



**Town of Amherst
Committee of the Whole**

Date: **Tuesday, February 21, 2017**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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1. Call to Order (2)	
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2. Presentations (15)	
2.1 Y-Reach - Brent Noiles (4222)	
3. In Camera (30)	
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3.3 MGA 22(2)(e) Contract Negotiations	
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5. Information Items (12)

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7. Adjournment

**Amherst Town Council
Committee of the Whole
Minutes**

Date: January 23, 2017
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

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

1. Call to Order

Mayor Kogon called the meeting to order at 4:05 PM.

1.1 Approval of Agenda (4358)

Moved By Councillor Rhindress
Seconded By Councillor MacKenzie
To approve the agenda

MOTION CARRIED

1.2 Approval of Minutes - January 16, 2017 (4359)

Moved By Councillor Jones
Seconded By Deputy Mayor Christie
To approve the minutes of the January 16, 2017 Committee of the Whole meeting

MOTION CARRIED

2. In Camera

**Moved By Councillor Byrne
Seconded By Councillor Jones
To go In-Camera**

MOTION CARRIED

Back to Open Session

**Moved By Councillor Blanch
Seconded By Councillor MacKenzie
To resume open Committee of the Whole at 4:45 PM**

MOTION CARRIED

3. Presentations

3.1 Procurement - Rick Draper (4394)

Rick Draper made a presentation to Council on elected officials' role in the procurement process. He referred to the Public Procurement Act, the Atlantic Procurement Agreement, and the Town's Procurement Policy. Local preference is permitted under the PPA to a maximum of \$10,000. In discussing the process of Council approving items in the capital budget and the procurement process, Mr. Draper said as long as the item comes in at or under the approved budget, there is no need for further approval by Council.

4. Council Direction Requests

4.1 80-20 Trucking Rule (4083)

**Moved By Deputy Mayor Christie
Seconded By Councillor MacKenzie
That the Town adopt the 80/20 Trucking Rule for the three upcoming CWWF projects as a test, to be evaluated at the completion of the projects to see if there was value added for the community**

MOTION CARRIED

4.2 Catering/Bar Services Policy for CCUBIC (3741)

**Moved By Councillor Blanch
Seconded By Councillor MacKenzie
That an amended User Fee Policy be referred to the January 23, 2017 regular meeting for Council's consideration, addressing the usage of the Community Credit Union Business Innovation Centre**

MOTION CARRIED

4.3 Electronic Voting (3697)

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

That Council direct staff to begin the development of a bylaw authorizing electronic/alternative voting methods for the next municipal election

MOTION CARRIED

4.4 Live Streaming Council Proceedings (3951)

Moved By Councillor Blanch

Seconded By Councillor Rhindress

That the current process of recording Council meetings be expanded to include Committee of the Whole meetings, thereby achieving openness and transparency at a lower cost

Against (5): Mayor Kogon, Deputy Mayor Christie, Councillor Byrne, Councillor Jones, and Councillor MacKenzie

MOTION DEFEATED

Moved By Deputy Mayor Christie

Seconded By Councillor Jones

That council direct staff to develop an RFP for live stream video and archival of council proceedings based on the discussions held

Against (2): Councillor Blanch, and Councillor Rhindress

MOTION CARRIED

4.5 Facility Naming Policy (3590)

Councillor Jones declared a conflict as his brother, Dwight Jones, was mentioned in the CDR; he excused himself from the Council table for the discussion and decision on this matter.

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

That the proposed Naming Public Lands and Town Owned Facilities Policy, 2000-03 be referred to the January 23, 2017 regular meeting for Council's consideration

MOTION CARRIED

4.6 Commercial Development Zone Bylaw (4022)

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That the Commercial Assessment Phase-In Tool be referred to the Planning

Advisory Committee to recommend the appropriate Municipal Planning Strategy amendments and a bylaw to implement the Commercial Assessment Phase-In Tool.

MOTION CARRIED

4.7 Off Leash Dog Park (4082)

Moved By Councillor Blanch

Seconded By Councillor Byrne

That the dog park discussion and community engagement be postponed until after budget time

MOTION CARRIED

5. Information Items

Due to time constraints, the Information Items and Monthly Reports were not addressed in the meeting; if council members have any questions concerning reports, they are asked to address them by email with the CAO or relevant Director.

7. Adjournment

Moved By Councillor Byrne

Seconded By Councillor Rhindress

To adjourn at 6:30 PM

MOTION CARRIED

Gregory D. Herrett, CPA, CA
Chief Administrative Officer

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Vince Arbing, CPA, CA – Director of Finance

DATE: February 21, 2017

SUBJECT: Audit Committee Terms of Reference Policy

ORIGIN:

Minutes of the January 23, 2017 In-Camera Committee of the Whole meeting

LEGISLATIVE AUTHORITY:

Municipal Government Act, Section 44; Audit Committee Terms of Reference Policy, 3500-05

RECOMMENDATION:

That the proposed amendment to the Audit Committee Terms of Reference Policy, 3500-05, be referred to the February 27, 2017 regular meeting for Council's consideration.

BACKGROUND:

The Audit Committee Terms of Reference policy was adopted by Council on March 29, 2016.

DISCUSSION:

During discussions last month, clarification was needed regarding the responsibilities of the Audit Committee, in particular, by adding the words "compliance with" at the beginning of paragraph 2b.

FINANCIAL IMPLICATIONS:

No financial implications

COMMUNITY ENGAGEMENT:

N/A

ENVIRONMENTAL IMPLICATIONS:

N/A

ALTERNATIVES:

1. Amend the Audit Committee Terms of Reference policy as recommended;
2. Status quo – no amendment.

ATTACHMENTS:

Audit Committee Terms of Reference Policy, 3500-05, with proposed amendment



Report prepared by: Vince Arbing, CPA, CA – Director of Finance

Report and Financial approved by:

DEPARTMENT: Council and Corporate Services

TITLE: Audit Committee Terms of Reference

Minutes reference date: 29 March 2016

Purpose

1. The Audit Committee (the “Committee”) assists Town Council (“Council”) in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.
2. In particular, the Committee assists Council by reviewing:
 - a. Key financial information that will be provided to the province or made public;
 - b. **Compliance with** strategic financial plans, operating and capital budgets;
 - c. External and/or internal audit activities;
 - d. The system of internal controls, risk management and financial information technology;
 - e. Cash and investment management activities;
 - f. Insurance coverage of significant risks and uncertainties;
 - g. Financial Condition Indicators.

Composition, Operations and Accountability

3. The Committee shall be comprised of all members of Council plus two citizen appointments. The Committee shall be appointed by Council.
4. The initial citizen appointments (effective November 1, 2016) will be for one-year terms, as a transitional measure, and subsequent citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.
5. The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the secretary of the Committee
6. The Chief Administrative Officer, Treasurer and Accountant shall be non-voting members of the Committee.
7. The Chair shall be a member of Council and shall be elected annually by the Committee.
8. The Committee shall meet at least four times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee’s duties and responsibilities.
9. The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.
10. Through the CAO the Committee may request members of the Town’s senior management to attend meetings of the Committee as deemed necessary.
11. The Committee provides open avenues of communication among management, employees, external auditors and Council.

Duties and Responsibilities

12. The Committee has the following responsibilities and will perform the following duties.

Financial Information

- a. The Committee will review the following financial information that will be provided to the Province or made public:
 - i. Annual audited financial statements;
 - ii. Management discussion and analysis that accompanies the audited financial statements
- b. Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making.
- c. Review quarterly internal financial reports.
- d. Review:
 - i. the appropriateness of accounting policies and financial reporting practices and any proposed changes thereto;
 - ii. any new or pending developments in accounting and reporting standards; and
 - iii. significant estimates contained in the financial statements and other financial information.
- e. The Committee will:
 - i. assess the performance of the external auditor;
 - ii. review and recommend that Council approve the engagement or reappointment of the external auditor as required;
 - iii. oversee the activities of the external auditor by:
 - 1. reviewing, assessing and receiving assurances as to the independence of the external auditor;
 - 2. reviewing the provision of non-audit services performed by the external auditor;
 - 3. reviewing the external audit plan including the engagement letter, materiality limits, staffing, timetable and proposed fees;
 - 4. if necessary, requesting to meet with the external auditor without management present;
 - 5. reviewing matters with respect to the conduct and reporting of the external audit with particular reference to any difficulties encountered or restrictions imposed by management; and
 - 6. receiving and reviewing the external auditor's:
 - a. audit report;
 - b. findings with respect to the appropriateness of accounting policies, management estimates and significant accounting and/or reporting issues;
 - c. management letter including managements responses thereto and the evaluation of the internal control system; and
 - d. other matters of relevance identified in the audit.

- f. The Committee will periodically evaluate the need for the establishment of an internal audit function and make appropriate recommendations to the Council.

Internal Control, Risk Management and Financial Information Systems

- g. The Committee will review:
- i. the system of internal control;
 - ii. financial policies;
 - iii. the strategic and financial risk assessment process to ensure that key strategic and financial risks are identified, assessed and risk mitigation strategies are implemented;
 - iv. financial information technology to ensure that it effectively supports or provides for current and future planning, financial activities;
 - v. the security of financial information, financial information technology and financial information disaster recovery plans; and
 - vi. compliance with financial statutory and regulatory obligations.

Investment Management Activity

- h. The Committee shall be responsible for the management of the Town's investment portfolio in accordance with paragraph 5 (c) of the Investment Policy, #03600-01.

Banking Services

- i. The Committee will periodically assess banking services and oversee the procurement of these services in accordance with Council policy.

