

**Minutes of a Regular Meeting of Amherst Town Council
Held in Council Chambers
Monday, December 18, 2006 at 7:00 PM**

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

1. O'CANADA

2. CALL TO ORDER

3. ACTION ITEMS

3.1 Additions to the Agenda

Moved by Councillor Fawthrop, seconded by Councillor Chitty to add the following item to the Agenda: 5.1 Joggins Fossil Cliffs

MOTION CARRIED

3.2 Approval of Agenda

Moved by Deputy Mayor Baker, seconded by Councillor Fawthrop to approve the Agenda as amended.

MOTION CARRIED

3.3 Approval of Minutes – November 27, 2006 Regular Meeting

Moved by Councillor Rhindress, seconded by Councillor March to approve the Minutes of the November 27, 2006 Regular Meeting as circulated.

MOTION CARRIED

3.4 Amendments to Salary Administration Policy

Moved by Councillor Fawthrop, seconded by Councillor Chitty that Council approve the amended Appendix C-1 to Policy 211-27, and rescind the Remuneration of Mayor and Councillors Policy dated May 31, 1999.

MOTION CARRIED

Town of Amherst
Salary Administration Policy
April 1, 2006

Appendix C-1

Salary Grid

Job Level	Salary Amount	
Mayor	Stipend	\$11,440.67
	Allowance for expenses incidental to the discharge of duties	5,720.33
	Total	\$17,161.00
Deputy Mayor	Stipend	\$9,625.33
	Allowance for expenses incidental to the discharge of duties	4,812.67
	Total	\$14,438.00
Councillor	Stipend	\$8,904.00
	Allowance for expenses incidental to the discharge of duties	4,452.00
	Total	\$13,356.00

3.5 Stadium Soft Drink Sponsorship

Moved by Councillor March, seconded by Councillor Rhindress that the Town of Amherst accept the five-year proposal submitted by the Pepsi Cola Bottling Company for the provision of soft drinks and beverage services at the Amherst Stadium and Robb Park.

MOTION CARRIED

3.6 Purchase of Tizzard Properties – Blaine Street

Moved by Councillor Chitty seconded by Deputy Mayor Baker that Council enter into a purchase and sale agreement with Malcolm Tizzard for the purchase of two properties on Blaine Street (25040346, 25040353) at the price of \$7,500 each, that the sale close on or before December 31, 2006 and that funds for the purchase come from the Capital Reserve Account.

MOTION CARRIED

3.7 Replace Roof – Industrial Park Pumping Station

Moved by Deputy Mayor Baker, seconded by Councillor March that Council accept the low quotation from Boudreau Sheet Metal in the amount of \$9,610 plus taxes to replace the Industrial Park Pumping Station roof, with funding to come from the approved Water Capital Budget 2006/2007.

MOTION CARRIED

3.8 Signing Authorities Resolution

Moved by Councillor March, seconded by Councillor Rhindress that Council approve the Royal Bank Resolution Regarding Banking to reflect the change in Deputy Mayor from David March to George Baker, and to confirm Dale Fawthrop as the designated Councillor.

MOTION CARRIED

3.9 SCADA System Upgrade

Moved by Deputy Mayor Baker, seconded by Councillor Councillor Chitty that Council accept the proposal from CBCL Ltd/Acrotec to replace two Remote Terminal Units as the first phase in the upgrade of the SCADA system at a price of \$28,380 plus tax, with funding to come from the approved 2006/2007 Water Capital Budget.

MOTION CARRIED

3.10 Cumberland “AAA” Midget Ramblers – Funding Request

Moved by Councillor Rhindress, seconded by Councillor Fawthrop that Council authorize the Town of Amherst to provide assistance in the amount of \$250 to help offset the costs for the Cumberland County “AAA” D W Thompson Scotsburn Dairy Ramblers to host an All Star game of January 13, 2007 as requested.

MOTION CARRIED

3.11 Design Flows for Derby Street Lift Station

Moved by Councillor Fawthrop seconded by Deputy Mayor Baker that the Town of Amherst proceed to design the Derby Street Lift Station to service only Town requirements for sanitary sewage flows.

