

Regular Council Meeting

Minutes

Date of Meeting: Monday, December 16, 2013
Location: Board Room, Town Hall

Members Present: Mayor Robert Small
Councillor George Baker
Councillor Frank Balcom
Councillor Robert Bird
Deputy Mayor Lisa Emery
Councillor David March
Councillor Terry Rhindress

Staff Present: Greg Herrett, CAO
Vince Arbing, Treasurer
Roger MacIsaac, Director CED
Jason MacDonald, Director of Planning
Ben Pitman, Director TPW
Bill Crossman, Fire Chief
Ian Naylor, Acting Police Chief
Rebecca Purdy, Executive Assistant

1. PUBLIC HEARING

2. CALL TO ORDER

3. O'CANADA

4. HEARINGS/PRESENTATIONS/PETITIONS

5. APPROVAL OF AGENDA/MINUTES

5.1. Approval of the Agenda

Moved By: Councillor George Baker
Seconded By: Deputy Mayor Lisa Emery
To approve the agenda as circulated.

Motion Carried

5.2. Approval of Minutes

Moved By: Councillor Terry Rhindress
Seconded By: Deputy Mayor Lisa Emery
To approve the minutes of the November 25, 2013 regular meeting as circulated.

Motion Carried

6. REQUESTS FOR DECISION

6.1. Funding Request - Special Olympics

Moved By: Councillor George Baker
Seconded By: Councillor Terry Rhindress
That Council approve funding in the amount of \$500 under the Town's Community Support Grants Policy to assist Special Olympics Amherst compete at National Championships in July 2014

Motion Carried

6.2. Funding Request - Girls Basketball

Moved By: Councillor Terry Rhindress
Seconded By: Councillor David March
That Council approve funding in the amount of \$250 under the Town's Community Support Grants Policy in support of the Amherst Mini Girls Basketball Tournament that took place November 22 - 24, 2013 in Amherst.

Motion Carried

6.3. Appointment to Amherst Youth Town Council

Moved By: Councillor Frank Balcom
Seconded By: Deputy Mayor Lisa Emery
That Council accept the resignation of Amherst Youth Town Council (AYTC) member, Jordon McManaman, and appoint grade 12 student Chris Hill (County resident) to AYTC.

Motion Carried

6.4. Appointment to Seniors Safety Program Advisory Group

Moved By: Deputy Mayor Lisa Emery
Seconded By: Councillor Terry Rhindress
That Council appoint Councillor David March as the Town of Amherst representative on the Advisory Group for the Seniors Safety Program, for a term expiring October 31, 2014.

Motion Carried

6.5. Amend Salary Administration Policy (Reorganization of Staffing Resources)

Moved By: Councillor David March
Seconded By: Councillor George Baker
That Council approve amendments to the Salary Administration Policy #04530-01, Appendix B - Classification Grid, to include a new classification level 12 Deputy CAO - Operations, move the positions of Human Resource Coordinator and Executive Assistant to the Executive Office to level 7, add Manager of Recreation and Culture to Level 10, and add Administrative Assistant to level 4.

Motion Carried

SALARY ADMINISTRATION POLICY NUMBER 04530-01 – APPENDIX B

Job Classifications

Level 12	Deputy CAO / Operations
Level 11	Director of Corporate Services Director - Community & Economic Development Director of Emergency and Property Services
Level 10	Operations Manager Manager of Recreation and Culture
Level 9	Vacant
Level 8	Engineering Services Manager Planner Senior Building Official
Level 7	Transportation Foreman Accountant Executive Assistant - Executive Office Human Resources Coordinator
Level 6	Firefighter/Inspector Business Development Officer Geographic Information Systems Technician Unsanitary Premises Administrator/Building Official 1 Procurement Coordinator
Level 5	Firefighters Executive Assistant Physical Activity Coordinator Revenue Officer Payroll Officer
Level 4	Transportation & Public Works Clerk/Secretary Accounts Payable Clerk Water/Sewer Billing Clerk Cashier/Receptionist - Corporate Services Marketing and Communications Officer – Term position Administrative Assistant – Corporate and CED
Level 3	Technology Assistant Dispatcher By-law Enforcement Officer Custodian – Town Hall
Level 2	Vacant
Level 1	Vacant

