



Town of Amherst  
Committee of the Whole

Date: January 17, 2022  
Time: 4:00 pm  
Location: Zoom Virtual Meeting

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	Pages
1. Call to Order	
1.1. Approval of Agenda	
1.2. Approval of the Consent Agenda	1 - 1
1.3. Approval of Minutes	
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6. In Camera

6.1. Approval of In Camera Agenda

6.2. Approval of In Camera Minutes

6.2.1. December 20, 2021

6.2.2. January 10, 2022

6.3. MGA 22(2)(c) - personnel matters

6.4. MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

6.5. MGA 22(2)(e) - contract negotiations

6.6. MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

7. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, January 17, 2022

### **Consent Agenda**

#### **MOTION:**

**That Council approve the following items as part of the consent agenda:**

- 1.3. Approval of Minutes**
- 3.1 February, April and May Meeting Dates**
- 5.1. Corporate Services Monthly Report**
- 5.2. Operations Monthly Report**
- 5.3. Police Department Monthly Report**
- 5.4. Fire Department Monthly Report**
- 5.5. Planning & Strategic Initiatives Monthly Report**
- 5.6. Community Well-Being Report**

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

**Date:** December 20, 2021  
**Time:** 3:00 pm  
**Location:** Zoom Virtual Meeting

**Members Present**  
Mayor David Kogon  
Councillor Hal Davidson  
Councillor George Baker  
Deputy Mayor Sheila Christie  
Councillor Lisa Emery  
Councillor Dale Fawthrop  
Councillor Leon Landry

**Staff Present**  
Jason MacDonald, Chief Administrative Officer  
Michael Hunter, Chief Financial Officer  
Dwayne Pike, Police Chief  
Greg Jones, Director of Fire Services  
Andrew Fisher, Director of Planning & Strategic Initiatives  
Aaron Bourgeois, Director of Operations  
Kim Jones, Director of Corporate Communications and  
Community Well Being / Municipal Clerk  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

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Due to the COVID-19 pandemic this was a virtual meeting held via Zoom.

**1. Call to Order**

Mayor Kogon called the meeting to order at 3:00 p.m.

**1.1 Approval of Agenda**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Emery**

**That the agenda be approved as circulated.**

**MOTION CARRIED**

**1.2 Approval of the Consent Agenda**

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**That the consent agenda be approved as circulated.**

**MOTION CARRIED**

**1.3 Approval of Minutes**

**1.3.1 November 22, 2021**

The following motion was approved as part of the consent agenda:

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**To approve the minutes of the November 22, 2021 Committee of the Whole meeting as circulated.**

**MOTION CARRIED**

**2. Council Direction Requests**

**2.1 Repeal Poverty Advisory Committee Terms of Reference**

The following motion was approved as part of the consent agenda:

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**That Council formally repeal the Advisory Committee to Reduce Poverty Issues Policy #10350-29 at the regular Council meeting on December 20, 2021.**

**MOTION CARRIED**

**2.2 Amherst Little League Request to Present**

The following motion was approved as part of the consent agenda:

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**That staff invite the Amherst Little League Association to give a presentation to Council.**

**MOTION CARRIED**

**3. Information Items**

**3.1 Town of Oxford Assistance Corporate Services**

The CFO reviewed his memo included as part of the agenda package. Information item only.

**3.2 Emergency Shelter**

Mr. Fisher reviewed his memo included as part of the agenda package. Information item only.

**3.3 MPS Review**

Mr. Fisher reviewed his report included as part of the agenda package. Information item only.

**4. Monthly Reports**

The following monthly reports were approved as part of the consent agenda:

**Moved By Councillor Davidson**

**Seconded By Councillor Landry**

**That the following monthly reports be approved as part of the consent agenda:**

**4.1 Corporate Services**

**4.2 Operational Services**

**4.3 Police Services**

**4.4 Fire Services**

**4.5 Planning and Strategic Initiatives**

**4.6 Community Well Being**

**MOTION CARRIED**

**5. In Camera**

**Moved By Councillor Baker**

**Seconded By Deputy Mayor Christie**

**That the Committee move to an in camera session.**

**MOTION CARRIED**

**6. Adjournment**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Davidson**

**To adjourn the meeting.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor



*Preserve*

*Protect*

**PROMOTE**



*#seewhyweloveit*



c. 1825 Carter's Inn  
Meeting place of 1st Masonic Lodge

# Our Built Heritage 1886





Options

102 W. Victoria

This stately Georgian style home sit on the south side of W. Victoria in Amherst.