MOTION CARRIED

3.12 Policy 211-36 – Capital Investment Plan Framework

Moved by Councillor Fawthrop, seconded by Councillor Angel that Council adopt the Capital Investment Plan Framework Policy.

MOTION CARRIED

TOWN OF AMHERST POLICY

NUMBER 211-36

TITLE: CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK / BUDGET POLICY

PURPOSE

The Town of Amherst is developing a Capital Investment Plan (CIP) to strategically plan for future capital projects and to meet the requirements of the Federal Gas Tax Transfer Agreement with the Province of Nova Scotia. The CIP serves as a rational method of determining the most cost effective expenditure of capital dollars based on priority ranking and financial feasibility.

POLICY

Organizational Responsibility

The Treasurer or a designate will lead the CIP project, with the support of the Capital Investment Plan Committee. The committee will comprise of a representative from each department. The coordinator will be responsible for leading the CIP project, which will include:

- Developing the related CIP policies; and
- Determining the Town's financial viability.

The Committee will assist the coordinator with these tasks, as well as making the final recommendations surrounding the capital projects and their rank. The Committee will be involved with:

- Proposing new capital projects;
- Selecting the capital projects for the CIP;
- Ranking the projects; and
- Assisting the coordinator wherever possible.

Time Frame

The CIP has a four to six year timeframe with the first year serving as the Town's capital budget while the remaining years serve as planning years. The CIP will be reviewed annually and with each review, new projects may be added to the CIP to meet current and future changes within the Town. The new projects will be ranked against the same criteria as the existing projects.

Categories

Through the CIP a replacement schedule will be developed and followed. The Town will maintain all of its assets at a level adequate to protect the Town's capital investment and to minimize future replacement costs.

Town infrastructure will be rated in categories as follows:

Streets & Curbs	Storm Mains
Sidewalks	Equipment and Vehicles
Water Mains	Buildings
Sanitary Mains	Land

In each category the elements deemed to be in greatest need of replacement from the CIP are selected based on individual ranking procedures.

Ranking

The Town of Amherst may consider the following criteria when ranking CIP projects:

Health and Safety Impacts	Uncertainty of Risk
Quality of Life	Inter-Municipal Effects
Environmental Impacts	Relationship to Other Projects
Aesthetic and Social Impacts	Economic Development Impacts
Distribution Effects	Project Feasibility
Impact of Deferral	

The criteria areas will be given various ranking numbers according to the Town's current strategic goals. The criteria will be updated and revised to meet the Town's new goals and priorities as necessary.

Budgeting

A Request for Decision (RFD) is prepared for each capital item requesting approval in the capital budget with consideration given not only to the ranking of the elements within their respective databases but also to such factors as:

1. Corporate goals / objectives
2. Regulatory requirement
3. Reduction of potential liability
4. Cost benefit
5. Maintenance of basic level of service

The RFD will identify the estimated costs and potential funding sources for each capital project request before it is submitted to Council. With this information the Town will determine the least costly financing method for all new projects.

Financing

Once the projects have been ranked and selected, the CIP will help outline how the Town will finance the selected projects. In order to do so, the following considerations may be made:

- Percentage of the annual budget allotted to the current and future projects
- Fiscal and budget impacts
 - Determine the total capital costs.
 - Determine the impact on the operating budget.
 - Determine the impact on the tax base, tax rate, and user fees.
 - Determine any available funding that can be directed towards the project.

Council may take these components under consideration when deciding how the projects will be financed, and over how many years they may be financed.

3.13 Proclamation – Alzheimer Awareness Month – January 2007

Moved by Councillor Angel, seconded by Councillor Rhindress that the Mayor sign a proclamation on behalf of the Amherst Town Council, proclaiming the month of January 2007 as Alzheimer Awareness Month in the Town of Amherst.

MOTION CARRIED

4. **INFORMATION/DISCUSSION ITEMS**

5. **ADDITIONAL ITEMS**

5.1 Joggins Fossil Cliffs Funding Announcement

Councillor Fawthrop, a member of the CREDA Board, attended a significant funding announcement today regarding the Joggins Fossil Cliffs. Nearly seven million dollars in new federal and provincial capital investments will help create a world-class tourism and heritage site at the Joggins Fossil Cliffs. The investments will help build an interpretive centre to showcase one of the world's richest and most significant Coal Age fossil sites that dates back 310 million years. This investment will help develop a unique tourism experience and contribute to the efforts to get UNESCO World Heritage Site designation. CREDA is leading the project and, with the support of the municipality of the County of Cumberland, has contributed \$921,600.