Insurance Coverage of Significant Risks and Uncertainties

- j. The Committee will review the adequacy of insurance program and coverage for significant risks and uncertainties.

Terms of Reference for the Committee

13. The Committee will review its terms of reference annually.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Deputy Mayor Sheila Christie
Date: February 21, 2017
Subject: Student Hiring Practices

The Town's Hiring Policy # 4000-07, which I have attached for reference, contains the following passage at Paragraph 10: "Preference shall be given to students beginning post-secondary studies or returning to post-secondary studies in the upcoming fall, and whose parents are residents of the Town of Amherst."

I would like to discuss removing the portion in the hiring practice that requires summer students to have parents residing within Town limits. This requirement seems limiting to me, and it seems strange have this in place while we allow a large portion of regular Town staff and senior management not to do the same. It establishes a double standard. In my view the student hiring process, like all of our hiring processes, should be based on merit alone.

Motion:

That Council direct staff to bring forward, at the February meeting of Council, proposed revisions to Policy #4000-07 which remove the line "and whose parents are residents of the Town of Amherst" from Paragraph 10 of that policy

DEPARTMENT: ALL DEPARTMENTS

TITLE: **HIRING POLICY**

Minutes reference date: December 15, 1997

June 27, 2016

POLICY STATEMENT

All vacant positions in the Town of Amherst that are required to be filled shall be staffed by qualified candidates selected and appointed on the basis of education, experience, knowledge, abilities, personal suitability, and, when appropriate, seniority and residency, to be considered within the framework of legislation, applicable agreements, equal opportunity, fairness of employment, budgetary limitation and corporate needs.

Where a conflict exists between this policy and a Collective Agreement, the Collective Agreement shall prevail.

1. PURPOSE

The provisions of this policy are intended to:

- a) promote equal employment opportunities for all prospective applicants irrespective of race, colour, religion, national origin, ancestry, place of origin, age, physical and mental disability, marital status, sexual orientation and sex, including pregnancy;
- b) promote fairness and impartiality;
- c) establish a procedure whereby the Town shall recruit, screen, hire and retain employees who are the most capable and qualified to do the job.

2. DEFINITIONS

“Permanent Employee” means an employee who is employed on a regular and full time basis.

“Temporary Employee” means an employee performing duties for an undetermined period of time.

“Part-time Employee” means an employee performing duties on a part-time basis.

“Seasonal Employee” means an employee performing duties of a seasonal nature.

“Open Competition” means a competition that is open to persons who are currently employed with the Town of Amherst as well as members of the general public.

“Physical Disability” means any degree of disability, infirmity, malformation or disfigurement of a physical nature caused by bodily injury, illness or birth defect and, without limiting the generality of the foregoing, includes any disability resulting from any degree of paralysis, or from diabetes, mellitus, epilepsy, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair, cane, crutch or other remedial device or appliance.

“Union” means Local 1233, Canadian Union of Public Employees, or Atlantic Police Association (APA) Local 104.

“Work Creation Project” means a project which is funded in whole or in part by a federal, provincial or municipal authority.

3. APPLICATION

This policy shall apply to all persons recruited by the Town of Amherst for all permanent, temporary, part-time, seasonal or student positions, as well as to positions related to publicly funded work creation programs. Additional screening, information, testing and security checks may be required by the Amherst Police Department as outlined in their policy manual “Personnel II, Chapter 7, on Recruiting”.

4. DISCRIMINATION

No employee of the Town of Amherst or other person acting on behalf of the Town of Amherst shall refuse to employ or continue to employ any person, or discriminate against any person in respect of employment or any term or condition of employment based on race, colour, religion, national origin, ancestry, place of origin, age, physical and mental disability, marital status, sexual orientation, and sex, including pregnancy.

The foregoing provision as to age does not apply to termination of employment or refusal to employ because of the terms or conditions of a bona fide retirement or pension plan or employee insurance plan.

The same prohibitions with respect to physical handicaps do not apply if the termination of employment or refusal to employ is because of a bona fide qualification or job description based on the nature of the work or the work environment in relation to the physical disability or the operation of a bona fide group or employee insurance plan.

5. GENERAL REQUIREMENTS

In order to be considered for permanent employment, an applicant must:

- a) be a Canadian citizen or landed immigrant;
- b) possess an employment visa or other authorization to work in Canada, in the case where an applicant is not a Canadian citizen or a landed immigrant;
- c) have a Social Insurance Number card issued by the Canadian Employment and Immigration Commission;
- d) must meet education requirements of the position;
- e) be sixteen (16) years of age or older; and
- f) must meet minimum standards set for the position by the Town.
- g) All sworn police officer applicants or employees must meet the minimum standards outlined by the Nova Scotia Police Act and Policy and Standards as defined from time to time by the Department of Justice.

6. PROCEDURES: CLOSED COMPETITIONS

- a) Where applicable, COMPETITIONS shall be held in accordance with the terms and conditions of the respective collective agreement in effect between the Town of Amherst and the union which is the bargaining agent for the position in question.
- b) The Town of Amherst will post, at its discretion, position vacancies within the organization.
- c) Employees who have completed their probationary period are eligible to apply for posted positions.
- d) Employees who change positions through the Job Posting procedure will normally be prohibited from applying again until they have completed a minimum of six (6) months in the new position. The waiting period can be waived due to extenuating circumstances that are acceptable to the responsible managers/supervisors.
- e) Position vacancies will be posted in each Department on bulletin boards for a period of ten (10) days.
- f) Each posting will state the title, department, description of duties, and will list the qualifications and experience necessary to be considered for the position.
- g) Employees who are interested in a posted position must follow the Job Posting procedure.
- h) All applications will be reviewed by the Director and/or the interviewing committee for the posted position. Consideration will be given to the applicant's previous job performance, work history and qualifications.
- i) All full time, part time, casual and seasonal employees who apply and meet the minimum qualifications will be considered for the job.
- j) The most qualified candidates will be selected for interviews.
- k) If a current employee is selected, the employee's start date in the new position will be agreed upon by the Directors concerned. In most instances, the transfer should take place within two weeks. If a current employee is not selected, the position will then be filled by a qualified individual seeking employment with the Town of Amherst.

7. SELECTION COMMITTEE

The Selection Committee shall be as follows:

- a) For the position of Chief Administrative Officer, a Committee of Council and external resource person as determined. Hiring authority – Town Council.
- b) For the position of Director, the Chief Administrative Officer (CAO), one member of Council, Human Resources, and external resource persons as determined. Hiring authority – Town Council on CAO's recommendation.

- c) For other permanent, temporary, seasonal, part-time and student positions, the Director or designate, Human Resources and/or a Committee appointed by the Director with the approval of the CAO. Hiring authority – CAO on recommendation of Director.
Exception – Part-time, casual and student employees to be hired by the Director.

8. CALL-BACK LIST

For temporary, part-time, and seasonal positions, the departments shall maintain a call-back list for employees who have performed their duties satisfactorily.

9. EMERGENCY APPOINTMENTS

In cases of emergency which requires additional human resources, a Director may employ a person(s) for the duration of the emergency.

The Chief Administrative Officer shall be advised of all emergency appointments as soon as is practicable thereafter.

10. STUDENT APPOINTMENTS

Candidates must have been full-time students within the last school year and must be returning to school on a full-time basis in the fall of the year. Proof of this may be requested from potential employees prior to, during, or after the hiring process.

Preference shall be given to students beginning post-secondary studies or returning to post-secondary studies in the upcoming fall, and whose parents are residents of the Town of Amherst.

Definition of a Student

Must be registered for at least 60% of a full course load. A full course load is normally five courses per term. Trade school students must receive at least 20 hours of instruction per week to be classified as a student.

11. FUNDED WORK CREATION PROJECTS

Preference shall be given to persons who are able to satisfy the terms and conditions of the appropriate work creation agreement with respect to the conditions of selections and hiring, and on the basis of merits and needs of each individual. Where a department has obtained approval and funding for a work creation project, the Director will follow the terms of funding for recruitment and selection as outlined by the funding agency.

12. APPOINTMENT AND SELECTION STANDARDS

- a) Candidates shall be assessed in accordance with the following criteria: education, experience, knowledge, abilities and personal suitability.
- b) If candidates are equal based on the selection standards, preference will be given to candidates who are residents of the Town of Amherst.

13. PUBLIC RELATIONS AND NOTIFICATION

All departments who may have contacts with job applicants shall make every effort to generate good will through these contacts, ensure that courteous treatment is provided to all applicants, and advise those who are being considered for a position promptly and tactfully when the position has been filled.

14. PROBATIONARY PERIODS

Probationary periods will be for a period of six (6) months or longer as determined by the position or as outlined in the appropriate Collective Agreements or statutes.

15. REFERENCES

- a) Employment references must be completed and documented prior to issuing any offers of employment (verbal or written). Final employment is subject to receipt of satisfactory screening, police record check and employment reference check. Employment reference checks are to be conducted and will involve contact with at least two previous employers if an external applicant.
- b) The reference check should confirm enough information, taken from the application or the interview, to judge if the applicant has given honest responses. Also obtain information on training received, work performance, and whether the person would be considered for rehire.
- c) Place the completed reference checks in the applicant's file.

16. HIRING OF RELATIVES

- a) This policy provides guidelines for the hiring of relatives.
- b) "Relative" is defined as an employee's spouse, child, brother, sister, or parent. "Senior staff" is defined as a Director or Supervisor/Manager.
- c) No relative of a senior staff member will be hired to work in the same department as the senior staff member or in an area where they would be supervised by a senior staff member related to them. Generally, no relatives will be employed in an area where they would be supervised by an employee related to them.

