

**Minutes of a Regular Meeting of Amherst Town Council  
Held in Council Chambers  
Monday, January 22, 2007 at 7:00 PM**

**PRESENT:** Mayor Jerry Hallee  
Deputy Mayor David March  
Councillor Robert Angel  
Councillor George Baker  
Councillor Ed Chitty  
Councillor Dale Fawthrop  
Councillor Terry Rhindress  
Greg Herrett, CAO  
Rebecca Purdy, Executive Assistant

**1. O'CANADA**

**2. PUBLIC HEARING**

By-Law P-2-6 - A By-Law to Amend the Land Use By-Law (Administrative Amendments)

Jason MacDonald, Director of Planning and Development provided a brief synopsis of the proposed amendments. Mayor Hallee asked if there was anyone present who wished to speak on the matter; there were none. He asked the CAO if there had been any written submissions; there were none. The Public Hearing concluded.

**3. CALL TO ORDER**

Mayor Hallee called the meeting to order at 7:05 PM

**4. ACTION ITEMS**

4.1 Additions to the Agenda

4.2 Approval of Agenda

**Moved by Deputy Mayor Baker, seconded by Councillor Chitty to approve the Agenda as circulated .**

**MOTION CARRIED**

4.3 Approval of Minutes – December 18, 2006 Regular Meeting

**Moved by Councillor Rhindress, seconded by Councillor Angel to approve the Minutes of the December 18, 2006 Regular Meeting as circulated.**

**MOTION CARRIED**

Approval of Minutes –January 9, 2007 Special Meeting

**Moved by Councillor Rhindress, seconded by Councillor Fawthrop to approve the Minutes of the January 9, 2007 Special Meeting as circulated.**

**MOTION CARRIED**

4.4 By-Law P-2-6, Second Reading (Administrative Amendments to LUB)

**Moved by Councillor Chitty, seconded by Councillor March that Council approve Second Reading of By-Law P-2-6, a by-law to amend the Land Use By-Law, which will adopt a number of administrative amendments to that document, as recommended by the Planning Advisory Committee.**

**MOTION CARRIED**

**Town of Amherst  
Bylaw to amend the Land Use By-Law P-2  
P-2– 6**

1. This is a by-law to amend the Land Use By-Law of the Town of Amherst with respect to the adoption of various administrative amendments
2. In the Land Use By-Law:  
Section 4.19 is amended to correct the following numbering reference: 4.24 should read  
**4.26**

Section 4.12 is amended to remove the words “**Except for flag lots**”.

Definition 78 Retail is amended to read, “**Retail means the offering and sale, rent or lease of goods, wares, merchandise, substances, articles, or things whether manufactured by the retailer or purchased at wholesale, to the general public as final consumer for personal or household consumption and not for resale.**”

Section 7.2.2 is amended to correct the following policy references. Policy RP-13 should read **Policy RP-14**; Policy RP-12 should read **RP-13**; Policy RP-15 should read **Policy RP-16**; and Policy RP-8 should read **Policy RP-9**.

Section 7.3.2 is amended to correct the following policy references. Policy RP- 13 should read **Policy RP-14**; and Policy RP- 15 should read **Policy RP-16**.

Section 8.3.2 is amended to correct the following policy references. Policy CP-1 1 should read Policy **CP-10**; Policy CP- 12 should read **Policy CP-1** 1; and Policy CP- 15 should read **Policy CP-13**;

Section 8.3.3 is amended to correct the following policy reference. Policy CP- 17 should read **Policy CP-14**.

The table of contents is amended to reflect the correct spelling of Schedule B.

#### 4.5 Requests for Financial Assistance

**Moved by Councillor March, seconded by Councillor Chitty that the Town of Amherst declines the request for financial assistance received from the Kids Help Phone – Atlantic Region.**

**MOTION CARRIED**

**Moved by Councillor March, seconded by Deputy Mayor Baker that the Town of Amherst declines the request for financial assistance in support of the 2007 Don Johnson Cup being hosted in Springhill, but that staff be directed to contact the organizing committee in relation to purchasing advertising, and to discuss providing any logistical support needed to ensure that Springhill is successful in their efforts.**

**MOTION CARRIED**

#### 4.6 Proposed New Debt Management Policy, Number 211-37

**Moved by Councillor Rhindress, seconded by Councillor Angel that Council adopt the Debt Management Policy, Number 211-37.**

**MOTION CARRIED**

#### **TOWN OF AMHERST POLICY NUMBER 211-37 DEBT MANAGEMENT POLICY**

##### **PURPOSE**

The purpose of the Debt Management Policy is to outline the management methods for long-term borrowings and debt repayment.

##### **POLICY STATEMENT**

The Town will confine long-term borrowing to capital investments or projects that cannot be financed from current revenues. The Town will not use long-term debt to finance current operating expenditures. Considerations will be made before borrowing funds as to the level of existing debt and the impact on current and future operating budgets.

When the Town finances capital projects through the issuance of debentures, it will pay back the debentures within a period not to exceed the expected useful life of the project. Total annual payments of principal and interest for long term borrowings will not exceed 15% percent of the Town's total annual own source generated operating revenue. Where possible, the Town may use special assessment or revenues instead of long term borrowings.

The Town will maintain a debt repayment schedule outlining debt principal and interest outstanding for each year.

4.7 Proposed New Arts & Culture Policy, Number 211-38

**Moved by Councillor March, seconded by Deputy Mayor Baker that Council adopt the Arts and Culture Policy, Number 211-38.**

**MOTION CARRIED**

**TOWN OF AMHERST POLICY NUMBER 211-38  
ARTS AND CULTURE POLICY**

**PURPOSE:**

The Town of Amherst recognizes that arts and culture contribute to the quality of life of its citizens. The Town also recognizes that a strong and active cultural environment promotes a sense of identity and belonging, and serves as an opportunity for tourism and the generation of economic impacts both directly and indirectly.