It was built by the Baker family likely in the early 1800s or even earlier. Charles Baker, born 1743 in Virginia, arrived in Chignecto about 1765 to take advantage of the free land offered to encourage settlement in area due to the Acadian expulsion. He was appointed deputy Survey... See More



41

8 Comments 3 Shares

Like Comment Share

2,434 people reached >

Boost post





58 and 60 Spring Street

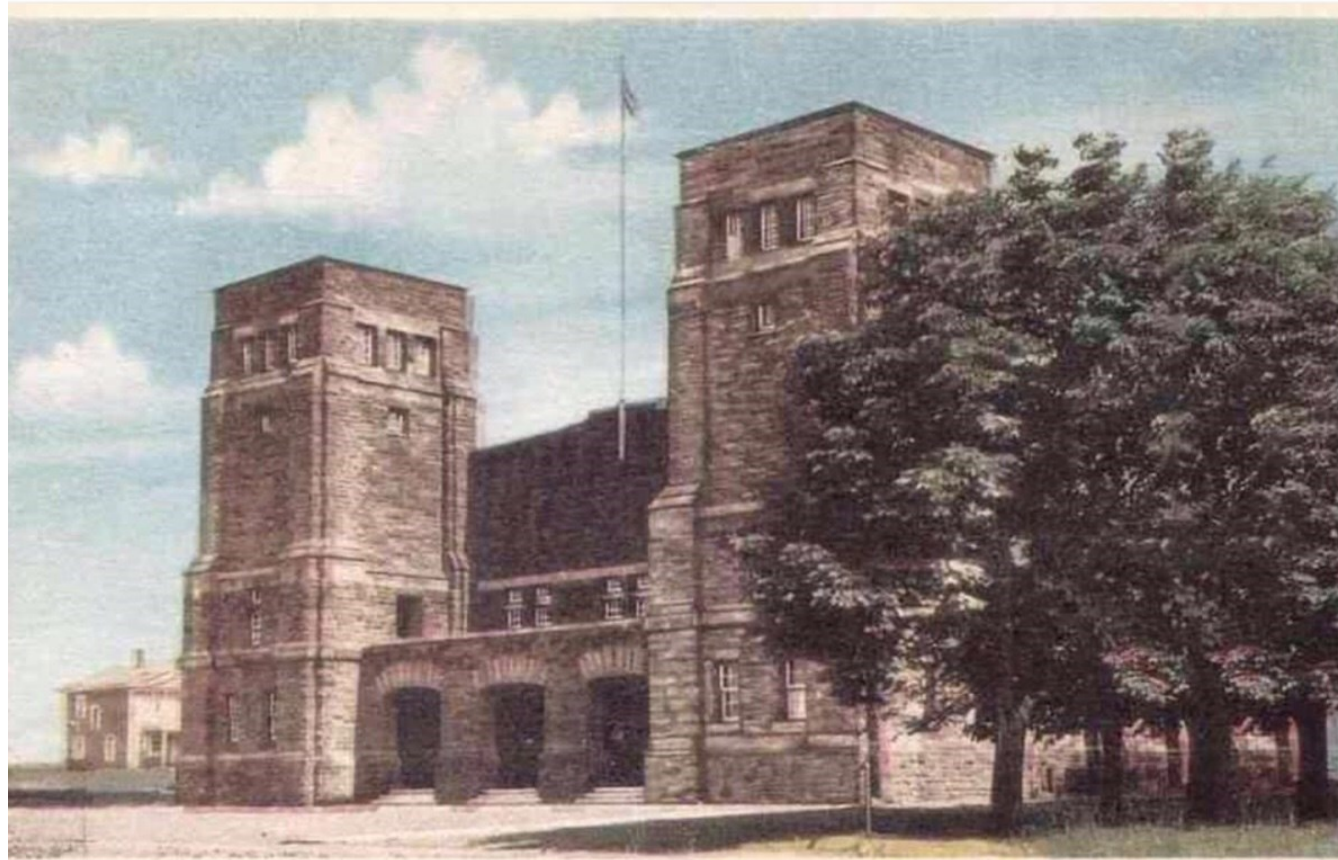


40 Agnew  
Moved from Ratchford in 1967 to make way for  
Town Hall (CCUBIC)





Great photo of a grand Amherst monument. Let's start thinking about how to move forward. Great spot for events, sales, courses, displays.....and it's already in place.