MEMORANDUM

TO: Mayor Kogon and Members of Council

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

DATE: February 21, 2017

SUBJECT: CJSMA Budget 2017/18

Attached is an email from Solid Waste Manager Stephen Rayworth, along with supporting documents, indicating that the Board of the CJSMA has recommended the approval of the 2017/18 operating and capital budget for the CJSMA. In accordance with the Inter Municipal Agreement, the budget is now submitted to the municipal units for approval. At this initial stage, should all three units approve the budget, it will be in effect and be implemented by the staff at the CJSMA. However, should any unit decline to approve the budget, it would forward its concerns to the Authority. The Authority would redistribute the materials with the concerns of the unit(s) and then submit the budget to a special resolution process.

As previously discussed, while this budget features a stable tipping fee and relatively little change, two related issues are of concern:

1. That a proposal for a study to review and contrast the economics of replacing the current cell with a new one against the option of establishing a transfer station and trucking waste elsewhere was eliminated by the Board;
2. The financial implications of the potential construction of a new cell (or the alternative) are not included in this budget.

Council has at least a couple of options:

1. Approve the budget as recommended by the Board

2. Decline to approve the budget as recommended and submit its concerns to the CJSMA.

As discussed, this issue is simply all about making evidenced based decisions. Armed with the results of even a cursory study, Council will be in a position to make an informed decision with respect to its position on the construction of a new cell. Council's communication to the CJSMA on this issue could be as simple as – *"We note that the costs of addressing the fact that the existing cell will be full in the fall of 2018 are not addressed in this budget. The Town of Amherst proposes that \$20,000 be added to the budget to fund the cost of a cursory study of this issue and are prepared to approve the budget with that inclusion. Alternatively, should the Board agree to conduct and fund this study in the current, 2016/17 fiscal year, Council is prepared to approve the budget as submitted."*

I have invited Stephen Rayworth to be available at this meeting to answer any questions that Council may have with respect to the budget.

In order to properly have this issue on the floor a motion approving Option 1, Option 2 or some other option should be introduced.

Greg Herrett

From: Stephen Rayworth <rrayworth@cjsma.ns.ca>
Sent: Friday, January 20, 2017 11:31 AM
To: 'Rennie Bugley'; Greg Herrett; Darrell White
Subject: CJSMA Board Motion - Approval of Budget
Attachments: Salary Increases Recommendation - Jan 2017.docx.pdf; Draft FY 17- 18 Budget - Summary - Jan 2017.pdf; Draft FY 2017-18 Budget.pdf

Importance: High

Good Morning Gentlemen,
At last night's Board meeting , the following motion was approved:

Moved by Councillor Rhindress, seconded by Councillor Gilbert to approve the proposed FY 2017/2018 budget as presented with the exception of the expenditure for the Infrastructure Study and to have the budget brought to each council for approval.

MOTION CARRIED 01-379

The attached budget and associated memos is as presented last night, with the exception of the Infrastructure Study (and the corresponding transfer from reserves to pay for it) being removed.

Please put this on your council agenda as soon as possible.

As always, please do not hesitate to contact me if you have any questions.

Regards,
Stephen Rayworth, CET
Solid Waste Manager
Cumberland Joint Services Management Authority
PO Box 549, Amherst NS, B4H 4A1
Phone: (902) 667-5141
Fax: (902) 667-5873
rrayworth@cjsma.ns.ca



CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

SOLID WASTE SERVICES

MEMORANDUM

TO: CJSMA Board Directors
FROM: Stephen Rayworth
DATE: January 18, 2017
RE: Draft Budget FY 2017/2018

Attached is the Draft FY 2017/2018 Budget. A summary is provided below.

Tipping Fees:

All tipping fees remain the same.

Staffing:

General

The Budget includes a 1.2% cost of living (CPI) increase for all CJSMA staff as per the Salary Administration Policy (subject to change once December's CPI data is released).

Salary Review Results

There is a wage adjustment amount identified on page 2. This will be used to implement possible wage adjustments from our wage review study (once it is completed).

Significant Changes in Operational Expenditures

The lease on our current excavator expires in July. The budget includes the lease of a new excavator. See Page 3.

Capital Expenditures

All capital expenses currently budgeted (storage for Recycling) have been previously discussed. The design of the new landfill cell is progressing well, and is currently expected to be completed in March 2017. Completion of the design will include detailed construction cost estimates. The design and associated cost estimates will be presented to the Board in March. Construction costs of the new landfill cell and corresponding transfer of funds from the cell development reserves are not included in the budget at this time.



Cumberland Joint Services Management Authority
Solid Waste Services

2017/2018 BUDGET

January 19, 2017

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CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
2016/2017 Financial Report
and 2017/2018 Draft Budget

	<u>14/15</u> <u>Actual</u>	<u>15/16</u> <u>Actual</u>	<u>16/17</u> <u>31-Dec</u>	<u>16/17</u> <u>Projection</u>	<u>16/17</u> <u>Budget</u>	<u>17/18</u> <u>Budget</u>	<u>Deviation from</u> <u>Budget</u>
Solid Waste Operations							
Revenues	1,898,527	2,063,370	1,414,165	1,866,728	2,339,481	1,887,435	-19.32%
Administrative Expenses	521,631	517,713	406,695	542,721	535,257	565,985	5.74%
Operation Expenses	1,065,476	1,034,774	722,468	1,136,281	1,501,201	1,036,012	-30.99%
Surplus (Deficit)	311,420	510,884	285,002	187,726	303,023	285,437	-5.80%
Compost Operation							
Revenues	321,826	331,256	276,725	351,869	322,900	334,600	3.62%
Operation Expenditures	161,868	162,786	140,312	180,239	174,620	180,271	3.24%
Surplus (Deficit)	159,958	168,470	136,413	171,630	148,280	154,329	4.08%
Recycling Operations							
Revenues	392,709	672,314	357,146	563,347	394,700	433,850	9.92%
Operation Expenditures	906,676	1,181,176	623,660	921,877	846,005	873,616	3.26%
Surplus (Deficit)	(513,966)	(508,862)	(266,514)	(358,530)	(451,305)	(439,766)	
Total Revenues	2,613,062	3,066,940	2,048,036	2,781,943	3,057,081	2,655,885	-13.12%
Total Expenses	2,655,650	2,896,449	1,893,135	2,781,118	3,057,082	2,655,885	-13.12%
Surplus (Deficit)	(42,589)	170,491	154,901	825	(1)	0	

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

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	14/15	15/16	16/17	16/17	16/17	17/18	Deviation from
	Actual	Actual	31-Dec	Projection	Budget	Budget	Budget
REVENUE - LANDFILL OPERATIONS							
Tipping Fees	1,766,609	1,945,847	1,327,098	1,610,600	1,774,420	1,750,250	-1.36%
Other Income	35,502	13,294	21,156	30,000	50,961	53,485	4.95%
Funding/Grants	96,416	104,229	65,911	89,128	89,100	83,700	-6.06%
Reserve Transfer (Scada/Cell Design)	0	0	0	137,000	425,000	0	
Total Revenue	1,898,527	2,063,370	1,414,165	1,866,728	2,339,481	1,887,435	-19.32%
EXPENSES - ADMINISTRATION							
Wage Contingency	0	0	0	0	0	40,000	
Bad Debt Allowance	0	3,803	0	0	0	0	
Bank Charges	238	284	280	250	250	250	0.00%
Advertising	2,094	786	2,750	2,500	2,500	2,500	0.00%
Administration Salaries & Benefits	387,398	379,395	280,299	378,557	377,657	391,385	3.64%
Electricity	6,104	5,515	3,651	6,400	6,400	6,400	0.00%
Travel & Training	23,728	26,793	15,489	21,429	23,750	22,250	-6.32%
Payroll Admin	2,718	2,932	2,166	3,000	3,000	3,000	0.00%
Total Telephone	12,794	14,074	8,665	11,554	15,000	13,500	-10.00%
Professional Fees	39,550	34,487	39,039	44,000	39,000	39,000	0.00%
Meeting Expense	1,714	1,597	889	2,000	2,000	2,000	0.00%
Office Expense	10,682	21,534	29,136	39,366	23,700	14,700	-37.97%
Waste Diversion	34,609	26,512	24,330	33,665	42,000	31,000	-26.19%
Total Administration Expense	521,631	517,713	406,695	542,721	535,257	565,985	5.74%
EXPENSES - LANDFILL OPERATIONS							
Hazardous Waste Program	23,197	31,429	29,387	29,000	27,500	27,500	0.00%
Total Staffing Costs	243,497	217,408	165,138	215,040	230,105	227,477	-1.14%
Utilities	11,451	8,330	3,872	8,923	12,750	12,000	-5.88%
Insurance	19,099	18,087	14,665	19,553	20,000	20,000	0.00%
Capital	36,431	0	19,913	144,000	425,000	4,000	-99.06%
Video Cameras/Security System	729	559	487	1,250	1,250	1,000	-20.00%
Total Safety	2,043	5,152	2,016	2,688	7,000	4,500	-35.71%
Total Scale House	8,557	12,950	10,093	12,543	11,350	11,600	2.20%
Consulting Services	4,171	28,201	714	10,000	10,000	10,000	0.00%
Site Maintenance	20,335	28,596	17,442	21,000	27,000	29,000	7.41%
Equipment	164,973	165,633	118,306	168,858	170,400	166,200	-2.46%
Fuel & Oil	56,770	49,139	36,438	48,584	58,600	52,500	-10.41%
Communications Eqp.	2,671	2,609	0	3,000	3,000	3,000	0.00%
Leachate System	123,241	116,336	30,899	122,007	147,786	121,495	-17.79%
Monitoring	48,159	52,550	56,519	52,600	50,000	52,500	5.00%
Sediment Management	781	1,980	0	2,000	2,000	2,000	0.00%
Cell Development Reserve	126,457	124,789	92,285	115,126	125,560	122,640	-2.33%
Cell Closure	142,914	141,028	104,295	130,108	141,900	138,600	-2.33%
Transfer to Equipment Reserve	30,000	30,000	20,000	30,000	30,000	30,000	0.00%
Total SW Expenditures	1,065,476	1,034,774	722,468	1,136,281	1,501,201	1,036,012	-30.99%
Total Administrative Expense	521,631	517,713	406,695	542,721	535,257	565,985	5.74%
Solid Waste Contribution	311,420	510,884	285,002	187,726	303,023	285,437	-5.80%
Waste Tonnages							
Residual	7,540	7,886	5,800	7,206	7,800	7,600	-2.56%
C & D	4,476	5,499	4,699	5,231	5,000	5,150	3.00%
Oily Soils	1,215	768	709	709	907	1,000	10.25%
Recycling Waste	870	767	521	601	800	800	0.00%
Total Landfill Tonnage	14,101	14,921	11,728	13,748	14,507	14,550	0.30%
Cost/Tonne	75.56	69.35	61.60	82.65	103.48	71.20	-31.19%
Net Revenue/Tonne	22.08	34.24	24.30	13.66	20.89	19.62	-6.08%