The Town is committed to ensuring that our citizens have an awareness of arts and culture, artistic achievement, cultural diversity and our unique heritage, and that it is reflected to our citizens and to the world, through our businesses, buildings, facilities and programs.

**POLICY STATEMENT:**

The Town of Amherst will support the development of arts and culture in the areas of community development, visual and performing arts and cultural activities, as appropriate, and as resources allow.

**OBJECTIVES**

- Increase public awareness and appreciation of arts and culture through utilizing the promotional tools currently available.
- Encourage access to arts and cultural activities through the development of new tools for promotion and marketing
- Support and encourage the development of partnerships with the business community to help promote visual arts in their workplace, buildings and other work environments. Partnerships between government, business, associations, individuals and the arts community will enhance the development and provision of arts activities, and access to the arts.
- Recognize achievement in arts and culture. Creativity, innovation, and excellence should be valued, supported and celebrated as essential elements of arts community development.
- Encourage, properly maintain and promote art in the public domain, such as the Amherst Mural Project.
- Provide encouragement, information and opportunities for artists and cultural groups to strengthen their administrative, marketing, technology, and management skills. (See *Policy 211-34 Grants to Organizations*)
- Preserve, use and promote Amherst's unique history and heritage, both built and cultural.
- Work cooperatively with other levels of government, educational bodies, and associations, to further develop arts and culture in Amherst.

4.8 Proposed Revised Snow Removal Policy, Number 230-07

**Moved by Deputy Mayor Baker, seconded by Councillor March that Council adopt the amended Snow Removal Policy, Number 230-07**

**MOTION CARRIED**

**TOWN OF AMHERST POLICY NO. 230-07  
SNOW REMOVAL POLICY**

**POLICY STATEMENT:**

After the snowstorm has abated snow will be hauled away from the boulevards of town streets with work to begin no earlier than 10:00 p.m. following the storm. Snow will be hauled from the following streets as first priority and from other streets as time permits and as deemed appropriate by the Operations Manager.

- Victoria Street from Herbert Street to C.N.R. Tracks.
- Church Street from Victoria Street southerly to civic #92 (YMCA)
- Havelock Street from Victoria Street to Prince Arthur Street.
- Ratchford Street
- King Street
- Princess Street
- Electric Street
- Prince Arthur Street from Acadia to Church Street.
- Hickman Street from W. Pleasant to Cornwall Street.
- Acadia Street from Victoria Street to Prince Arthur Street.
- Albion Street from Church Street to Lord Amherst Drive
- LaPlanche Street northerly from Victoria Street to civic # 26 ( NSLC)
- Lawrence Street from Victoria Street northerly to civic # 17 (CO-OP)
- Academy Street from Spring Street to Queen Street.
- Spring (Albion to Church)
- Spring Street – Academy Street to Charles Street
- Charles Street – Spring Street to Dunlop Street

THE PURPOSE OF THIS POLICY IS TO:

Provide direction to staff involved in snow removal from Town streets following a snow storm.

#### 4.9 Accounts Receivable Write-Off

**Moved by Councillor Fawthrop, seconded by Councillor Rhindress that Council authorize staff to write off uncollectible accounts in the amount of \$63,077.37 as recommended by Administration.**

**MOTION CARRIED**

(A complete listing of the accounts is attached to these Minutes as Appendix A.)

#### 4.10 Development Agreement DA-2007-01 – 28 South Albion Street

**Moved by Councillor Chitty, seconded by Councillor March that Council give First Reading to Development Agreement DA-2007-01 to permit an automobile dealership and Christmas tree sales on property located at 28 South Albion Street as recommended by the Planning Advisory Committee.**

**MOTION CARRIED**

Case No. DA-2007-01

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2007.

Between: David Noiles, Owner of property located at 28 South Albion Street, 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 construct an automobile dealership on property located at 28 South Albion Street.

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 \_\_\_\_\_ 2007, approved the said development agreement subject to the registered owner of the land described herein entering into this agreement;

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:

That the Owner is the registered owner of the aforesaid lands in the Town of Amherst, hereinafter called the lands. The aforesaid lots 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.

That the owner may construct and operate an automobile dealership on the said lands, subject to the following Schedules A, and B attached.



Case No. DA-2007-02

This Agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ 2007.

Between:

Callaghan and Weatherbee Land Development Limited, Owner of property located at the  
corner of Dickey  
Street and Rupert Street, 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 RP-9 of the Municipal Planning Strategy of the Town of Amherst, to construct a 30 unit townhouse development on property located at the corner of Dickey and Rupert Streets.

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 \_\_\_\_\_ 2007, approved the said development agreement subject to the registered owner of the land described herein entering into this agreement;

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:

That the Owner is the registered owner of the aforesaid lands in the Town of Amherst, hereinafter called the lands. The aforesaid lots 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.

That the owner may construct a 30 unit townhouse development on the said lands, subject to the following Schedules A, B and C attached.

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.

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.

The Town shall issue the necessary permit for the development upon the expiration of the appeal period specified for development agreements in the Municipal Government Act, Section 249 , as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.