6. **DEPARTMENTAL REPORTS**

6.1 Operational Services

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

MOTION CARRIED

The month of November was an extremely wet one with the Town receiving approximately 125 millimeters of rain during the month. Works crews concentrated on seasonal maintenance including leaf collection, preparations for the annual Christmas light up and parade, pot hole patching and preparing equipment for winter operations.

In order to prepare for the annual Christmas light-up we took every Christmas decoration and replaced broken or non-working bulbs and light sets. New decorations supplied by DARS and CREDA were erected along South Albion and East Victoria Street. On the night of the light-up the Town turned on our display in Victoria Park which consisted of over 25,000 lights suspended high in the elms of the park and a number of newly purchased display pieces on the ground.

During a three to four hour period on November 9, the Town received 50 to 75 millimeters of rain. This caused localized flooding in certain areas of town. All available people were dispatched to keep catch basins open and free from leaves and debris. At one point during the storm we had 25 employees out keeping the catch basins clear.

Work is well underway on the North Town Collector sewer project. Due to the close proximity of the existing water and sewer services on Eddy Street and Brownell Avenue work progressed slowly for the first few weeks. Now that the contractor is past the serviced area, work progress has increased and the contractor is currently installing pipe between Lamy Street and Derby Street. Installation of the casing pipe and forcemain for the crossing of Hwy #2 and C.N.R has been installed. The balance of the forcemain between the proposed Eddy Street lift station to the manhole connection located at the LaPlanche River Pumping Station will be installed shortly.

6.2 Community and Economic Development Department

Moved by Councillor David March, seconded by Councillor Chitty that Council adopt the following monthly report from the Community and Economic Development Department:

MOTION CARRIED

Facilities Operations

The Stadium continues to be busy with the Bluenose Tournament having taken place the first 2 weeks of December and the Ramblers scheduled for at least 2 home games per week concluding entering into the Christmas break. 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.

Centennial Coach Car

Arrangements to move the Centennial Coach Car have commenced. The Coach Car is being prepared for transport today and will depart on Tuesday for its new home in Tatamagouche. A plaque recognizing the significance of the Coach Car to Amherst and recognizing the contribution by the Town was unveiled on Wednesday, December 13th.

Amherst Wind Energy Project

We have been informed by Wind Dynamics Ltd and their partner, Acciona Energy that is their intention to re-bid on a future Request for Proposals issued by Nova Scotia Power in relation to the wind energy project slated to Amherst Marsh. There have been 2 significant events over the past year that has led to this decision. First, the Federal Government has postponed the Wind Power Production Incentive which provided for financial compensation for wind development such as this. In addition, over the past year, the cost of wind turbines has risen approximately 25%. A combination of both these factors makes the current wind power agreement with Nova Scotia Power unaffordable. However, Nova Scotia Power is expected to issue another RFP in the coming months which Wind Dynamics will submit on. They currently have most of the preliminary work completed including a fully range of wind tests, land leases in place and are mostly completed an environment assessment which would make their submission very attractive. We will continue to work with Wind Dynamics, Acciona Energy and Nova Scotia Power in moving this project to completion.

Business Development

We would like to congratulate the Owners, Management and Employees of Maritime Pride Eggs on their official opening held on Friday December 8th. This operation is an excellent addition to our community and magnifies our strategic location for processing and distribution.

On behalf of all the staff with Community and Economic Development, we would like to wish everyone a Merry Christmas and all our best for the New Year.

6.3 Planning and Development Department

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

MOTION CARRIED

Building Activity

As of November 31, 2006 the total value of building permits issued in the Town was **\$15,011,912** compared to **\$4,815,630** at this point last year. During the last month there were 7 new housing units constructed within Town, including one new 4-unit condominium building and 3 single detached dwellings. In addition a substantial permit was issued for the new Staples distribution facility in the industrial park. This brings our total new residential construction this year to 57 units. Approximately one half of the new units are single detached dwellings.