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	14/15 <u>Actual</u>	15/16 <u>Actual</u>	16/17 <u>31-Dec</u>	16/17 <u>Projection</u>	16/17 <u>Budget</u>	17/18 <u>Budget</u>	Deviation from <u>Budget</u>
REVENUE - COMPOST FACILITY							
Tipping Fees	292,400	301,755	257,782	320,706	292,500	315,000	7.69%
Compost Sales	5,983	4,287	7,762	7,762	7,000	7,000	0.00%
Diversion Credits	23,444	25,213	11,180	23,400	23,400	12,600	-46.15%
Total Revenues	321,826	331,256	276,725	351,869	322,900	334,600	3.62%
EXPENSES - COMPOST FACILITY							
Wages & Benefits	53,127	45,744	37,172	48,406	48,045	46,196	-3.85%
Safety Eqp. & Clothing	1,404	862	355	1,500	1,500	1,500	0.00%
Equipment Costs	57,590	57,223	62,224	71,416	60,825	69,825	14.80%
Compost Building & Site	4,761	4,585	9,669	10,717	11,250	12,750	13.33%
Analysis Expense	3,957	12,859	5,157	5,157	9,000	6,000	-33.33%
Insurance	15,364	15,909	12,407	16,542	17,500	17,500	0.00%
Biofilter Mgmt	0	0	0	1,000	1,000	1,000	0.00%
Equipment Reserve	20,000	19,992	13,328	20,000	20,000	20,000	0.00%
Leachate Mgmt	5,665	5,611	0	5,500	5,500	5,500	0.00%
Total Organic Expenses	161,868	162,786	140,312	180,239	174,620	180,271	3.24%
Contribution from Compost	159,958	168,470	136,413	171,630	148,280	154,329	4.08%
Compostable Materials	3,618.18	4,441.59	3,553	4,392	3,900	4,200	7.69%
Cost/Ton	44.74	36.65	39.49	41.04	44.77	42.92	-4.14%
Net Revenue/Ton	44.21	37.93	38.40	39.08	38.02	36.74	-3.36%
REVENUE - RECYCLING OPERATIONS							
Recycling Sales	372,689	383,991	348,690	445,647	377,000	375,000	-0.53%
Diversion Credits	20,020	17,162	8,456	17,700	17,700	8,850	-50.00%
Surplus Transfer (Storage Containers)	0	271,160	0	100,000	0	50,000	#DIV/0!
Total Recycling Revenue	392,709	672,314	357,146	563,347	394,700	433,850	9.92%
RECYCLING EXPENSES							
Total Supplies & Materials	12,384	17,021	26,556	26,614	21,500	21,500	0.00%
Total Staff Expense	547,882	618,809	419,714	546,526	589,805	589,916	0.02%
Capital (2018-Storage)	13,700	285,649	6,619	107,000	0	50,000	#DIV/0!
Insurance	13,430	13,906	11,307	15,076	15,000	15,000	0.00%
Clothing Allowance	6,015	6,623	4,140	5,520	6,000	6,000	0.00%
Safety Expense	29,188	48,580	24,476	32,635	40,000	40,000	0.00%
Plant Costs	61,945	92,683	69,013	110,496	94,000	68,500	-27.13%
Equipment Costs	61,015	77,140	47,983	58,729	58,200	61,200	5.15%
Recycle Transport	1,113	762	517	1,500	1,500	1,500	0.00%
Equip. Reserve	160,004	20,004	13,336	17,781	20,000	20,000	0.00%
Total Recycling Expenses	906,676	1,181,176	623,660	921,877	846,005	873,616	3.26%
Recycling Contribution	(513,966)	(508,862)	(266,514)	(358,530)	(451,305)	(439,766)	
Recyclable Tonnages	3,894	3,777	2,805	3,602	3,750	3,750	0.00%
Cost/Ton	232.85	312.70	222.34	255.97	225.60	232.96	3.26%
Net Cost/Ton	131.99	134.71	95.01	99.55	120.35	117.27	-2.56%

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SCHEDULE 1

Tipfees Estimated Tonnages By Source

	2013 Tonnages	2014 Tonnages	2015 Tonnages	2016 Tonnages	Projected 2017 Tonnages	Budgeted 2018 Tonnages	Tip Fee \$/TON	Budgeted 2017 Revenue
Solid Waste								
Regular Garbage	7,562	7,530	7,886	7,743	7,193	7,600	\$175.00	\$1,330,000
Recycling/Compost Waste	792	827	767	804	690	800		
	10,268	8,357	8,653	8,547	7,883	8,400		
Other Materials								
Regular C & D	4,740	4,049	4,766	5,642	4,561	4,500	\$75.00	\$337,500
Sorted C&D	781	424	732	711	600	650	\$35.00	22,750
Oily Soils	1,424	1,215	768	3,001	710	1,000	\$60.00	60,000
								\$1,750,250
								To I/F Revenues
Compost								
Source Separated	3,210	3,578	4,441	4,098	4,385	4,200	\$75.00	\$315,000
								To Compost Revenues
Recycling								
Recyclables:	3,822	3,897	3,777	3,755	3,595	3,750	\$0.00	0
Total Of Residual, Organics and Recyclables	14,594	15,005	16,104	15,596	15,173	15,550		
Total Of All	24,245	21,520	23,137	25,754	21,734	22,500		

SCHEDULE 2

Allocation of Diversion Credits

	Actual 2012	2013	2014	2015	Projected 2016	Budget 2017	
Facility							
Landfill	\$13,765	\$7,960	\$5,646	\$7,792	\$10,082	\$3,600	14.37%
Compost	19,975	12,700	9,033	\$24,713	21,796	12,600	50.30%
Recycling	31,623	19,105	14,302	\$16,715	18,538	8,850	35.33%
Total	\$65,363	\$39,765	\$28,981	\$49,220	\$50,416	\$25,050	
Materials Diverted							
Landfill	2,070	1,500	1,800	1,400	1,500	1,200	
Compost	2,155	3,614	3,618	4,440	4,385	4,200	
Recycling	2,972	3,205	3,187	3,003	2,866	2,950	
Total	7,662	7,700	8,605	8,843	8,751	8,350	
Diversion Per Ton	9	12	3	6	6	3	

SCHEDULE 3 -

Change in Reserve Balances

	Equipment Reserve	Cell Development	Closure/ Post-Closure	Total Reserves
Beginning Balances (3/31/16)	726,174	2,832,929	2,689,396	6,248,499
2017 Projected Transfers From Operations	(89,219)	35,126	130,108	76,016
2018 Transfers From (To) Operations				
Scheduled Allocation	70,000	122,640	138,600	331,240
Ending Balances (03/31/17)	706,955	2,990,695	2,958,104	6,986,995



CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY
SOLID WASTE SERVICES

MEMORANDUM

TO: CJSMA Board Directors
FROM: Stephen Rayworth
DATE: January 19, 2017
RE: Salary Increases Recommendation

A recent salary review done in conjunction with the Town of Amherst indicates that CJSMA pays below market conditions, and does provide some recommended salary ranges. These recommended increases are significant, and would most likely not be implemented in one step.

However, the report provides little concrete data to support the above statement and recommended salary ranges. The report further indicates that the consultant had difficulty in identifying sufficient “comparables” for the CJSMA portion of the study.

Based on this, I recommend the following:

1. Use the wage adjustment amount presented in the draft FY 2017/2018 budget to provide a 3.5% wage increase to all salaries, effective April 1, 2017. This would provide a “phased in” approach to an increase in salary scales.
2. Collect more information to identify and support competitive salary ranges for all positions at CJSMA.
3. Develop an implementation plan based on the recommended salary ranges identified in 2. This information and plan will be submitted to the Board at the May meeting.