#### Schedule A Ketchum Corner - Development Agreement

##### Terms and Conditions:

1. The use of the property be limited to a 30 unit townhouse development, contained within 9 separate buildings;
2. The properties be consolidated into one lot;
3. The location of the buildings be generally in accordance with Schedule B, the following minimum setback dimensions for each buildings shall apply:
  - a. 5 metres between buildings;
  - b. 6 metres from Dickey Street;
  - c. 8 metres from Rupert Street;
  - d. 6 metres from the southern and eastern property lines;
  - e. 6 metres from the common driveway;
4. One accessory structure be permitted on the property, subject to the relevant regulations of the Land Use Bylaw;
5. The end of the nearest building(s) facing either Rupert or Dickey Street contain at least one window and a false roof line be incorporated into the design;
6. Access to Rupert Street be substantially in accordance with the attached Schedule B, and to the satisfaction of the Development Officer;

7. No direct vehicular access to Dickey Street be permitted;
8. All driveway and parking areas be maintained with asphalt and kept clear of snow and otherwise be unobstructed at all times so as to be passable by emergency vehicles;
9. The driveway in front of each building be completed with a minimum 7 metre wide strip of asphalt for the entire length of the building, such work to be completed within 6 months of the occupancy permit for the said building being issued;
10. The base of the common driveway, including asphalt, be in accordance with the Town of Amherst Subdivision Bylaw & Development Standards.
11. A minimum of 8 common parking spaces shall be provided on the property;
12. A stop and street name sign be provided by the owner at the Rupert Street entrance to the property and any other traffic control signs be at the discretion and responsibility of the property owner;
13. No two adjacent buildings are to be the same color;
14. Water and sewer services be provided to the buildings in accordance with the Town of Amherst Subdivision Bylaw & Development Standards and the National Building Code;
15. Storm water on the site be channeled so as to not impact adjacent properties and so as not to flow directly onto adjacent public streets and sidewalks;
16. Separate water metres be installed for each dwelling unit in accordance with the Town of Amherst sewer bylaw;
17. A permanent stone sign, illustrating the name of the development, shall be located off Rupert Street, generally in the location indicated on Schedule B, prior to a building permit being issued for the third building on the property;
18. Each of the three front façade designs forming Schedule C of this agreement shall be applied to at least two of the nine buildings. Included in this agreement are the major features such as number of garages, roof lines, etc., the owner has the right to vary smaller details such as trim, size of windows, etc.;
19. Usual residential outdoor recreation apparatus shall be permitted on the property, subject to the applicable town bylaws and regulations;
20. Garbage pickup for all dwellings units on the property will be private, and the responsibility of the owner;
21. Landscaping be provided in accordance with the following:
  - a. A minimum of eight deciduous trees, a minimum of 2 metres in height, be planted along both Dickey and Rupert Streets at approximately equal intervals. Such planting is to take place prior to the issuance of the building permit for the third building;
  - b. A minimum of eight deciduous or coniferous trees, a minimum of 1.5 metres in height, be planted along both the southern and eastern interior property lines at approximately equal intervals. Such planting is to take place prior to the issuance of the building permit for the third building;
  - c. A minimum of one shrub or tree be planted in the front yard of each dwelling unit. Such planting is to take place within one growing season of the construction of the said unit.
  - d. Grass be maintained in all areas of the property not utilized for buildings, parking or walkways.

#### 4.12 Amherst – Escalante Project Proposal

**Moved by Councillor March, seconded by Councillor Chitty that the Town of Amherst formalize the second phase of the Municipal Partnership with the City of Escalante, and that Council authorize the Mayor to sign the Project Proposal on behalf of the Town.**

**MOTION CARRIED**

**Project Proposal  
Town of Amherst and Escalante City Municipal Partnership**

**Preamble**

In 1987, Canadian municipalities gave FCM the mandate to be their representative internationally. From its beginnings as the 'International Office', the International Center for Municipal Development (ICMD) has been the only legitimate representative of Canadian municipalities internationally, and the main source of Canadian municipal practitioners and resources for international work. Since that time, the FCM has worked with municipalities around the world to help them improve their capacity to deliver quality of life improvements for their citizens.

In 2002, facilitated by the ICMD, the Town of Amherst and the City of Escalante began a partnership, initially funded under the auspices of the Local Government Support Program (LGSP). Local economic development (LED) is a priority area for the LGSP and was a common linkage to Amherst, Escalante and ICMD.

One condition for success that has become increasingly evident is the need for local government units (LGUs) to recognise their role as facilitators of development rather than as agents responsible for 'doing' development at the local level. The LGSP has therefore initiated a project that supported the establishment of a municipal partnership between the City of Escalante, Negros Occidental and the Town of Amherst, Nova Scotia to work on a pilot project that focused on building the city's capacity to facilitate local economic development. Once implemented, LGSP intended the replication of the pilot in other LGUs in the country.

With the regional focus of LGSP changing in early 2004, the continuance of this partnership was accepted directly under FCM's Municipal Partnership Program. The first phase of Amherst and Escalante's technical cooperation officially ended in 2005; but with the success of the initial efforts, both parties endorsed the pursuance of a second project of cooperation beginning 2006.

**1. BACKGROUND**

The Town of Amherst (population 9,500) is located in the province of Nova Scotia, the geographic centre of Canada's Maritime Provinces. The semi-rural setting of the town provides a healthy and safe environment for residents and offers plenty of outdoor activities. For businesses and industries of all sizes, Amherst has proven that it offers an environment that is conducive to global success. A number of world-class international manufacturing, industrial and high-tech companies have chosen to grow and expand in Amherst. A key component of the Town's success can be attributed to the municipality's approach to local economic development. Amherst's Department of Community Economic Development, which was established in 1999, has a broad mandate for service and support in order to better service the needs of business and industry. It is also the central point for businesses looking to expand, relocate or set up shop in Amherst.

The City of Escalante is located in the province of Negros Occidental, the Philippines. Escalante consists of 21 barangays (political subdivisions) and has a population of approximately 84,000 inhabitants. The main sources of revenue are located in the agricultural and fishing sectors and within the city's five seaports. Two holiday beach resorts also employ local residents. In the future, Escalante hopes to become a food growth centre for the province, a gateway for commerce, trade and industry, and a major tourist destination on Negros Island. Despite its strengths, the City also faces many challenges, which include the mono-crop economy characteristic of the area, low agricultural productivity, inadequate infrastructure facilities, an insufficient water supply system, and limited capacity of the local authority to deliver basic services.

**2. ISSUES AND RATIONALE**

The majority of Escalante's residents are reliant on the sugar cane industry. Employment opportunities in and around the City are therefore highly seasonal resulting in high unemployment levels for farm workers during most of the year. Most sugar cane produced in the Philippines is for domestic use although the industry is also beginning to lose much of its local consumer base. Future employment opportunities and income levels in the sugar industry will continue to diminish because of this.