Dangerous and Unsightly Premises

So far this year we have had 32 complaints; 25 have been resolved. Four Orders have been issued and 3 are active. All the complaints have been investigated are being actively pursued by the Unsightly Premises Administrator.

Retail Furniture Business in Industrial Park

As Council is aware Laundry's Wholesale furniture depot has operated a retail furniture business at 11 Tupper Boulevard in late October and early November. This operation was in contravention of the Town's Land Use Bylaw and as such the operators were charged under section 505 of the Municipal Government Act for every day they were in violation of the said bylaw. In a session of Provincial Court held December 4, 2006, this matter was adjourned until January 15, 2007.

Parrsboro MPS and LUB

Staff have presented a draft of the Town of Parrsboro's new MPS and LUB to Parrsboro Town Council on late November. The documents were well received and requested changes will be presented to their Council on late December.

Other Items

Staff have been researching various building permit software application and hope to call for tenders before the Christmas break. This software will improve customer service, reporting, and inspection tracking and was approved in this years capital budget.

Due to the tight time lines for the December Council meeting, and an extended absence of the Director for personal reasons, second reading of the administrative amendments to the Land Use Bylaw will be delayed until the January 2007 Council session.

6.4 Police Department

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

MOTION CARRIED

Personnel

Sgt. Aubrey Armsworthy is on an indefinite sick leave effective December 1st 2006. Cst. Ken Gilbert continues to be on sick leave. Cst. Jim Sloan resigned his position as part time police officer with the department effective November 30th 2006.

Training

Cst.'s Reid, Maddison, Pike and Girouard have enrolled in winter sessions of Legal Aspects of Policing 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.

Operation Christmas

Law enforcement agencies across Nova Scotia are targeting impaired drivers in Operation Christmas, the annual campaign to reduce impaired driving during the holiday season. 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 will conduct roadside checks over the holiday season in various parts of Town.

Community Officer

Cst. Smith assisted the Students Against Drunk Drivers in decorating their float for the Christmas parade, and Cst. Estabrooks walked with the students in the parade. Cst. Smith attended the Lions Club on Drug Awareness poster day and gave a presentation to students in attendance on Crystal Meth. A similar presentation was made by Cst. Smith and John Rossong of Addiction Services to staff of Adult Probation Services. Counterfeit money detection booklets were distributed to local businesses in November. Cst. Smith represented the Police Department on the December 6th Autumn House Violence Against Women Day ceremony.

Additional Police Officers - Nova Scotia Government Initiative

The Amherst Police Department has received an allocation of one full time police officer position to be provided through the Nova Scotia Government. Additional police officers will be added to all 55 Nova Scotia municipalities within the next two years. The allocation of the initial round of officers was finalized Nov. 16, at a meeting of the Department of Justice, municipal police forces and the RCMP.

6.5 Fire Department

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

MOTION CARRIED

ALARM RESPONSES:

From November 08/06 to December 11/06, the members of our Fire Department responded to 24 calls in the Town of Amherst and 7 call to the County coverage area.

TRAINING AND FIRE DEPT. ACTIVITIES:

Our level one firefighter training program is going well. The instructors are pleased with the interest and participation of the candidates taking the course. On November 16, a presentation was given by the RCMP drug section, dealing with the dangers of illegal drug labs particularly Meth-Labs. The presentation was very informative and was attended by members from nearly every fire department in Cumberland County. Departmental training for the month of November included Self Contained Breathing Apparatus and ladder use. Our firefighters were challenged and tested on their skills during this time. The December training schedule has been posted and will include Hydrant use and rescue procedures. On November 23, flu shots were provided to our firefighters by the Department of Health and 24 of our members received them.

FIRE PREVENTION and Emergency Preparedness:

December is a month of celebration for many cultures. Homes are adorned with many types of decorations, lights and candles. People are reminded to be very careful with the uses of candles, do not leave them unattended and make sure they are completely out before leaving the room. Natural Christmas trees should be well secured when they are put up. The trunk should have a fresh cut made to the base before they are installed in the tree stand and they should be watered daily. Only CSA approved lights should be used and their condition checked before they are installed. Check your smoke detectors and make sure they are operational. Check your home escape plan to make sure it is up to date and practice it with the whole family at least once this month. People are also reminded that severe weather can happen with very short notice at this time of year, so make sure you have your emergency kit stocked with the things that you would need to be able to take care of yourself for the first 72 hours of a major emergency.

