign made and being ready to install, the bylaws were changed to forbid off site signage.

I enclose a picture of the sign, which resembles a traditional tin sign as would have appeared on warehouses in the past and would fit esthetically in the area. I see that we are now getting a plethora of digital signs in the downtown which have a bigger impact on the area than my static traditional sign.

I have support from members of the Council including Jason Blanch. The sign is 6' wide by 4' high and would be fixed to the upper side of the law building on Havelock Street with the finger image pointing to us on Ratchford Street.

Thank you for your time and consideration in this matter and if I can do anything or supply further information, please do not hesitate to contact me.

Regards,

Adrian Bligh



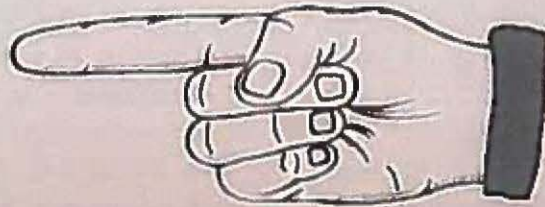
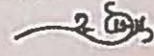
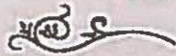
Birkinshaw's tea room

Winner of the small business of the year award 2018

Listed by Chatelaine Magazine as one of the "Top 10 places for afternoon tea in Canada"

BIRKINSHAW'S

TEA ROOM - COFFEE HOUSE - RESTAURANT



Eat In or Take Out

Internal Committee Report

Planning Advisory Committee

March 2019

The Planning Advisory Committee met on March 4, 2019. Items on the agenda included a recommendation from the Unsightly Premises Administrator for the demolition of 1 Spring Street. A recommendation from the Manager of Planning and Strategic Initiatives regarding a proposed Amherst Courthouse accessibility retrofit was presented. The Amherst Court House is as Municipal Registered Heritage Property and the PAC also serves as the Heritage Advisory Committee. Any significant changes to a registered heritage property must be approved. As such the Heritage Advisory Committee is recommending Council approve this accessibility retrofit – namely the addition of a ramp to the exterior of the building.

The next meeting is scheduled for May 6.

Internal Committee Report

Amherst Board of Police Commissioners

March 2019

The Amherst Board of Police Commissioners met on February 27th. Items on the agenda included a presentation on Drug Recognition, an update on 2018/19 capital budget projects as well as the Chief's report.

The Clerk advised the Commission that our citizen appointee terms are expiring at the end of March and we were seeking Expressions of Interest for the Board. There are 2 one year terms and 1 two year term to be filled.

At this time we would like to recognize and thank Robin Latta, Holly MacDonald and Sandy Fairbanks for their service to date on the Amherst Board of Police Commissioners.

Purpose of the Committee

The purpose of the Amherst Communities in Bloom Committee (CIB) is to promote and enhance the general betterment and positive self-image of our community. Through active community participation this Committee will aim to improve the tidiness, overall beautification, preservation of heritage and culture within Amherst with a strong focus on **environmental stewardship**. **This committee will make active strides in making Amherst a better place to live, work, and play.**

The Committee will actively foster and promote:

- A positive community image;
- Tidiness and visual appeal of parks, streets, and green spaces;
- Environmental awareness; and
- Community participation.

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Foster civic pride;
- Foster environmental responsibility through community participation
- Engage citizens of all ages, encourage involvement and action by residents;
- Improve the tidiness and visual appeal of our parks, streets, greenspaces;
- Promote environmental awareness;
- Attract, engage and promote partnerships/sponsorship throughout the community.

Membership Roles & Responsibilities

Committee members are required to take an active role within the committee, will meet minimum of 8 times a year, Each area of the evaluation criteria will be focused on within the committee and committee members will be responsible to actively be involved in all or some of the following areas: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

Members will also be responsible for organizing and assisting with community awards celebration as well as in the planning and execution of the Community in Blooms judges' visit, around the end of July.

The committee may call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects.

Staff Support

The Committee's primary staff contact with the Town of Amherst will be the Town Horticulturist, as delegated by the Director of Recreation. The Town Horticulturist shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Along with attending regular meetings, committee members are to play an active role in the planning and execution of the judge's visit, attract partnerships/sponsorships within the community, and continually strive to promote a positive community image through Communities in Bloom initiatives and projects.

A Planned Public meeting to answer questions and to promote membership will be held

May 15th at 7 pm

Community Credit Union Business Innovation Centre

Don't Forget Earth Day Celebrations: April 18th- 23rd

External Committee Report

Cumberland YMCA

March 2019

Jeff MacNeil, Manager of Development, spoke about this year's Strong Kids events, Cues for Kids as well as Coldest Night of Year.

Alison Lair, Community Outreach Coordinator presented an update on her program. Since October 31st 2018:

- 55 clients to date since October 30th (5 months)
- 22 homeless –
- 5 sleeping in cars
- 1 sleeping in a tent
- 1 roaming streets
- 11 recently evicted
- 2 sleeping in unheated buildings
- 1 displaced due to house fire
- 1 displaced due to building being condemned
- 1 recently returned to the area
- 10 couch surfing
- 15 eviction prevention
- 7 provided with other assistance (liaise with landlord, NS Power Low Income Advocate, assistance finding alternative housing)
- Many other calls for assistance

There has been \$4,426 spent in eviction prevention, \$10,351 in housing transition costs (Comfort Inn, taxi, security deposit, rent, basic needs, NS Power, bus tickets). We received a Cumberland Child and Youth Foundation Grant for the Community Kitchen and Garden in the amount of \$1,500, split \$1250 and \$250 respectively. The Community Kitchen Meals have been offered 55 times since January 10th 2018. Approximately 1000 individual meals have been served. Numbers at each meal range from 8 to 30. The Let's Walk About It had 70 people attending. Christmas lunch and other themed lunches, Community Garden, Food Surplus program and the Shelter were also discussed.