The City of Escalante wants to see more economic development activities occurring within its municipal boundaries. Although small business development is important for the re-circulation of money, the LGU also wants to attract investors, both industry and tourism, in order to bring new money into the City.

The partnership between the City of Escalante and the Town of Amherst began in November of 2002 when officials from Escalante travelled to Amherst to participate in a diagnostic mission. The project definition mission, the second activity of the project's inception phase, took place in Escalante in February 2003. A two-day working session was organised at the end of the project definition mission to discuss and define a two-year project of co-operation. Based on the local economic development challenges facing Escalante, and Amherst's experience in addressing economic development challenges in its own community, the partners reached agreement on the need to focus the project on three aspects of local economic development –

business attraction, expansion and investment. During the ensuing 18 months, 4 technical missions or exchanges took place in pursuance of the objectives identified within the municipal partnership. A LED Plan and a Tourism Strategy were formulated which became the roadmap for future development activities in Escalante. During the evaluation process on the initial two (2) year project, both municipalities agreed that continuation of the partnership would be beneficial.

In May, delegates from Amherst traveled to Escalante to participate in an assessment mission which is the first activity of the second phase of the partnership between Amherst and Escalante. A definition mission was held in September at which time the partners narrowed their focus of cooperation to include eco-tourism development and enterprise development.

### 3 PROJECT DESCRIPTION

#### 3.1 Goal

The goal of the project is to increase employment and local economic development opportunities in Escalante by enhancing the City's competitiveness in terms of eco-tourism and enterprise development.

#### 3.2 Objectives and Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS
1. To increase capabilities and skills of City Staff to incorporate ecotourism philosophies in existing and ensuing policies, plans and procedures in order to make the City "market ready".	City Staff equipped with capabilities to develop ecotourism plans, designs and program, beginning with the Mount Lunay and Danao River projects as pilots.  Ecotourism Master Plan formulated by the end of the project and partially implemented
2. To develop the right perspective, values and attitude among City officials, staff and the community relative to ecotourism and micro enterprise development.	Youth in community are aware of entrepreneurship as a career option and are more 'business ready' (need to train youth to be good employers and not just employees) Schools formally or informally providing training in micro enterprise development as part of their supplemental activities. Crafts industry developed producing quality souvenir/gift items. Increasing number of resident-tourists patronizing eco-tourism sites Bed and breakfast accommodations in communities available
3. To put in place desirable projects structures, systems and procedures conducive to micro-enterprise development, investment and ecotourism.	City Investment, Trade Promotion and Economic Enterprise Management Office (CITPEEMO) created and fully operational by mid 2007  Career Center in place and operational in 2007  Business Service Center in place and operational in 2007  Crafts coops or links to existing cooperative associations organized and functional  Interpretive Centers in all ecotourism sites established, maintained and updated by respective communities with minimal City assistance  Eco-trails and camp grounds established and developed with community involvement  Access to Microfinance from City and other funding sources available to provide start-up capital for micro-enterprises.  Online filing and approval of business permits and licenses
4. To project Escalante as an investment and tourism Destination.	City Website regularly updated.  Hard copies of investment and tourism materials available in provincial and regional hotels and travel agencies starting 2007; in national hotels, travel agencies and in airlines starting 2008  Annual participation of the City in national and regional trade and tourism fairs  Escalante "Ambassador of Good Will" program operational
5. To keep current and resourced the City LED Plan and Action Plan.	LED Strategy and Action plan updated, adequately resourced and fully implemented

### **3.3 Results**

#### **3.3.1 Short Term Results**

- Career centre in place and adequately resourced (human and equipment) providing counselling and skills development opportunities for Escalante residents, particularly youth and women.
  - o Resume writing
  - o Job search abilities both domestically and internationally
  - o Seminars on customer service
  - o Lunch and learn – person from the business sector making a presentation to youth about their experience, business finance
- Business Service Center in place and adequately resourced (human and equipment), that will provide information on local and national government programs, services and regulations, as well provide micro-enterprise mentorship program and internet access.
- City staff equipped with capabilities to develop ecotourism plans, designs and program
- LED strategy and action current and active.
- City Staff aware of components required of an investment profile for business attraction activities.

#### **3.3.2 Final Project Results**

- Youth in community are aware of entrepreneurship as a career option and are more 'business ready' (need to train youth to be good employers and not just employees)
- Schools formally or informally providing training in micro enterprise development as part of the supplemental activities.
- City staff equipped with capabilities to develop ecotourism plans, designs and programs.
- Ecotourism Master Plan developed and initial phase implemented (trail and campground construction underway or completed).
- City Investment brochures and application forms available in hard copies and online

#### **3.3.3 Long Term Results**

- Infrastructure and amenities in place to attract and spur business investment and tourism
- Paradigm shift within the local school curriculum to focus more on entrepreneurship development.
- Full implementation of Ecotourism Master Plan.
- Increase in youth and women entrepreneurs in Escalante thereby generating employment and income, and consequently increasing the income tax base.

### **3.4 Cross Cutting Considerations**

#### **❖ Environment**

- o Environmental impact assessment needed for each activity related to ecotourism.

#### **❖ Gender Equality and Youth**

- o The Micro Enterprise Development activities will require the ongoing participation and support of key interest groups such as women and youth to succeed.

## **4. WORK PLAN**

### **4.1. Program of Activities**

#### **Stage 1 – Diagnosis and Consensus**

The City of Escalante and the Town of Amherst will work together to confirm the issues, challenges and activities that will be addressed through the second phase of this project.