Town of Amherst
Salary Grid

APPENDIX C

April 1, 2013

1.02

Job Level	Step 1	Step 2	Step 3	Step 4	Step 5
12	100,810	102,826	104,883	106,981	109,121
11	83,316	85,549	87,810	90,098	75,954
10	68,867	70,639	72,412	74,186	67,095
9	62,801	63,876	64,951	66,025	61,726
8	57,383	58,467	59,553	60,640	56,297
7	50,874	52,179	53,516	54,889	50,534
6	45,666	46,838	48,039	49,271	44,281
5	41,512	42,205	42,896	43,588	40,818
4	36,887	37,834	38,804	39,798	36,231
3	32,742	33,581	34,441	35,325	32,205
2	29,105	29,849	30,614	31,400	28,180
1	25,465	26,118	26,788	27,475	

TOWN OF AMHERST
SALARY ADMINISTRATION POLICY

NUMBER 04530-01
APPENDIX C-2.1

Salary Grid
Other Non-Union Positions
Salary Amounts

<u>Job Level</u>	
Incumbent Town Engineer	\$ 90,098

6.6. Backhoe Lease

Moved By: Councillor Robert Bird

Seconded By: Councillor Terry Rhindress

That Council award the contract to lease a 410 tractor backhoe to Brandt Tractor Ltd. for the low bid of \$1,541.70 plus HST per month on a five year lease.

Motion Carried

6.7. Susan Taylor Theatre Advisory Committee

Moved By: Councillor David March

Seconded By: Councillor George Baker

That Council appoint Councillor Frank Balcom as the Town of Amherst representative on the Susan Taylor Theatre Advisory Committee for a term expiring October 31, 2014.

Motion Carried

6.8. Town of Springhill – Memorandum of Understanding (CAO)

Moved By: Councillor Robert Bird

Seconded By: Deputy Mayor Lisa Emery

That Council approve entering into a Memorandum of Understanding (MOU) with the Town of Springhill regarding temporary assistance to the Council and Acting CAO of the Town of Springhill, and authorize the Mayor and CAO to sign the MOU on behalf of the Town of Amherst.

Motion Carried

This Memorandum of Understanding is made this _____ day of December, 2013

BETWEEN: THE TOWN OF AMHERST, a municipal body corporate (hereinafter called “Amherst”)

OF THE FIRST PART

-and-

THE TOWN OF SPRINGHILL, a municipal body corporate (hereinafter called “Springhill”)

OF THE OTHER PART

WHEREAS Springhill is without the services of its Chief Administrative Officer (CAO) for an indefinite period; and

WHEREAS Springhill has identified that it requires assistance in providing services to its citizens and coordinating and implementing the decisions of its Council; and

WHEREAS Springhill has requested assistance from Amherst in the form of having Amherst’s CAO act as resource to both Springhill’s Council and its Acting CAO; and

WHEREAS Amherst has indicated its willingness to provide assistance;

NOW THEREFORE the Parties agree as follows:

1. Amherst will make its CAO available one half day per week to act as a resource to Springhill’s Acting CAO in furthering Council’s direction on a number of issues;
2. Amherst will make its CAO available to Springhill’s Council for up to two hours twice per month outside of normal working hours to meet with the Mayor and Council if necessary;
3. Amherst’s CAO will not take any official role in the corporate report structure of Springhill;
4. Scheduling of all assistance will take place in advance with Amherst’s schedule taking priority when any scheduling conflict arises;
5. Coordination of communication will take place in accordance with a protocol agreed to in advance by the two parties;
6. Springhill will pay Amherst \$2,000 per month, or part thereof, plus HST for the services of its CAO;
7. This MOU shall stay in force from the time of signing until March 31, 2014 unless terminated in writing by either of the parties.

In witness whereof the Parties have executed this MOU by their authorized signing officers the day and year first above written:

7. INFORMATION / DISCUSSION ITEMS

7.1. Bank of Montreal Building - Open House

Jason MacDonald provided a summary of the report on the Open House to allow the public to view the interior condition of the BMO Building held on December 11.