Committee of the Whole

CDR# 2017084

Date: February 21, 2017

TO: Mayor Kogon and Members of Amherst Town Council
SUBMITTED BY: Bill Schurman, Director of Recreation
DATE: February 21, 2017
SUBJECT: T-17-04 Supply of 4x4 Half-Ton Service Truck - Recreation

ORIGIN:

2016-17 Capital Budget

LEGISLATIVE AUTHORITY:

3700-01 Procurement Policy

RECOMMENDATION:

That the award of tender T-17-04 Supply 4x4 half ton service truck be referred to the February 27, 2017 regular meeting for Council's approval

BACKGROUND:

The approved Capital Budget included an amount of \$32,453 for the purchase of a new 4x4 service truck for the Recreation Department.

A tender for the service truck was issued with a closing date of January 20, 2017. The Town received three tenders:

Jim Hatheway Ford	\$33,900
Amherst Chrysler	\$32,032
Tantramar Chev	\$29,142

DISCUSSION:

The low tender from Tantramar Chev in the amount of \$29,142 is compliant and has met the specifications of the tender.

FINANCIAL IMPLICATIONS:

The amount of \$30,374.29, including non-recovering taxes, is within the approved 2016/17 Capital Budget amount.

COMMUNITY ENGAGEMENT:

A public tender was issued and the procurement policy was followed. A media release will be issued following Council approval.

ENVIRONMENTAL IMPLICATIONS:

New vehicles are generally better for the environment than older trucks that are being replaced, using less fuel and generating less emission.



ALTERNATIVES:

The only alternative would be to cancel the tender.

ATTACHMENTS:

Tender Summary

Report prepared by: Corey Crocker, Facility Coordinator
Report and Financial approved by:

OPENING SUMMARY

Project #: T-17-04 Description: Supply of One (1) New 4x4 1/2 TON TRUCK
 Close Date: January 20, 2017 Time: 2:00 pm Cost Center: 8299 GL: _____
 Open Date: January 20, 2017 Time: 2:00 pm Budget Amount: \$ 32,

PRESENT AT OPENING:

Council Member(s): Mayer Kogon Councillor Jones Councillor Rhindress
 Staff: Danielle Cooper Corey Crocker

Company Name	Addendum Acknowledged (Yes/No)	Security Rec'd (BB,CC)	Amount of Bid (excluding tax)	Comments
Hatheway Ford	—	—	\$33,900	
Jankumar	—	—	\$ 29,142 ⁰⁰	
Amherst Chrysler	—	—	\$ 30,032 ⁸⁰	



Committee of the Whole

CDR# 2017085

Date: February 21, 2017

TO: Mayor Kogon and Members of Amherst Town Council
SUBMITTED BY: Bill Schurman, Director of Recreation
DATE: February 21, 2017
SUBJECT: RFP-16-12 Zero Turn Mower

ORIGIN:

2016-17 Capital Budget

LEGISLATIVE AUTHORITY:

3700-01 Procurement Policy

RECOMMENDATION:

That the award of RFP-16-12 for a Zero Turn Mower be referred to the February 27, 2017 regular meeting for Council's consideration.

BACKGROUND:

The approved 2016-17 Capital Budget included \$14,000 for the purchase of a new zero turn mower for use by the Recreation Department.

A Request for Quotations (RFQ) was issued, closing on July 28, 2017. Two bids were received (both plus HST):

Fort Equipment	\$16,621
Green Diamond	\$22,500

DISCUSSION:

The models offered by both vendors meet the specifications and requirements the Town put forth in the RFQ. Fort Equipment has confirmed that they have the model in stock and are willing to hold the price as quoted, even with the pricing being over 90 days.

FINANCIAL IMPLICATIONS:

With non-recoverable taxes included, the recommended mower price is \$17,333. This amount is over the Capital Budget amount approved of \$14,000. The balance of \$3,333 will be covered by using funds from Dickey Park Capital project. This project's budget is \$197,547. Actuals to date amount to only \$137,011. No further contractual obligations exist with regard to the Dickey Park Project, with only goal posts, soccer nets and benches remaining to be put in place.

COMMUNITY ENGAGEMENT:

An RFQ was issued and the procurement policy was followed. A media release will be issued following Council approval.



ENVIRONMENTAL IMPLICATIONS:

Amherst has a significant amount of green space that is regularly maintained with Town equipment. The use of new machinery to perform lawn care and maintenance will allow for faster performance of the required work, less fuel used to complete the work and less work for public works in maintenance on the machine.

ALTERNATIVES:

The only alternative would be to cancel the project.

ATTACHMENTS:

Tender Summary

Report prepared by: Corey Crocker, Facility Coordinator
Report and Financial approved by:

OPENING SUMMARY

Project #: T-16-10

Description: Supply of One (1) Zero Turn Mower

Close Date: July 28, 2016 Time: 230 pm

Cost Center: _____ GL: 8299

Open Date: July 28, 2016 Time: 230pm

Budget Amount: \$ 14,000

PRESENT AT OPENING:

Council Member(s): Jerry Rhendress

Staff: Danielle Cooper

Company Name	Addendum Acknowledged (Yes/No)	Security Rec'd (BB,CC)	Amount of Bid (excluding tax)	Comments
<u>Fort Equipment</u>	<u>—</u>	<u>—</u>	<u>\$16,621⁰⁰</u>	<u>\$16,621⁰⁰</u>
<u>Green Diamond</u>	<u>—</u>	<u>—</u>	<u>\$22,500⁰⁰</u>	<u>\$22,500⁰⁰</u>

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Bill Schurman, Director of Recreation

DATE: 21 February 2017

SUBJECT: Seniors Safety Program Funding

ORIGIN:

Letter from Cumberland County Seniors Safety Program

LEGISLATIVE AUTHORITY:

MGA 65 Power to expend money: (au) a grant or contribution to (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province.

Community Support Grants Policy, 72000-08

RECOMMENDATION:

That the request for \$5,000 funding to the Seniors Safety Program that was not submitted during the 2015-16 fiscal year be referred to the February 27, 2017 regular meeting for Council's consideration.

BACKGROUND:

The 2015-16 budget included a \$5,000 allocation for the Cumberland County Seniors Safety Program. However, no request for funding was received and the amount was not disbursed.

DISCUSSION:

The Town has received a letter from the Seniors Safety Program requesting the consideration of funding for the year that was missed in order to assist their budget to remain on track. The Town had anticipated providing this grant, and carried the amount over when the funding application was not received.

This is a valuable program that the Town has supported by way of a \$5,000 grant in 2013 and 2014; as stated in their letter, "The coordinator is based in downtown Amherst and has been involved in many community-based initiatives in order to represent the senior community and support age-friendly work as an active partner."

FINANCIAL IMPLICATIONS:

This request is for \$5,000 which was included in the 2015-16 budget but not disbursed. The funds were set aside and will therefore have no impact on the current year's bottom line.



COMMUNITY ENGAGEMENT:

This is a part of the annual Community Support Grants; the Town advertises for organizations to submit their applications for financial support.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications.

ALTERNATIVES:

1. Approve the \$5,000 that was missed in the 2015-16 fiscal year
2. Decline the request
3. Consider approving \$10,000 in the 2017-18 community support grants for this organization

ATTACHMENTS:

Letter from Cumberland County Seniors Safety Program;

Financial Statements from the organization for 2015-16

Report prepared by: Bill Schurman, Director of Recreation

Report and Financial approved by:



January 5, 2017

The Town of Amherst

c/o Bill Schurman
98 East Victoria Street
Amherst, NS
B4H 1X6

RE: Seniors Safety Program in Amherst

Thank you for your consideration for this request that appears to have been missed for the 2014-15 fiscal year. I do apologize as we had all felt certain that the request had been submitted at that time and then we had thought we had it figured out when there had been a request for a cheque to be re-issued. On behalf of the Seniors Safety Advisory please accept my appreciation for your understanding and consideration.

This letter is a request for funding for the Cumberland County Seniors Safety Program (SSP) for the 2015-16 year. The Town's support over these past years has contributed a great deal to Cumberland County Seniors Safety Program. The coordinator is based in downtown Amherst and has been involved in many community-based initiatives in order to represent the senior community and support age-friendly work as an active partner.

We had previously submitted some of accomplishments for the 2015 year and I will reiterate some highlights again.

- Police and Seniors Safety Academies with the Amherst Police Department
- The 55+ Celebration and Games Day held at the Amherst Stadium in 2016.
 - Providing support on several committees such as the Ageing Well Network, Empowering Beyond Barriers (including the Affordable Housing Subcommittee), Interagency Committee Against Family Violence, and the Sexual Violence Initiative, along with the Cultural Diversity and Social Inclusion Committee.

The coordinator continues to deliver much-needed services and has received an increasing number of referrals.

Thank you for considering funding the back dated amount of \$ 5000.00 to assist the budget to remain on track.

A handwritten signature in black ink, appearing to read "Patricia Harrington".