## Activities:

1. Research and Data Collection related to Eco-tourism Development. **(Jan. – Feb. 2007)**
  - a) Identification of existing eco-tourism sites within the City of Escalante.
  - b) Review of Mapping and Surveying data related to ecotourism sites in the City
  - c) Coordination with other Governmental and Non Governmental Agencies and departments.
  - d) Site analysis by Planner and CPDO of Mount Lunay and Danao River region
  - e) Secondary data collection for development of an Eco-tourism Master Plan for Escalante.
2. Research and Data Collection related to Micro Enterprise Development **(Jan – Feb. 2007)**
  - a) Identify existing capabilities that will be required to staff Career and Business Resource Centre.
  - b) Identify tools available (software and resource guides) to set up Career and Business Resource Centre.
  - c) Data Collection related to the development of an investment profile for the City of Escalante.
  - d) Coordination with other Governmental and Non Governmental Agencies and Departments (Passport Office, PESO)
3. Tourism and Marketing **(Jan – Feb. 2007)**
  - a) Review of existing quality and control programs related to Tourism.
  - b) Review of strategies related to Tourism Program delivery in Escalante.

**Stage 2 – Knowledge and Skills**

## Activities:

1. Increase knowledge amongst Project Team by reviewing similar activities in both Canada and the Philippines. Activities should focus on community based development; product packaging and marketing; micro enterprise development and investment attraction:
  - Study tour organized as part of the **Summer/Fall 2007** technical exchange to Canada that will focus on success stories in Maritime region of Canada related to Eco-tourism development and supporting enterprise development.
  - Best Practice tour as part of the **Winter, 2008** technical exchange to the Philippines to include eco-tourism sites and enterprise development activities in support of these sites.
  - Review existing training programs in Canada and Philippines that support Quality Control and Customer Service in the Tourism Sector. **(Summer- Fall 2007 – Winter 2008)**
2. Increase the skill of staff in addressing the day to day requirements of the Career and Business Resource Centre.
  - Assess current skill level of city staff to be directly involved in counselling and providing client services. **(Jan. – Feb. 2007/ Fall 2007)**
  - Review resources and tools from Canada that may be adoptable for use in Escalante. **( Fall, 2007)**
  - Development of a strategy to address the training requirements of staff to be able to facilitate client needs. (Navigators) **(Summer - Fall, 2007 – Winter 2008)**

**Stage 3 – Systems Development:**

## Activities:

1. Completion of a draft Concept Plan for Mount Lunay and Danao River Project. **(Summer/Fall 2007)**
2. Commencement of an Ecotourism Master Plan for the City of Escalante. **(Winter 2007 - Summer/Fall 2008).**
3. Develop and adoption of new procedures and tools to support the Business and Career Resource Centre. **(Winter 2008)**
4. Develop an Investment Profile to be circulated to site selectors and developers in an effort to optimize future opportunities related to business attraction. **(Winter 2008)**
5. Develop a tourism training program for quality control and customer service. **(Winter 2008 – Summer/Fall 2008)**

**Stage 4 – Institutionalization:**

It is necessary that the Mayor and The Snaguniang Panlungsod accept and implement changes that are being recommended through this partnership.

Activities:

1. Policy adopted by the Mayor and the Sangguniang Panlungsod to accept the Concept Development Plan for Mount Lunay and Danao River and supporting the completion of Ecotourism Master Plan for Escalante. **(Winter 2008)**
2. Launch of Career and Business Resource Centre by way of a Resolution of the Snaguniang Panlungsod and approval of an annual operating budget in support of this initiative. **(Winter 2008)**
3. Modify terms of reference for key staff to reflect their roles and responsibilities as they relate to the Career and Business Resource Centre. **(Summer/Fall 2008)**

**4.2. Monitoring and Evaluation**

Partners will monitor their progress continuously with the guidance of FCM officials.

- Partners will submit a mission plan to FCM prior to each technical exchange
- Partners will submit a mission report to FCM at the end of each technical exchange outlining the progress made and a redefinition of the next steps to be taken.
- Partnership co-ordinators will arrange regular meetings between participants during each technical exchange to ensure activities are appropriate.
- Project Coordinators will communicate through email, text and voice on an ongoing basis.

An evaluation of the project will take place in Escalante in January 2009. The evaluation will involve the following activities:

- A review of the status of the activities highlighted within the Project Proposal based on expected results and unexpected results.
- Public meetings with various interest groups related to the inputs and outcomes of the project.
- The preparation of an evaluation report.
- A discuss on the necessity and feasibility of continuing the project.

**4.3. Project Management Team****Town of Amherst**

Roger Maclsaac, Director  
Department of Community and Economic Development  
The Town of Amherst  
5 Ratchford Street  
Amherst, Nova Scotia  
Tel: (902) 667-3352  
Fax: (902) 667-3356

**Escalante**

Mr. Godofredo R. Reteracion (Fred)  
City Planning and Development Coordinator  
City Government of Escalante  
Escalante City, 6124 Province of Negros Occidental  
Tel: (011-63-34) 454-0080  
Fax: (011-63-34) 454-0362  
Cell phone: (011-63) 0918 3881720

**FCM**

Federation of Canadian Municipalities  
Ms. Kristin Marinacci  
Regional Coordinator – Asia  
24 Rue Clarence St Ottawa  
Tel: (613) 241 5221  
Phone: 613-241-5221

Ms. Kristine Garrucho  
National Coordinator – Philippines  
C/O: 2/F LMP Building, 265 Ermin Garcia Street  
Cubao, Quezon City, Philippines  
Cell phone: +63 (920) 906-8562  
Fax: +63 (2) 633-2408.