As a result of this step to gain public input, Council has provided direction to staff to pursue proposals potential uses for this building.

8. INTERNAL COMMITTEE REPORTS

8.1. Planning Advisory Committee

Councillor Dave March presented the following report on behalf of the Planning Advisory Committee.

The Planning Advisory Committee met on December 2, 2013. At that time, Councillor Dave March was appointed as Chair, and Dale Fawthrop was appointed as Vice Chair. According to policy, the vacant committee position that has resulted from the resignation of long term member and Chair, Terry Farrell, will be advertised in January.

The Planner presented a report on accessory building regulations, and discussed a Land Use Bylaw to restrict accessory buildings to a combined 80 m² for properties smaller than 4,048 m² (1 acre), and 5% of the total lot area where the property is 4,048 m² (1 acre) or more in area. The committee approved a motion to move this issue to a Public Participation Opportunity to be held in January

8.2. Amherst Youth Town Council

Councillor Frank Balcom presented the following report on behalf of the Amherst Youth Town Council:

The Amherst Youth Town Council (AYTC) was very active in the month of November participating in two major events.

The first event was the annual Christmas Parade. Members of the AYTC built the float and participated in the actual event, passing out candy canes and brochures to promote the Skate 4 Prostate hockey game.

The second event the AYTC participated in was the Skate 4 Prostate hockey game. Youth had a table set up in the lobby of the Amherst Stadium promoting their group as well as passing materials out to fans.

The AYTC has met three times during the month of November. Committee members are currently working on the Year in Review to do a presentation during their annually joint meeting with Council early in the New Year.

Mayor Small requested a letter to be drafted to NSCC acknowledging their initiative and organization of the Skate For Prostate event.

8.3. Downtown Business Advisory Committee

Councillor George Baker presented the following report on behalf of the Downtown Business Advisory Committee:

The Downtown Business Advisory Committee (DBAC) met on December 10th in Council Chambers. The Business Recruitment Sub-Committee did not have any new information to report. The Communications Sub-Committee reported that *The Zen Touch Massage* was presented with a New Business Certificate. This was the last presentation scheduled, unless another business opens. The marketing committee reported on Downtown Christmas Marketing:

- Black Friday on November 29th,
- Artisan's Market on December 7th and
- Community Spirit on December 14, of which business owners were asked to make a donation of their choice to the Amherst Food Assistance Network, based on their sales.

The Passport Program has been well received by shoppers and roughly 3,000 passports have been given out. Completed passports will be collected on December 17th, with the basket draw scheduled for Wednesday December 18, 2013 at Town Hall.

The Festivals & Events Committee reported that most bookings are complete for the 2014 Blueberry Festival.

Councillor Dave March provided a briefing from the last Council Meeting. The Memorandum of Understanding with the County on joint Community and Economic Development services was highlighted, along with the potential of a hotel levy. He reported that the Town has hired a new term employee, a Marketing and Communications Officer. The open house in the BMO Building was discussed.

Roger MacIsaac informed DBAC members that ACOA would be in town on December 17th and that a quick meeting would be set up with DBAC chair and co-chair. Kevin Nelson informed the committee that he will be absent for the next three meetings while he is away in Costa Rica. DBAC members wish to be invited to a COW meeting in the new year of which MLA Terry Farrell is also present. The next DBAC meeting is scheduled for Tuesday, January 14th at 5:00 PM.

8.4. **Dangerous and Unsightly Premises Committee**

Deputy Mayor Lisa Emery presented the following report on behalf of the Dangerous and Unsightly Premises Committee:

The Town of Amherst Dangerous and Unsightly Premises Committee held a meeting on Thursday November 28, 2013 in the Council Chambers of Amherst Town Hall. The purpose of this meeting was to address the recommendation by Dangerous and Unsightly Premises Administrator Trevor Eisnor to demolish the vacant dwelling building on 12 Charles Street and to update committee members on the results of the previous demolition orders for 42 York Street; 35 Albion Street; 23 ½ West Pleasant Street and 27 Crescent Avenue.