Sincerely,

Patricia Harrington

**Cumberland County Seniors Safety Program
Income Statement
April 1, 2015 - March 31, 2016**

Revenue		
Grant revenue	NS Department of Seniors	15,000.00
	Municipality of Cumberland	12,500.00
	Insurance Bureau of Canada	1,000.00
Seniors Day Funding	Town of Amherst	250.00
	Municipality of Cumberland	250.00
Total Revenue		<u>29,000.00</u>
 Expenses		
Payroll Expenses		35,252.20
Accounting and Legal		500.00
Office/Event Supplies		346.85
Professional Development		487.50
Travel		828.73
Wellness Day Expenses		551.63
Total Expenses		<u>37,966.91</u>
 Net Income		<u><u>-8,966.91</u></u>

4135 - 1000	Grant Revenue - Senior Safety Coordinator							
	12/21/2 011	605, Province of Nova Scotia	EDI25007 61650	J902	0.00	20,000 .00		
	03/23/2 012	617, Province of Nova Scotia	EDI 25008071 58	J102 1	0.00	250.00		
	04/20/2 012	620, Municipality of Cumberland	28659	J236	0.00	10,000 .00		
	02/13/2 013	649, Province of Nova Scotia	EDI- 25009734 27	J837	0.00	19,500 .00		
	06/05/2 013	667, Department of Seniors	EDI25010 37430	J434	0.00	250.00		
	08/02/2 013	679, Town of Amherst	34712	J568	0.00	5,000. 00		
	11/07/2 013	694, Municipality of Cumberland	032457	J806	0.00	10,000 .00		
	12/24/2 013	698, Department of Seniors	EDI 25011578 14	J904	0.00	5,000. 00		
	03/11/2 014	702, Department of Seniors	25011977 96	J107 7	0.00	14,584 .65		
	11/03/2 014	711, Town of Amherst	Cash	J794	0.00	5,000. 00		
	11/13/2 014	712, Municipality of Cumberland	Cash	J795	0.00	10,000 .00		
	12/18/2 014	Direct, Department of Seniors	EDI- 25013633 00	J884		5,000. 00		
						104,58 4.65		

MEMORANDUM

To: Mayor Kogon and Council

From: Andrew Fisher, Senior Planner & Economic Development Officer (acting)

Date: February 21, 2017

Subject: For Discussion only - Marijuana Dispensary regulatory options

At the January 16, 2017 Committee of the Whole meeting, Council approved the following motion: **That Council direct staff to prepare a report on the issues that may arise from a marijuana dispensary in the downtown, and the options, if any, that are available to Council to help to manage it, such as the outside impressions/signage, to be presented at budget time.**

Introduction

The following outlines how marijuana is regulated by all levels of Government to provide context to the issue, followed by a description of regulatory options for the Town.

Federal Regulations

The Federal Government will be proposing changes to marijuana laws in Spring 2017, with the following guiding principles:

- Legalize, strictly regulate, and restrict access to marijuana in a careful and orderly way.
- Restrict access of marijuana to youth.
- Stop criminals from profiting from illicit marijuana trade.
- Create a process that will look at legalizing and strictly regulating marijuana for non-medical purposes

(Source: <http://www.justice.gc.ca/eng/cj-jp/marijuana/info.html>)

Until the Federal Government makes changes, possession and distribution of marijuana outside Health Canada regulations is illegal. Under Health Canada regulations, individuals with a prescription are permitted to possess up to 30 grams. Such individuals can legally acquire the substance directly through a licensed producer, by growing it themselves, or by designating someone to produce it for them. However, there is no such thing as a legal “dispensary”, or “store front” distribution model under current law.

A Licensed Producer is tantamount to a pharmaceutical production facility in terms of quality control, and product safety standards. These facilities also have very strict requirements for security of the building(s), as well as, staff working onsite. The product must be shipped directly to the prescription holder – there is no retail or pick-up allowed.

More information on federal regulations can be found here:

<http://www.hc-sc.gc.ca/dhp-mps/marihuana/muni/index-eng.php>

Provincial Regulations

Consumption of medical marijuana by smoking it is subject to the Nova Scotia Smoke-free Places Act, which establishes a total smoking ban in all indoor public and commercial areas. This includes retail spaces and private clubs. In other words, a lounge where patients can go to smoke marijuana would be in violation of the Smoke-free Places Act.

Where an individual has a prescription to possess and use marijuana (ie. Patient), Federal law is silent on where that medicine can be taken. In other words, absent of any municipal smoking bylaw, marijuana can be consumed in outdoor public places.

Municipal Regulations

The Town of Amherst Smoke-free Recreational Places Bylaw restricts smoking on and around Town-owned property; however, the definition of “smoking” refers only to tobacco. Technically, one could argue that smoking marijuana is not subject to this bylaw. An easy fix would be to broaden the definition of “smoke” to include other substances, or simply adopt the definition in the Smoke-Free Places Act, which would cover marijuana.

If the Federal Government legalized the sale of marijuana in a retail store or ‘dispensary’, municipalities in Nova Scotia have the authority to regulate where a use can be located, with important limitations. A use cannot be totally prohibited, and it would be inappropriate for a municipality to adopt regulations for a use that is illegal under Federal law. Moreover, the Federal Government could legalize the sale of marijuana through a pharmacy, which could potentially make any attempt by a municipality to restrict marijuana sales to specific zones ineffective, considering that pharmacies are located in all commercial zones.

Regarding options available to regulate the ‘outside impressions/signage’ of marijuana dispensaries, staff offer the following considerations:

Signs – through a Land Use Bylaw (LUB) the type, size, and location of signage can be regulated. Amherst LUB section 6.14 includes specific sign requirements for signs in the Downtown Commercial Zone in the Core Area District. Most notably, back-lit signs are not permitted in the downtown core area. However, it is virtually impossible to effectively regulate sign content. Symbols are not considered signage, and content that is considered by some to be offensive or distasteful is extremely subjective.

Exterior Aesthetic - section 8.4 of the Amherst LUB includes specific exterior requirements for new developments and major building additions in the Downtown Core Area District. These design requirements attempt to protect a traditional downtown commercial character. Entrances are required on the principle street, windows must occupy at least 50% of any street fronting wall at ground level, and windows and doors must be 88% transparent. These requirements only apply to new developments, not existing buildings. Planning documents could be amended to apply these requirements to new uses in existing buildings in some way; however, there would need to be some consensus around what the desired objectives and outcome might be.

Perhaps more importantly, regulating new tenants in an existing commercial property would be tantamount to a business occupancy permit requirement, or a business license. Beyond simply collecting a fee and issuing a license, there would also need to be a regulatory framework from which to regulate the prospective business. A business occupancy permit or license would almost certainly be considered additional 'red tape' by the public, particularly the business community.

Conclusion

Under current law marijuana dispensaries are illegal, and until the Federal Government indicates how marijuana laws might change, it is difficult to identify appropriate regulatory changes at the municipal level. The Smoke-free Recreation Places Bylaw could be amended to cover marijuana under the definition of 'smoking', but this amendment is minor and technical in nature. The most prudent approach might be to consider regulatory options again once the Federal Government releases its proposed changes in Spring of 2017.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Councillor Terry Rhindress
Date: February 21, 2017
Subject: The Colonel James Layton Ralston Armoury

This memo is to advise Council that I have been discussing the future of the Colonel James Layton Ralston Armoury with Ray Coulson. He would like to take the Mayor, Council and CAO on a tour of the facility. Perhaps those interested could let our CAO know and I'll work with the CAO and Mr. Coulson to arrange a date and time.

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Jason MacDonald, Deputy CAO

Date: February 21, 2017

Subject: Town Strategies and Studies

Identified as one of Council's priorities, below is a list of various Town strategies and studies completed over the past few years to facilitate a systematic review of all such documents and projects.

As the Municipal Planning Strategy contains approved policies across a wide spectrum of municipal operations including Planning, Recreation, Economic Development, Transportation and the Environment, it may be a logical starting point for a presentation to Council.

Staff are seeking Council's direction on the preferred order in which the studies are presented for review.

Title	Status	Department
2005 Municipal Planning Strategy	Adopted	Operations
2009 Integrated Community Sustainability Plan	Adopted	Operations
2010 Centre First Downtown Action Strategy	Adopted	Operations
2010 Authentically Amherst Arts Culture and Heritage Strategy	Adopted	Recreation
2011 Dickey Brook Rehabilitation Master Plan	Not Adopted	Operations
2011 Sportsplex Needs Assessment	Information	Recreation
2012 Active Transportation Plan	Not adopted	Operations
2012 Municipal Physical Activity Strategy	Adopted/Under review	Recreation
2013 All Weather Sports Field Feasibility Study	Information	Recreation
2013 Seniors Strategy	Not Adopted	Recreation
2013 Municipal Climate Change Action Plan	Adopted	Operations
2014 Future Visions for Youth Strategy		Recreation
2014 Regional Marketing Strategy Report	Information	Recreation
2015 Asset Management Assessment	Information	Operations
2015 Demographic Analysis	Information	Operations
2015 Municipal Alcohol Project	Not Adopted	Recreation
2015 Amherst Police survey Results	Information	Police
2016 Financial Modelling and Operating & Capital Projections	Information	Corporate
2016 Amherst Recreation Master Plan	Not Adopted	Recreation

Monthly Report

Corporate Services

February 21, 2017

FINANCIAL

All departments have now entered the majority of the information for the 2017-18 budget process. This information is being reviewed and analyzed by the Treasurer and CAO. We do not have the mandatory expenditure figures from the Province yet. These figures include education, corrections, etc. We will use estimates for now. The goal is to have budgets presented to Council in March 2017.

TAXATION

Tax Exemption Bylaw – The deadline for applications was January 31, 2017, with the review process now underway. The Bylaw exempts (partially or totally) certain non-profit organizations from taxation. Presently we have 10 organizations receiving either partial or total exemptions. Our budget amount is \$84,440, with exemptions granted based on the financial need.

Tax Sale – Final tax sale letters have gone out with a response date of February 17, 2017. For those who have not responded or made payment arrangements by this date, these properties will be sent for title search the week of February 27. Tax Sale date is scheduled for Tuesday, May 16, 2017.