4-13 Proclamation – National Flag Day, February 15, 2007

**Moved by Councillor Angel, seconded by Councillor Rhindress that the Mayor sign the following proclamation on behalf of the Amherst Council, proclaiming February 15, 2007 as National Flag of Canada Day in the Town of Amherst.**

**MOTION CARRIED**

**WHEREAS** *the distinctive red and white maple leaf flag of Canada was first raised over Canadian soil as our National Flag on February 15, 1965; and*

**WHEREAS** *the Canadian flag is perhaps the most visible and cherished symbol of our country and the many blessings associated with Canadian citizenship; and*

**WHEREAS** *the folds of our flag embrace all Canadians as well as our shared values and confidence in the future of our country;*

**THEREFORE BE IT RESOLVED** *that I, Jerry Hallee, Mayor of Amherst, do hereby proclaim February 15, 2007 to be National Flag of Canada Day in the Town of Amherst.*

**5. INFORMATION/DISCUSSION ITEMS****6. ADDITIONAL ITEMS****7. DEPARTMENTAL REPORTS**7.1 Operational Services

**Moved by Deputy Mayor Baker, seconded by Councillor March that Council adopt the following monthly report from the Operational Services Department:**

**MOTION CARRIED**

We only received 21cm of snow during the month of December, but had a 20cm snow fall last Tuesday that resulted in all of our snow removal equipment being put into action. We have now received our new Cat loader with plow and wing and staff are very pleased with its performance.

During December our crews installed six new water services and two new sewer services for new homes. Also during December, the Utility had three water main breaks which resulted in short term disruption of service to customers in the local area. Water main breaks can occur at any time of year however they usually happen when there is movement in the ground. Usually this movement is caused by frost forming or “coming out” of the ground. Typically the Town will have about 12 water main breaks during an average year.

During the past month engineering staff have been working daily with the contractor on the North Town Collector sewer project as we provide site inspection services. The pipe installation project is nearing completion with the last phase of work at the lower end of Derby Street.

Engineering staff are also spending considerable time on the stadium project. Issues from the Phase I project relating to the operation of the existing stadium boilers has been on the agenda daily.

Planning for the Phase II stadium renovations is now well underway. This project includes replacing the ice slab, dasher boards and glass along with the hot water boilers and the refrigeration plant chiller.

Our engineering staff are busy now finalizing their operating and capital budget submissions. It is hoped that this year we will have approvals done to allow early spring tendering for our capital program.

Many citizens will recall seeing public street lights that shut off for a few minutes, then come on for a few minutes. These lights are faulty and will be replaced free of charge by Nova Scotia Power. Please call our Building Inspector at 667-6522 to report locations of street lights that need repair.

7.2 Community and Economic Development Department

**Moved by Councillor March, seconded by Deputy Mayor Baker that Council adopt the following monthly report from the Community and Economic Development Department:**

**MOTION CARRIED**

**Facilities Operations**

The Stadium is busy once again after the Christmas and New Years Break. Our ice is in good shape and we continue to receive positive comments on the renovations and appearance of the stadium facility. Staff is working with Engineering and Sperry and Company on preparing plans for Phase 11 of the renovation plan. We still have ice time available for rent at the stadium and interested parties can contact the Community and Economic Development Department at 667-6500 or 667-6523.

**Centennial Coach Car**

The Centennial Coach Car is now at its new home in Tatamagouche. The move was completed without any major difficulties and the Railway Heritage Society and currently working on repairing and restoring the Coach Car back to its original state.

**Amherst/Escalante Municipal Partnership**

A 3 member delegation represent Amherst are currently in the Philippines working with partners in the City of Escalante. The delegation includes Roger Mac Isaac, Corinne Burke, our technology officer and Trevor Franker, a senior planner with the NS Department of Natural Resources. The focus of this mission is Enterprise Development; Business Skills and Eco-tourism Development. En route to Escalante, the delegates were invited to participate at the League of Philippine Cities Annual Conference being held in Manila during which Roger Mac Isaac and Fred Retericion from Escalante were invited to do a presentation of Local Economic Development Best Practices using the Amherst/Escalante Partnership as their focus. It is also noteworthy that the City of Moncton has just commenced a partnership in the Philippines and officials for Moncton traveled to Manila with the Amherst Delegation and attended this conference also.

**Business Development**

Work on the Staple Fulfillment Centre in the industrial park continues with the steel erection underway. While the original intention this summer was to be operational in February, officials from Staples are now looking at opening for late May. This is one of several projects that commenced in Amherst over the past year and it is indeed exciting to see the continuance of new investment in the Town.

7.3 **Planning and Development Department**

**Moved by Councillor Chitty, seconded by Councillor Fawthrop that Council adopt the following monthly report from the Planning and Development Department:**

**MOTION CARRIED**

**Building Activity**

As of December 31, 2006 the total value of building permits issued in the Town was **\$15,047,812** compared to **\$5,120,630** at this point last year. During the last month there were no new housing units constructed within Town. There were no other significant permits issued during the month of December.

**Dangerous and Unsightly Premises**

So far this year we have had 34 complaints; 26 of which have been resolved. Four orders have been issued and 3 remain active. All the complaints have been investigated are being actively pursued by the Unsightly Premises Administrator. We have noticed that due to the lack of snow, unsightly inquiries from the public remain high.

**Other Items**

The Department is working on two significant residential development agreements. One is on Ottawa Avenue for a townhouse development. The other is on the corner of Dickey and Rupert Streets for a condominium townhouse development. In both cases the first phase has already been constructed as a development agreement is not required for residential developments of four units or less.

The Department is currently reviewing our civic addressing bylaw in order to ensure it is appropriate for commercial properties; in addition we are developing a civic addressing procedure. We hope to have a draft of the bylaw for Council review in February.

A new Development Agreement and Site Plan Enforcement procedure has been approved by the Chief Administrative Officer. This procedure will ensure that the provisions of development agreements and site plans are adhered to in the future.

**Other Towns**

A working draft of the Municipal Planning Strategy for the Town of Parrsboro has been completed. This is quite a significant milestone in the project and we are now preparing for a public participation opportunity to allow the public to provide input on the new document.

We have also been working closely with the Town of Parrsboro regarding the Municipality of the County of Cumberland's decision to re-zone a portion of the Town of Parrsboro's well field in order to permit a new service station in the area, as this development poses a direct threat to the quality of the Town's water supply. The Town of Parrsboro has appealed his decision to the Nova Scotia Utility and Review Board. Departmental staff will be assisting in this appeal.