The members of our Fire Department would like to wish everyone a very safe and happy Christmas and a prosperous New Year.

6.6 Corporate Services Development

Moved by Councillor Dale Fawthrop, seconded by Councillor Rhindress that Council adopt the following monthly report from the Corporate Services Department:

MOTION CARRIED

MONTHLY EXPENDITURES

Expenditures during the month of November 2006 totaled \$1,501,254 compared to \$1,454,038 for the same month last year.

	November 2006	November 2005
Corporate Services	\$ 241,801	\$ 218,903
Police Department	274,357	174,183
Fire Department	200,062	126,754
Operational Services	491,598	612,523
Planning Department	36,552	23,309
Community & Economic Development	141,253	120,117
Water	115,632	178,248
	<u>\$ 1,501,254</u>	<u>\$ 1,454,038</u>

COLLECTIONS

Total amount owing to the Town at the end of November 2006 was \$1,467,678. During the month of November 2006 we collected \$767,308.

	November 2006			November 2005		
	Current	Prior	Total	Current	Prior	Total
Property Taxes	\$ 560,872	\$ 193,150	\$ 754,022	\$ 515,330	\$ 301,513	\$ 816,844
Business Taxes	103,178	144,594	247,771	123,200	184,869	308,069
Sewer Rates	71,513	15,552	87,065	64,073	47,219	111,292
Water Rates	77,215	68,310	145,525	67,939	133,858	201,797
Other	213,754	19,541	233,295	76,859	20,106	96,965
	<u>\$ 1,026,531</u>	<u>\$ 441,147</u>	<u>\$ 1,467,678</u>	<u>\$ 847,402</u>	<u>\$ 687,565</u>	<u>\$ 1,534,967</u>

Amounts collected in the month of November 2006:

	November
Property Taxes	\$ 76,534
Business Taxes	16,000
Sewer Rates	132,379
Water Rates	181,370
Other (Note 1)	361,024
	<u>\$ 767,308</u>

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

YEARLY OPERATING STATEMENT

As of November 30, 2006 we are eight months into our fiscal year. Our total revenue to date is \$12,146,414 compared to the budgeted amount of \$12,099,894. Our total expenditures to date are \$8,466,511 compared to the budgeted amount of \$8,947,820.

On behalf of Council and staff, wishes for a happy 2007 and a very Merry Christmas

7. 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, December 18, 2006 at 7:00 PM

AGENDA

1.	O CANADA		
2.	CALL TO ORDER		
3.	ACTION ITEMS	RFD#	Presenter
3.1	Additions to Agenda		
3.2	Approval of Agenda		Baker
3.3	Approval of Minutes – November 27, 2006 Regular Meeting		Rhindress
3.4	Amendment to Salary Administration Policy	2006107	Fawthrop
3.5	Stadium Soft Drink Sponsorship	2006108	March
3.6	Purchase of Tizzard Properties – Blaine Street	2006093	Chitty
3.7	Replace Roof – Industrial Park Pumping Station	2006110	Baker
3.8	Signing Authorities Resolution	2006114	March
3.9	SCADA System Upgrade	2006111	Baker
3.10	Cumberland “AAA” Midget Ramblers – Funding Request	2006113	Rhindress
3.11	Design Flows for Derby Street Lift Station	2006112	Fawthrop
3.12	Policy 211-36 – Capital Investment Plan Framework	2006109	Fawthrop
3.13	Proclamation – Alzheimer Awareness Month, January 2007		Angel
4.	INFORMATION / DISCUSSION ITEMS		
5.	ADDITIONAL ITEMS		
5.1	Joggins Fossil Cliffs		Fawthrop
6.			
6.1	Operational Services Department Monthly Report		Baker
6.2	Community & Economic Development Department Monthly Report		March
6.3	Planning & Development Department Monthly Report		Chitty
6.4	Police Department Monthly Report		Angel
6.5	Fire Department Monthly Report		Rhindress
6.6	Corporate Services Department Monthly Report		Fawthrop
7.	ADJOURNMENT		