  28

2 Comments 3 Shares

 Like  Comment  Share

720 people reached >

Boost post



  33

4 Comments 5 Shares

 Like

 Comment

 Share

1,897 people reached >

Boost post



You and 91 others

19 Comments 39 Shares

Like Comment Share

7,769 people reached >

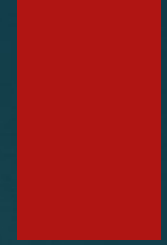
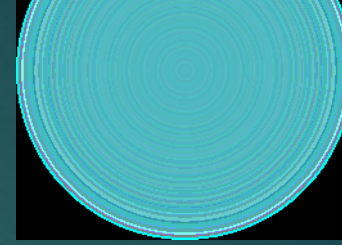
Boost post

# **AAHT respectfully asks ...**

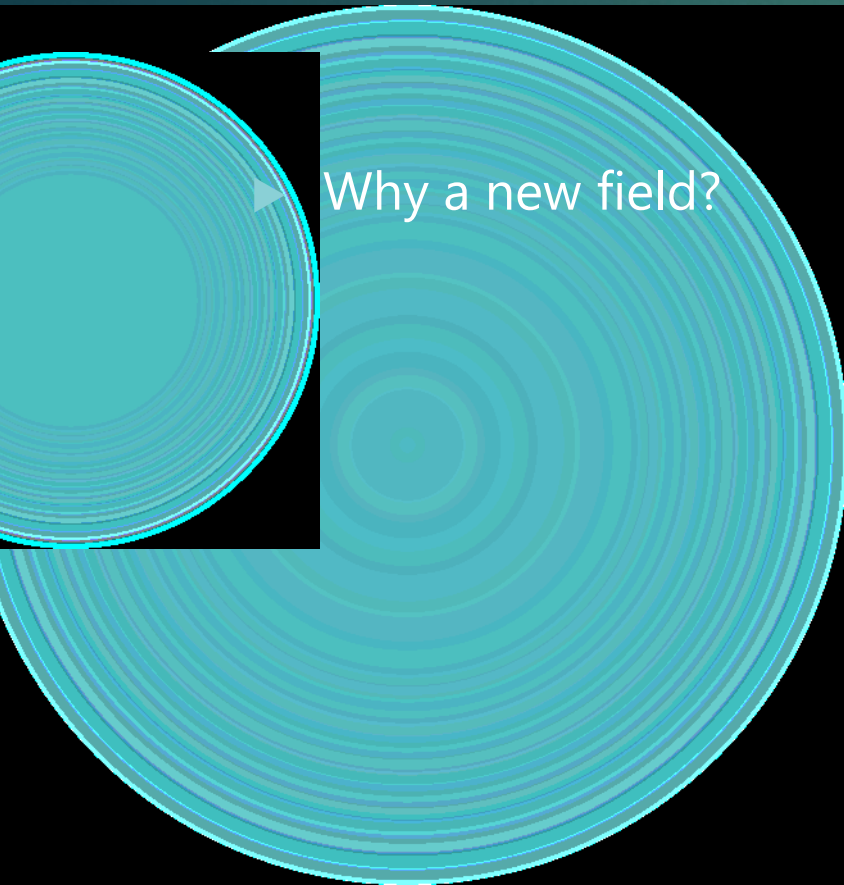
- 1. Participate in renewing/rewriting our Built Heritage Bylaw**
- 2. Re-institute Heritage Advisory Committee**
- 3. Amherst actively demonstrates support for built heritage**



# Amherst Little League Baseball



- ▶ Adding a third mini field to the complex for children aged 4-8.