7.4 Police Department

**Moved by Councillor Angel, seconded by Councillor Rhindress that Council adopt the following monthly report from the Police Department:**

**MOTION CARRIED**

Personnel

A request for applications for two full time police officers has been advertised on the Town of Amherst website. A competition will take place in the near future. One position is required to backfill a vacancy, and the other is to fill the position awarded to the department by the Nova Scotia Government's initiative announced in November. Two officers remain on indefinite sick leave.

Operation Christmas

Law enforcement agencies across Nova Scotia targeted impaired drivers in Operation Christmas, which is the annual campaign during the holiday season aimed at reducing impaired driving. Checkpoints were set up on Nov. 30, to launch the province wide program. Vehicles were stopped for enforcement and to remind drivers to plan ahead to get home safely. Members of the Amherst Police Department conducted 17 checkpoints over the holiday season in various parts of Town. Checkpoints were also attended by local groups including Amherst Fire, Emergency Health Services, Students Against Drunk Driving, Mothers Against Drunk Driving, Vehicle Compliance, and River Hebert Safe Grad. Approximately one thousand vehicles were checked during the period, with four warnings and six Summary Offence Tickets issued for various Motor Vehicle Act infractions.

Training

- Cst.'s Reid, Maddison, Pike and Girouard have enrolled in winter sessions of Police Leadership courses through Dalhousie's Henson College.
- Cst. Kelley Caissie and Cst. Curtis Fudge completed a one week Data Master course at the Atlantic Police Academy in November.
- Several members attended a workshop on Crystal Meth Labs in November.
- Sgt. Blakeney and Corinne Burke attended a Computer Security workshop in Halifax.
- Cst.s Becker, Caissie, Pike and Fudge attended Human Source Management workshop hosted by the RCMP.
- Cst. Hunter received re-certification and instruction in his role as Taser Instructor for the department. The training was provided by Halifax Regional Police Service and hosted by the Cape Breton Regional Police Service.

Backcheck

Our memorandum of understanding with Backcheck for conducting criminal checks for that company has ended. The company has reduced the number of police departments they utilize to conduct security checks. Backcheck was very positive however about the service provided by the Amherst Police Department and has indicated there may be an opportunity for Amherst to enter into another agreement in the summer of 2007.

7.5 Fire Department

**Moved by Councillor Rhindress, seconded by Councillor Chitty that Council adopt the following monthly report from the Fire Department:**

**MOTION CARRIED**

ALARM RESPONSES:

From – December 12/06 – January 11/07., the members of our Fire Department responded to 17 calls in the Town of Amherst and three call to the County coverage area.

TRAINING AND FIRE DEPT. ACTIVITIES:

December's training schedule was very well attended by our volunteers and they were challenged on their skills with the use of ladders and were given in depth training on the hydrant and water system used in the Town of Amherst. Visits to industries in the Industrial Park have been going on for the past year so that our firefighters are familiar with the types operations and systems in these buildings. Polycello has been very cooperative with our fire department by providing five separate tours of their facility for our firefighters. On Jan. 11, a training session was provided by the Province on the use of trunk mobile radios, and was held on the second floor of the fire station. Members from the Fire service, EHS, RCMP and Ground Search and Rescue attended this training.

Our new fire pumper has been ordered from Metalfab, a fire apparatus manufacturer from Centerville New Brunswick and the expected delivery date is September of 2007.

Chief Crossman has been chosen by the Fire Marshals Office to sit on a committee to address the needs for firefighter training in Nova Scotia. A number of meetings have taken place up to this date and progress has been made in the determination of the immediate and long term need for Provincial and Federal funding to provide modern training facilities and quality training in all regions of Nova Scotia.

**FIRE PREVENTION and Emergency Preparedness:**

The Christmas season was relatively quiet for the fire department. We did not have any calls related to the use of candles, Christmas decorations or Christmas trees.

This winter has been very mild up to date, however we could still be exposed to a number of severe winter storms, so people are reminded to be prepared for power outages and heavy snow falls as well as freezing rain storms.

Information on emergency preparedness is available from the fire hall all year long and people are advised to take advantage of the availability of this information.

7.6 **Corporate Services Development**

**Moved by Councillor Fawthrop, seconded by Councillor March that Council adopt the following monthly report from the Corporate Services Department:**  
**MOTION CARRIED**

**MONTHLY EXPENDITURES**

Expenditures during the month of December 2006 totaled \$1,046,936 compared to \$1,225,207 for the same month last year.

	December 2006	December 2005
Corporate Services	\$ 276,584	\$ 232,204
Police Department	165,077	328,300
Fire Department	118,636	184,324
Operational Services	236,321	236,148
Planning Department	24,365	30,957
Community & Economic Development	112,062	107,989
Water	113,891	105,286
	<u>\$ 1,046,936</u>	<u>\$ 1,225,207</u>

**COLLECTIONS**

Total amount owing to the Town at the end of December 2006 was \$1,225,820. During the month of December 2006 we collected \$534,603.

	December 2006			December 2005		
	Current	Prior	Total	Current	Prior	Total
Property Taxes	\$ 510,099	\$ 186,643	\$ 696,742	\$ 426,965	\$ 243,973	\$ 670,938
Business Taxes	126,506	141,183	267,689	101,212	167,099	268,311
Sewer Rates	43,573	14,597	58,169	42,898	46,331	89,229
Water Rates	41,441	67,063	108,504	40,106	131,927	172,034
Other	75,269	19,447	94,716	82,343	20,011	102,355
	<u>\$ 796,887</u>	<u>\$ 428,933</u>	<u>\$ 1,225,820</u>	<u>\$ 693,525</u>	<u>\$ 609,342</u>	<u>\$ 1,302,866</u>

Amounts collected in the month of December 2006:

	December
Property Taxes	\$ 64,403
Business Taxes	11,959
Sewer Rates	29,706
Water Rates	44,157
Other (Note 1)	384,378
	<u>\$ 534,603</u>

Note 1 - includes all other grants, fines, fees, including stadium revenue.