Trevor Eisnor addressed committee members present and informed them that the previously ordered demolitions took place as scheduled and without incident. Trevor also gave the committee an overview of the condition of the buildings located on the property at 12 Charles Street, and in particular, the vacant duplex on the property. The committee granted a 30 day extension with conditions to allow the owner to develop a plan to possibly renovate the building.

Before the meeting was adjourned, committee members had a discussion concerning the need of having public members on the committee and recommends that the Town of Amherst continue to look for two members of the public interested in being members of the Dangerous and Unsightly Premises Committee.

9. **EXTERNAL COMMITTEE REPORTS**

9.1. **Cumberland Public Libraries**

Councillor Frank Balcom presented the following report on behalf of Cumberland Public Libraries:

Food For Fines

In its 10th year, Food For Fines is a program where all Cumberland Public Libraries will forgive fines in exchange for non-perishable food items. Food items donated go to the food bank in the community where they were donated. Last year we received over 900 food items and forgave over \$1,800 in fines. Now is a great time to check your account for unpaid fines!

December Programs

The Four Fathers Library's Annual Holiday Party is being held on Monday December 23 at 10am. This year will be having a puppet show, playing holiday themed Minute to Win it games and making holiday crafts. You can call 667-2549 to register. The Amherst Library will be showing *Despicable Me 2* on Tuesday December 24th from 10:30am to noon for Grades P-6. Snacks will be provided.

Coming Soon

Look for the return of C.A.R.T (Children and Adults Reading Together), a popular pre-school program that teaches children the fundamentals of reading and their parents or guardians ways to incorporate literacy into everyday activities, in January. For more information about C.A.R.T contact the Amherst Library.

Did you know?

Are you getting an e-reader or tablet for Christmas? We have downloadable e-books and audiobooks. You can get free books from your computer in the comfort of your own home or anywhere that you have an Internet connection. All you need is a library card. And we're happy to explain how it works or help solve any problems you're having with the technology. The library also has lots to keep you busy over the holidays; check out books, magazines, DVDs for all ages!

Find out what's going on

Check out the library's webpage (www.cumberlandpubliclibraries.ca) to see our Calendar of Events and get information on upcoming programs. Like us on Facebook and follow us on Twitter (@CumberlandPL) to get information on coming events, find out about new books and movies, and see pictures of our programs.

9.2. Cumberland Joint Services Management Authority

Councillor Robert Bird presented the following report on behalf of the CJSMA:

The monthly meeting for CJSMA was held at the ED Fullerton building at the Municipality of the County of Cumberland on December 5, 2013. In attendance from Amherst were Councillor Robert Bird, Councillor Terry Rhindress and Ben Pitman, Town Engineer.

The CJSMA organizational review was discussed, along with the comments from the various municipalities.

Mr. Rayworth provided a presentation for information on the CJSMA office building and the need for expansion of the facilities.

The Inter Municipal Agreement was reviewed and revised. The revised IMA will likely be sent back to the Municipalities for approval in March.

The next meeting is scheduled for January 30, 2014.

9.3. Northern Region Solid Waste Committee

Councillor Baker presented the following report on behalf of the Northern Region Solid Waste Committee:

The Northern Region Solid Waste Committee met on November 28, 2013 at the E.D. Fullerton Building at the Municipality of the County of Cumberland. Attending from the Town of Amherst were Councillor George Baker and Town Engineer Ben Pitman. The Committee received reports on the following:

- Regional Chairs Committee update
- The new Minister of the Environment is the Honourable Randy Delorey (Antigonish) and the Deputy Minister is Elizabeth Cody.
- Regulations Review from Ms. Rioux
- Data Call reporting
- Waste Reduction Week
- An update on RRFB Funding

Lastly the Committee received a Regional Partner Update. A copy of the full minutes are available from Ben Pitman.

10. ADJOURNMENT

Mayor Small and each member of Council extended best wishes for a safe and happy Christmas season. Mayor Small invited everyone to the New Year's Day Levee at Town Hall and to the New Year's Eve gala hosted by the Chamber of Commerce.

On motion by Councillor Rhindress, the meeting adjourned at 7:15 PM.

Gregory D. Herrett, CA
Town Clerk and CAO

Robert Small
Mayor