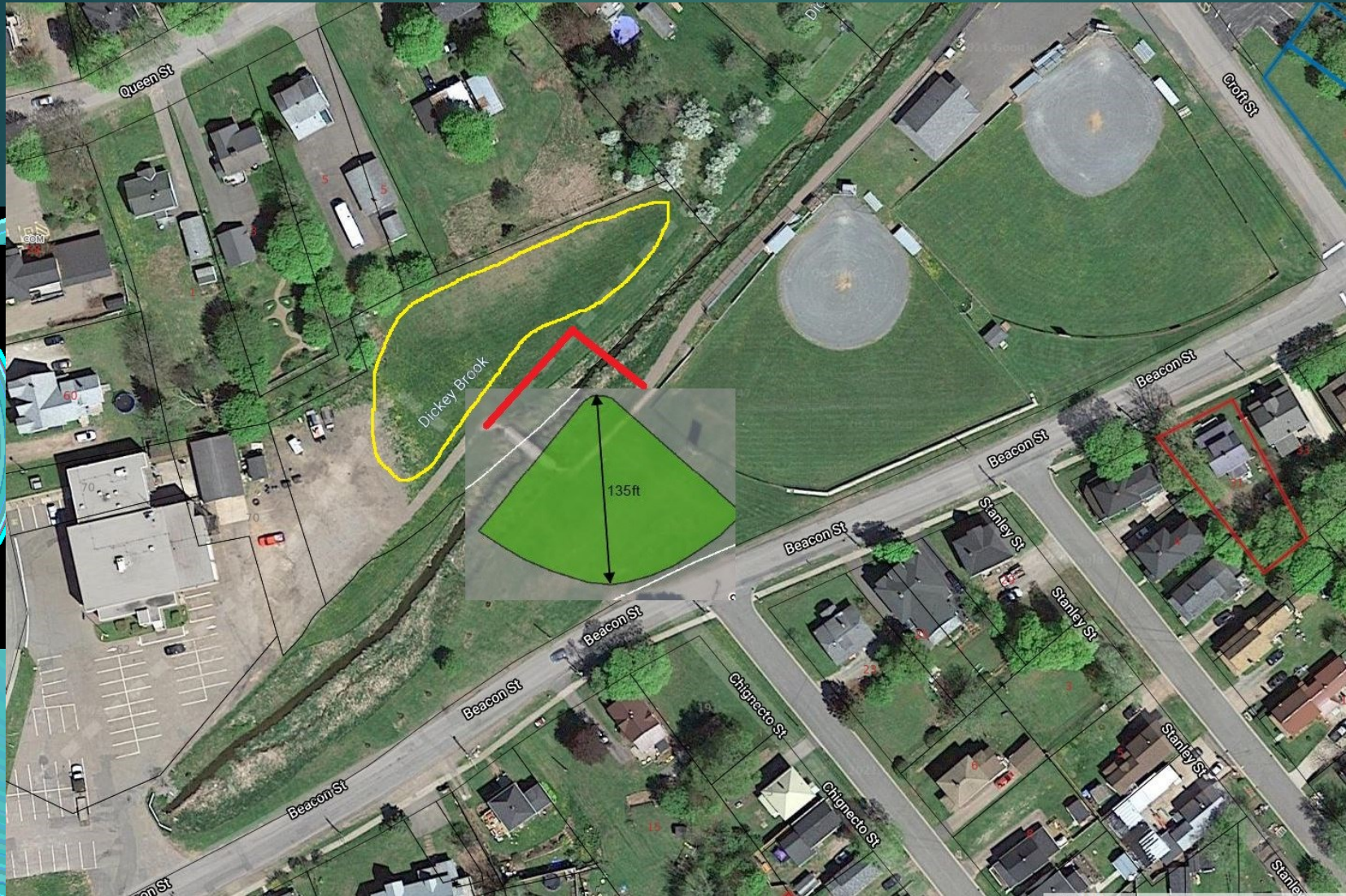


This is where we have been playing.



Winston Street  
Soccer complex

At our December meeting with Jason, this location was purposed.



The position is tight and there is no room for dugouts or a score box.

The position of this field makes it hard to access the Foster field for upgrades in the future.