**YEARLY OPERATING STATEMENT**

As of December 31, 2006 we are nine months into our fiscal year. Our total revenue to date is \$12,385,367 compared to the budgeted amount of \$12,309,316. Our total expenditures to date are \$9,402,224 compared to the budgeted amount of \$9,952,300.

**Yearly Operating Statement - April 1 to December 31, 2006:**

	<b>YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>
<b>Corporate Services</b>				
Revenue	\$ 3,483,885	\$ 3,397,586	\$ 86,299	102.54%
Expenditure	(2,425,851)	(2,514,803)	88,952	96.46%
Net Contribution (Cost)	1,058,034	882,783	175,251	
<b>Police Department</b>				
Revenue	2,605,345	2,609,371	(4,025)	99.85%
Expenditure	(1,759,932)	(1,974,361)	214,429	89.14%
Net Contribution (Cost)	845,413	635,009	210,404	
<b>Fire Department</b>				
Revenue	1,326,271	1,326,359	(87)	99.99%
Expenditure	(1,031,344)	(1,095,622)	64,278	94.13%
Net Contribution (Cost)	294,928	230,737	64,191	
<b>Operational Services</b>				
Revenue	3,329,505	3,312,454	17,051	100.51%
Expenditure	(2,853,290)	(2,934,640)	81,351	97.23%
Net Contribution (Cost)	476,215	377,814	98,402	
<b>Planning &amp; Development</b>				
Revenue	347,704	336,935	10,769	103.20%
Expenditure	(246,026)	(275,444)	29,418	89.32%
Net Contribution (Cost)	101,678	61,491	40,187	
<b>Community &amp; Economic Development</b>				
Revenue	1,292,656	1,326,612	(33,956)	97.44%
Expenditure	(1,085,781)	(1,157,430)	71,649	93.81%
Net Contribution (Cost)	206,875	169,182	37,693	
<b>Grand Totals</b>				
Revenue	12,385,367	12,309,316	76,051	100.62%
Expenditure	(9,402,224)	(9,952,300)	550,076	94.47%
Net Contribution (Cost)	<b>\$ 2,983,144</b>	<b>\$ 2,357,016</b>	<b>\$ 626,127</b>	<b>126.56%</b>

### **BILLINGS AND COLLECTIONS**

The write-off of uncollectible accounts in the amount of \$63,077.37 was authorized by Council earlier tonight. Many of these accounts date back prior to 1998.

We now have two full time staff persons to handle billing and collection. Our revenue officer concentrates on tax billings and our water/sewer billing clerk on the accuracy of water/sewer billings and collections. The result of this is informed personnel being able to focus on the job at hand. They can respond to inquiries in an efficient manner. They can ensure that final billings involving change in ownership are done at the time of sale. Statements are now sent out consistently on a monthly basis, payment arrangements are being made, water shut-off notices are issued to accounts over 120 days in arrears. The phasing out of Business Occupancy Tax will also help eliminate that category of uncollectibles.

Our goal is to largely minimize the need for write-offs, as we continue to improve on collection results and overall customer satisfaction.

### **8. ADJOURNMENT**

On motion by Councillor Rhindress the meeting adjourned at 7:50 PM.

### **APPROVED:**

Gregory D. Herrett, CA  
Chief Administrative Officer

Jerry Hallee  
Mayor

**Amherst Town Council Meeting**  
**Monday, January 22, 2007 at 7:00 PM**

## AGENDA

<b>1.</b>	<b>O CANADA</b>
-----------	-----------------

<b>2.</b>	<b>PUBLIC HEARING</b> By-Law P-2-6 Administrative Amendments to the Land Use By-Law
-----------	--

<b>3.</b>	<b>CALL TO ORDER</b>
-----------	----------------------

<b>4.</b>	<b>ACTION ITEMS</b>	<b>RFD#</b>	<b>Presenter</b>	<b>Page</b>
4.1	Additions to Agenda		Baker	
4.2	Approval of Agenda		Baker	
4.3	Approval of Minutes i) December 18, 2006 Regular Meeting of Council ii) January 9, 2007 Special Meeting of Council		Rhindress Rhindress	4 14
4.4	By-Law P-2-6 Second Reading (Administrative Amendments)	2006097	Chitty	16
4.5	Requests for Financial Assistance i) Kids Help Phone ii) Don Johnson Cup	2007003 2007004	March March	21 26
4.6	Proposed New Debt Management Policy	2007005	Rhindress	29
4.7	Proposed New Arts & Culture Policy	2007008	March	32
4.8	Proposed Revised Snow Removal Policy	2007007	Baker	36
4.9	Accounts Receivable Write Off	2007011	Fawthrop	40
4.10	Development Agreement, 28 South Albion Street	2007009	Chitty	52
4.11	Development Agreement, Ketchum Corner	2007010	Chitty	60
4.12	Amherst-Escalante Project Proposal	2007006	March	72
4.13	Proclamation – National Flag Day, February 15, 2007	Memo	Angel	81

<b>5</b>	<b>INFORMATION / DISCUSSION ITEMS</b>
5.1	
5.2	

<b>6</b>	<b>ADDITIONAL ITEMS</b>
6.1	
6.2	
6.3	

<b>7</b>	<b>DEPARTMENTAL REPORTS</b>		
7.1	Operational Services Department Monthly Report	Baker	86
7.2	Community & Economic Development Department Monthly Report	March	87
7.3	Planning & Development Department Monthly Report	Chitty	88
7.4	Police Department Monthly Report	Angel	89
7.5	Fire Department Monthly Report	Rhindress	90
7.6	Corporate Services Department Monthly Report	Fawthrop	91

<b>7.</b>	<b>ADJOURNMENT</b>
-----------	--------------------