WATER/SEWER COLLECTIONS

Water bills have been mailed out with a due date of February 28, 2017. Notices for payment on overdue accounts were sent out February 9, 2017.

PROCUREMENT

Procurement continues to work with the requesting departments in various ways to assist with completion of existing 2016/17 capital projects, as well as begin the processes for the annual spring procurements.

	<u>Released</u>	<u>Closed</u>	<u>Awarded by Council</u>	<u>Awarded by PAR</u>
RFQ	6	6	0	3
RFP	2	2	0	3
Tender	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
January Totals	9	9	0	3

Monthly Report

Operations

February 21, 2017

During the month of January two snow events required plowing of streets. The weather didn't get cold enough to create a lot of frost in the streets, resulting in fewer potholes than is typically the case. The Streets and Utility crew has assisted with lighting, benches and the ramp for the downtown ice surface.

Water meter reads were done this month. Two water main breaks required repairs: 5 Donald Avenue and 5 Ratchford Street. These mains are both cast iron pipe which is the typical type of pipe to break with ground shift from frost in the streets. One new water lateral was installed for a new home at 1166 Tyndal Road. The Water crew has also been helpful with some of the construction and installation of a temporary water service for the new downtown ice surface.

The Sewer crew has been doing their typical bi-weekly sampling of the Treatment Plant and the regular cleaning of the Terrace Lift Station.

The mechanic has kept up with the challenge of maintaining our equipment during a busy snow season. He has also completed some upgrades to our asphalt recycling trailer to enable the crew to do their patching more efficiently and safely. He also helped with the recent upgrades to one of our larger trailer mounted generators with the replacement of the fuel tank with a double lined unit. The existing tank was over 25 years old. The mechanic also was instrumental in recovering our Police and Fire Department radio systems during the power failure during the ice storm. These systems have battery backup but no dedicated generators.

During the month of January two building permits were issued with a total value of \$1,450,000. This includes the new Nissan dealership being constructed on Robert Angus Drive.

One new Dangerous/Unsightly Premises file was opened during January with four closed, bringing the current number of on-going files to six.

Planning staff continue to administer development proposals for grouped townhouse dwellings, a conversion of a motel to apartment units, MPS amendments for a commercial assessment phase-in tool, and other commercial developments. Planning and development services continue to be provided to the Town of Oxford. Staff also continue to collaborate with the Recreation Department by supporting the trail society, developing a shared-use OHV trail, as well as the implementation of the Recreation Master Plan. The North Tyndal Wellfield Groundwater Management and Protection Strategy review is now complete, and will be presented to the North Tyndal Wellfield Advisory Council in the near future.

Monthly Departmental Report

Amherst Police Department

February 2016

PROFESSIONAL DEVELOPMENT

Administration of Naloxone Spray – All operational members have completed the online course in relation to the administration of Naloxone spray which is utilized when an overdose of Fentanyl is suspected. Fentanyl is a highly potent and addictive opioid that is estimated to be up to 100 times more potent than morphine. There has been a dramatic increase in fentanyl related deaths and first responders are at risk of exposure. This course explores the risks associated and helps to heighten awareness around the issue. Naloxone spray is utilized when exposure is suspected and can reverse the effects of an overdose.

Interactions with Persons in Autism Spectrum: Sgt Girouard, and Csts Haggerty, Babineau and Vriend attended a 2 hour seminar at the Amherst Fire Hall in relation to responding to autistic persons. This seminar helped to prepare first responders who may have interactions with autistic persons and provided information on understanding autism and how it can affect a person and the way they interact with others.

FOCUSED ENFORCEMENT

January's focused enforcement was 'intersection safety which included monitoring crosswalks, controlled intersections and stop signs. Over 46 patrols were completed resulting in close to 33 hours and resulted in 4 Motor Vehicle Act tickets and 5 written warnings.

S/Sgt White – 40 Years of Service Staff Sgt. Scott White completed 40 years of service with APD on January 12th, 2017. There was an article in the Amherst News written by Darrel Cole, and the department held a small gathering with staff, where Staff Sgt. White was presented with a gift. S/Sgt White has had and continues to have a distinguished career. We congratulate him on this accomplishment and thank him for his service to date. We look forward to working with him until he decides it is time to retire.

OPERATIONAL STATS – December 2016

January 2017

Occurrences: 364
Impaired by Alcohol: 1
Impaired by Drug: 1
Traffic Tickets: 10
Vehicle Checks: 113
Foot Patrol Hours: 75h 7m

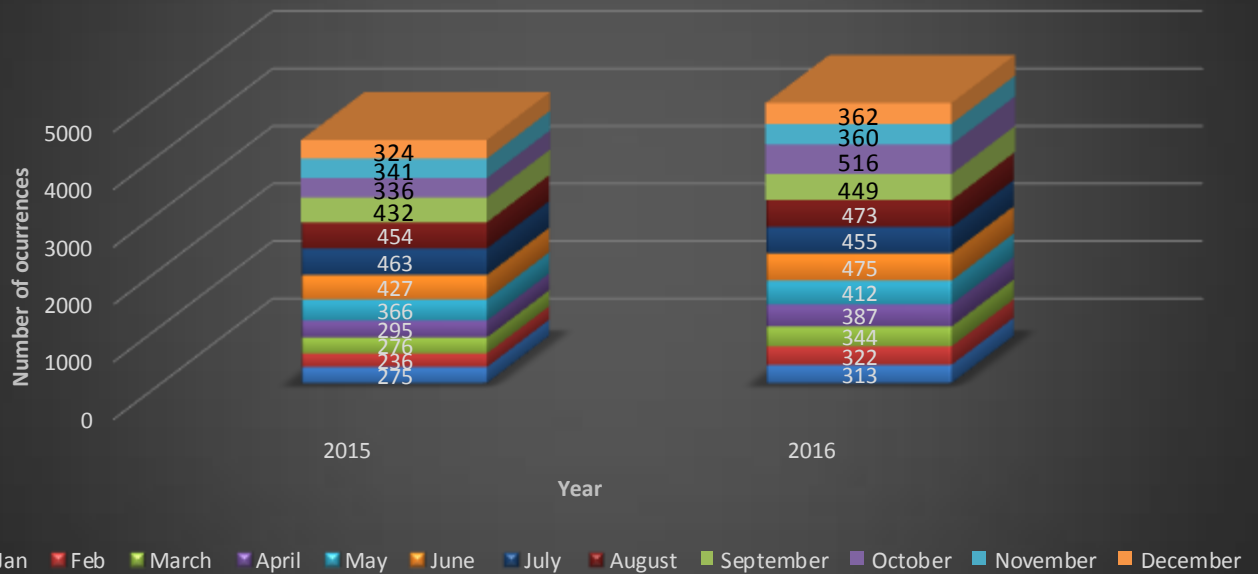
Criminal Code Charges: 60
CDSA: 1
Traffic Written Warnings: 16
LCA: 0
Bike Patrol Hours: 0

Year End Stats The total number of occurrences generated increased from 4225 to 4686 from 2015 to 2016. This 461 additional occurrences is an 11% increase.

Also attached is a comparative report on some of the crime types for the 2015 and 2016 calendar years. The data in this report is the number of complaints for each crime type and includes unfounded incidents. While there has been an increase in stats from 2015 to 2016 stats, the 2016 stats are comparable to the other years in the previous five years.

These stats are not crime rate stats. The crime rate data is collected by the Canadian Centre for Justice (CCJS). That report is released in July of each year.

Occurrences - Year to Date 2015 vs 2016



2015 January to December – 4,225 occurrences
2016 January to December – 4,686 occurrences
(461 more in 2016)

APD STATS REPORT – 2016/2015

Offence Category	2016 Comparison Year End	2015 Comparison Year End	% +/-
Assault	178	134	32.84%
Break & Enter - Business	3	10	-70.00%
Break & Enter - Residence	35	37	-5.41%
Domestic Incident	177	124	42.74%
Impaired Driving	76	50	52.00%
Liquor Act Offences	56	48	16.67%
Other Criminal Code	313	297	5.39%
Possession of Stolen Prop.	7	3	133.33%
Robbery	0	0	-
Sexual Assault	7	8	-12.50%
Spousal Partner Abuse	51	29	75.86%
Theft	190	167	13.77%
Theft of Motor Vehicle	10	10	-
Theft from Motor Vehicle	40	27	48.15%
MVA SOT's	342	351.5	-2.70%
LCA SOT's	37	77	-51.95%
Traffic Warning Issued	465	457.5	1.64%
Vandalism (Mischief)	69	86	-19.77%
Occurrences	4868	4225	15.22%
Vehicle Checks	2674	2254.5	18.61%
Foot Patrol Hours	1220h 57m	970h 55m	/
Bike Patrol Hours	4h 48m	30m	/

Red indicates a decrease

Blue indicates an increase

Monthly Departmental Report

Recreation / Culture / Programming / Communications

February 21, 2017

Marketing & Communications

The month included coordinating the logistics, planning and communications of the rescheduled Cumberland County Health Care meeting with the Health Minister as well as Great Amherst Mystery public meetings, presentation(s) to the Amherst Rotary Club, ACOA's announcement for the West Highlands Lions Park funding and African Heritage Month launch. Live streaming of Council meetings was researched. Marketing plans were developed for Outdoor Skating Surface "A...Place to Play" and the 2017 Winter Carnival. Ongoing communications such as AYTC monthly report, weekly column, radio updates, website and social media updates and news updates were shared with the appropriate audiences in addition to the promotion of the Town of Amherst and community activities and formal communications. Meetings were held with Business View Magazine representatives who will be featuring a Sustainable Communities article in their March issue on the Town of Amherst. Ads were developed and coordinated with several advertising groups such as Amherst Canadian Tire, Doers and Dreamers Guide and the Northumberland and Eastern Shore brochure. New decorative street banners were installed in time for Winter Carnival. Live, Work & Play is the current theme.