Strategic Plan and Peer Review: The current plan finishes in 2020, it had been suggested that the Cumberland YMCA and the Moncton YMCA coordinate a review together to combine a Strategic Plan, as there are some shared services and both plans are due at the same time.

Renee Lusby spoke on Child Protection laws, and what the YMCA is required as well as board members to stay in compliance. The Board also participated in Childcare surveys, and YMCA of Canada surveys.

Open Line is a Customer Experience Tool which was launched in February. Once a month a personalized email is sent to all of the members as a check-in, asking if about their service. To date there have been 580 check-ins with 25 compliments, 12 suggestions and 6 problems.

Member numbers are in total 1150, 187 are subsidized members.

Child Care:Full Day

ELC 81 (Before School 15, Afterschool 50, Kindergarten 16, Preschool 12)

Offsite

Cumberland North 30, West Highlands 15, Oxford 3

Friday Night Fun participation numbers for Feb 1 and 22, 2019

Ages 5-8 year olds – average of 35 each night

Ages 9-14 year olds – average of 24 each night

New infant room has opened with 4 new infants starting on March 4, 2019

March Break Camps were held from March 18-22, 2019

The Board, as of the last meeting, was awaiting the new funding contract from the Municipality of Cumberland.

Donations and Fundraising

Cues for Kids took place on February 8, 2019 with approximately 67 tickets sold, with a net profit of just under \$2,000. Coldest Night of the Year was held on February 23, 2019 and the total raised was \$15,400. Donations are still coming in and are accepted until March 31, 2019. CNOY is a program of Blue Sea Foundation, as a charity partner, The YMCA of Cumberland will receive 70% of all funds raised, which will be more than \$10,780. The 30% that goes to Blue Sea covers costs associated with the event, such as the toques for the participants, national advertising, marketing materials (including printed banners, save-the-date post cards, book marks and posters), event insurance, staff training, administrative supplies, etc. The annual Spin-A-Thon will take place on March 27, 2019. This is also a peer-to-peer fundraising event with a focus on member engagement and participation, however a membership is not required to participate.

External Committee Report

Cumberland Joint Services Management Authority

March 2019

The switch to dual stream recycling occurred December 1. During the month of February, loads of fibre materials were again regularly shipped to Scotia for processing.

The 2019-2020 Town of Amherst Collection Schedule has been sent out to residents. Staff have started tracking rejections and have noted that 42% of rejections are due to residents placing out wrong materials, 34% of materials are not being sorted correctly, and 24% are miscellaneous. In the months of January and February there were a total of 938 rejections.

Staff participated in the first Bordertown Home, Garden & Recreation Show held on March 15-17, and will once again be participating in the Highland Fling in May.

External Committee Report

Northern Region Solid Waste

March 2019

The Northern Region Waste Resource Committee met on March 1, 2019 In Truro. The Committee was updated on a meeting with the Minister of Environment in which 6 topics were on the agenda. The focus of the discussion was directed at Efficiency Study, and EPR for paper and packaging.

The next meeting will be held on Friday, April 12, 2019 at 1:00pm at the Municipality of East Hants.

External Committee Report

Cumberland Senior Safety Report

March 2019

The Cumberland Senior's Safety Society met on February 28th at 2 pm at the CANSA Activity Center.

One of the components of the group is to create awareness of important issues and translating relevant knowledge for citizen's use. Therefore the Coordinator has agreed to assist the Town of Amherst in obtaining feedback from seniors on their concerns. This will be done through workshops, an Awareness Campaign, publication of material and any other ways he may be able to assist them.

2 presentations were held during this period:

- Senior Safety program Overview
- Frauds and Scams Awareness

Direct Service Delivery

- 7 home visits conducted during this period

The Coordinator continues to work with other committees in the area to promote the senior's program and participates in various committee initiatives.

Thank you.

External Committee Report

Tourism Strategic Planning Committee

March 2019

The Tourism Committee has recently finalized the process involved in defining the Vision, Goal, Strategic Pillars and Objectives as shown below.

The Vision

“To be recognized as a four-season tourism destination through facilitating the development, enhancement, preservation and collective marketing of our natural, historic and cultural assets, leading to an improved economy and quality of life.”

The Goal

The goal for tourism in Cumberland Region is to increase visitor’s length of stay and increase tourism revenues.

5 Strategic Pillars:

- 1) Collaborative Tourism Leadership Structure
- 2) Branding and Marketing
- 3) Sustainable Tourism Asset Development
- 4) Communication, Engagement and Outreach
- 5) Extend the Shoulder Seasons & Develop Winter

At the last meeting held on March 14th, the Committee successfully completed the final stage in the planning process, which is developing the action plans. This involved reviewing each action item and identifying:

- Who will take the lead?
- Who are the partners?
- Resources needed? Human, financial and where will they come from?
- A timeframe for completion
- Key issues or constraints
- How we will measure progress?

We are beginning the process to secure funding to develop a regional tourism brand, a marketing strategy, and website design and development.

The next Committee meeting is scheduled for April 16th, 2019. The objective of this meeting is to provide the Committee with an updated preliminary draft strategy.