Active Living/Healthy Community

Several planning meetings were held including the West Highlands Project, ACOA funding announcement of \$90,000 to the project, and tennis court tender for the project. Other meetings in January were the Amherst Rotary Group to discuss Canada 150, Scott from Trider's Craft Beer, partnership and event ideas, and attending the African Heritage Month Lunch January 30. In partnership with Sport Nova Scotia for the Cumberland Multisport program, meetings were held with all partners that confirmed participation. A draft Multi-sport program schedule was developed for 2017-2018. Meetings were held with several community groups and organizations to develop a full exciting Winter Carnival schedule. The Physical Activity/Active Living Strategy plan was updated with Community, Culture and Heritage to assist with up-to-date information and format. Volunteer nomination applications were solicited for the upcoming Volunteer Appreciation week in April. Several meetings were held regarding the Great Amherst Mystery Project with a final report on the project to be presented in April. Meetings were held with Cumberland Kids, a proposed Rotary Club 150 project, the Syrian Market Project and the SOAR community health board.

Horticulturist

The Horticulturist has conducted research and the development of the annual hanging basket RFP and prepared the annual bedding plant RFP, which will be circulated in February with emphasis on displaying our community's pride of our nations' colours and 150th birthday for the 2017 growing season. Support was provided in the research for an off-leash dog park. Removal of dead trees in Beacon St. Park was coordinated. The horticulturist attended the Atlantic Canada Forest Health Conference in Charlottetown; this conference was to increase awareness and suggested proactive measures to those working within the urban forestry field. In particular, a key emphasis was held on the pests and diseases that are inevitably making their way to Atlantic Canada and threatening several tree species, much like Dutch Elm Disease did in the past 30+ years. An urban tree inventory will play a vital role in ensuring the health and longevity of Amherst's urban tree canopy. The horticulturist continued to work on the urban tree inventory, began work on Amherst's landscape management plan of parks and greenspaces and developed a Wood Sculpture Maintenance Plan with the assistance of Andrew Williams, the urban forestry coordinator for the Town of Truro.

Facilities

January 19, “A” Place to Play Outdoor Skating Surface opened downtown. Hours of operation for this facility are 10:00am to 10:00pm daily. During the first 22 days we periodically monitored the facility for ice conditions, usage, maintenance, and cleanliness. An estimated 800+ users have enjoyed the facility to date. In addition to local residents, visitors from other communities are enjoying the venue as well.

The Stadium hosted four Amherst Jr. Ramblers games in January. In total Stadium ice was used for a total of 281 hours which included 75.75 hours of family first no fee public skating, 95.5 rental hours to user groups, and 101 hours of Youth Ice Pilot Ice time, 39 hours for Amherst Skating Club and 70.75 hours for CCMHA. Discussions are ongoing regarding the evaluation model of the Youth Ice Pilot Project. Dalhousie University will be conducting the analysis with a report to be presented in the spring. The walking track was available for 445 hours at no charge to users. The Stadium’s public skates, ongoing promotions, maintenance and flexible walking track hours are in support of Amherst’s Physical Activity Strategy. The goal of being the most active healthy community in the province is communicated daily.

With little snow accumulation during the month of January, most of our parks and trails were used regularly. The downtown Big Block Walk continues to be a popular choice for those who live, work and play downtown. The public washroom at Dickey Park is opened daily from 10:00am to 6:00pm with outdoor lighting on until 10pm. When time permits Operations will clear the walking track at Dickey Park. This offers another option for citizens to be active. #seewhyweloveit

Business Development

Business Development continues to provide ongoing guidance and advice to existing and potential commercial development prospects, which includes the promotion of Amherst as an attractive place to locate, expand, and invest. This also includes the provision of general location and specific site analysis, as well as, providing referrals to other service providers in the area. Staff have played an active role in bringing together regional stakeholders including: ACOA, CBDC, CANSA, NSCC, Cumberland County, Chambers of Commerce, and the Business Connector to share information, ideas, and look for ways to collaborate. Staff have met with County counterparts to review the 2014 Community Economic Development Strategy. Specific ongoing projects include the train station transfer, the Net-Zero/Smart-Grid Energy project, and the Commercial Assessment Phase-In Bylaw.

2016

	2017	2016	2015
	# of Hours	# of Hours	# of Hours
Stadium Ice Rentals	280.5	258.25	190.5
January			
February		172	227
March		189	230
April		185	168
May * Off Season Use		135	*130
June * Off Season Use		64.5	40
July * Off Season Use		67	80
Aug * Off Season Use		50	55
Sept		169	150
Oct		241	210
Nov		215	200.5
Dec		250.5	221.25

updated Jan 5/17

	2017
	# of Hours
Community Engagement	112
January	
February	
March	
April	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

	2017	2016	2015
	# of Hours	# of Hours	# of Hours
Public Programs Skating	75.75	58.25	67.5
January			
February		56	69
March		76	60.5
April		45	30
May		0	N/A
June		0	N/A
July		0	N/A
Aug		7	N/A
Sept		5.5	10
Oct		44.5	42
Nov		82.25	70.25
Dec		76.75	58.75

	2017
	# of Hours
Robbs Ball Fields	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

	2017	2016	2015
	# of Hours	# of Hours	# of Hours
Stadium Walking Track	445	445	416
January			
February	438	405	440
March		427	420
April		360	344
May		136	170
June		176	255
July		160	263
Aug		186	240
Sept		411	360
Oct		440	360
Nov		388	420
Dec		357	400

2016	2015
# of Hours	# of Hours
168	76
221	84
252	102
142	30
178	162
234	212
310	256
338	174
224	221
221	168
240	186
170	207

2016	2015
# of Hours	# of Hours
121.5	9
167	94
166	65
140	98
64	46
24	40
0	8
0	0

Updated Jan 31/17

Stadium Electric	2015	2016		
January	8,543.78	8,799.29	255.51	2.90%
February	9,825.35	8,156.53	-1668.82	-20.46%
March	9,348.88	8,984.72	-364.16	-4.05%
April	8,790.02	9,288.73	498.71	5.37%
May	2,710.64	2,999.83	289.19	9.64%
June	1,893.33	2,186.99	293.66	13.43%
July	2,116.23	2,099.96	-16.27	-0.77%
August	6,539.02	7,367.37	828.35	11.24%
September	11,179.32	12,255.32	1,076.00	8.78%
October	10,011.68	9,262.02	-749.66	-8.09%
November	8,789.33	9,864.58	1,075.25	10.90%
December	8,799.29	8,543.03	-256.26	-3.00%
12 month total		89,808.37		
12 month total	88,546.87		1,261.50	1.40%

Natural Gas	2015	2016		
January	9,942.57	6,717.48	-3,225.09	-48.01%
February	8,318.26	10,099.00	1780.74	17.63%
March	8,099.78	9,419.28	1319.5	14.01%
April	7,510.46	7,872.61	362.15	4.60%
May	3,579.05	3,070.11	-508.94	-16.58%
June	973.16	189.90	-783.26	-412.46%
July	1072.61	433.73	-638.88	-147.30%
August	924.99	452.23	-472.76	-104.54%
September	1,946.58	1,343.29	-603.29	-44.91%
October	3,166.95	2,672.00	-494.95	-18.52%
November	4,841.14	4,235.66	-605.48	-14.29%
December	5,755.22	4,734.29	-1,020.93	-21.56%
12 month total		51,239.58		
12 month total	56,130.77		(4,891.19)	-9.55%

Stadium Electric	2016	2017	
January	8,799.29	8,964.83	165.54
February	8,156.53		
March	8,984.72		
April	9,288.73		
May	2,999.83		
June	2,186.99		
July	2,099.96		
August	7,367.37		
September	12,255.32		
October	9,262.02		
November	9,864.58		
December	8,543.03		
12 month total		8,964.83	
12 month total	89,808.37		- 80,843.54

Natural Gas	2016	2017	
January	6,717.48	6,040.07	- 677.41
February	10,099.00		
March	9,419.28		
April	7,872.61		
May	3,070.11		
June	189.90		
July	433.73		
August	452.23		
September	1,343.29		
October	2,672.00		
November	4,235.66		
December	4,734.29		
12 month total			
12 month total	51,239.58		

1.85%
0.00%
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0.00%

-901.79%

-10.08%
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#DIV/0!

Monthly Report

Fire Department

February 21, 2017

Responses

Town of Amherst – 23 events

- 2 Fire alarm system activations
- 1 Structure fires
- 1 Elevator rescue
- 1 Motor vehicle accidents
- 12 Downed power lines / trees
- 6 Air quality checks (Smoke, CO)

Contract area (District 2) – 4 events

- 1 Structure fire
- 3 Motor vehicle accidents

Fire inspections:

12 fire inspections were completed during this period.

Professional Development:

The recruits have completed their third month of the basic fire fighter training program. The next phase in this program will focus on fire prevention, public education, fire detection, protection and suppression systems and fire suppression techniques.

Upcoming events:

Currently, members of the Amherst Fire Fighters Association are organizing two events which will take place at the Amherst Curling Club:

1. Burn Treatment Curling Bonspiel - February 24th & 25th
2. Annual Maritime Fire Fighters Association Curling - March 3rd – 5th.