This position takes away some of our parking.

# The day we measured

Telephone Pole is an issue  
Slope and road are issues



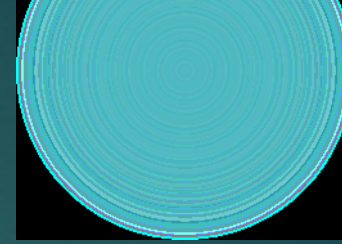
Slope & Brook are issues



# New location Proposal



# Where the field would go!



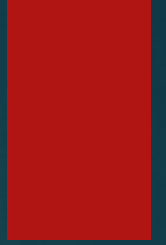
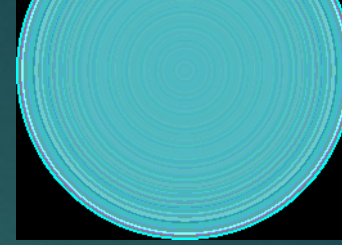
Left field fence would be 20+ Feet away from the seniors complex. If you look hard you can see me.

The foul line would be another 10 feet inside of this

There is no issue of hitting the complex with a ball due to the age of the children who are playing and the type of ball that they use.



# Where the field would go!



At center field we are 21 feet inside the volleyball court.

There is an additional 60 feet behind the volleyball court. This can be easily moved.



# Where the field would go!



We measured and positioned the field multiple ways.

The right field fence would be 7-10 feet from the tree line that separates the park from the green space. We are also 15 feet from the picnic table.

The new field would be shared between many users including the town recreation staff. We would maintain this!

# Proposal #1

- ▶ Allow us to put our third mini field in the desired location.
- ▶ Add this parcel of land to our 100 year lease which expires in 2056.
- ▶ Give us a building permit to accompany this area for our grant applications. The Blue Jay Care Foundation requires a permit within the next 7 days.
- ▶ How are we going to pay for the project?
- ▶ Blue Jay Care Foundation update (\$60,000), Recreation Facility Development Grant (\$40,000), CIBC Wood Gundy (\$35,000), various community donors.

# Proposal #2

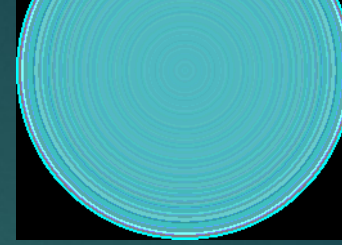


We are requesting financial help to buy PID #25011255 located at 36 & 38 Beacon street. The asking price is \$59,900 with an additional \$10,000 for a tear down.

Our goal is to create a shared parking area and also an outdoor training facility with batting cages and bullpens.

We have applied to host the 2027 Canadian Little League Major Championship.

# Our Dream!



## Our Request!

1. Approved the field in the desired location.
2. Issue a building permit to help with our grants.
3. Help us financially buy the vacant property.



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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** January 17, 2022

**SUBJECT:** February, April and May Meeting Dates

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**ORIGIN:** 2022 Calendar and meeting dates

**LEGISLATIVE AUTHORITY:** Proceedings of Council Policy 10350-24 Section 5 states “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by Resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting”

**RECOMMENDATION:** That Council forward to the January 24, 2022 regular meeting of Council approval to change the following meeting dates: February 2022 Committee of the Whole meeting date from Monday, February 21, 2022 to Tuesday, February 22, 2022 due to the Heritage Day holiday, and change the regular April 2022 Committee of the Whole meeting date from Monday, April 18, 2022 to Tuesday, April 19, 2022 due to the Easter Monday holiday, and change the May 23, 2022 Council meeting to Tuesday, May 24, 2022 due to the Victoria Day holiday.

**BACKGROUND:** The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

**DISCUSSION:** This year, Heritage Day falls on Monday, February 21, Easter Monday is April 18 and Victoria Day falls on May 23. Typically, Council will choose to just reschedule by 1 day, for minimal disruption. That is the recommended option, however Council may reschedule any of these meeting to other dates at their discretion.

**FINANCIAL IMPLICATIONS:** There are no financial implications to changing the meeting dates.

**COMMUNITY ENGAGEMENT:** The public and media will be notified of any changes by media release.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.





**COMMITTEE OF THE WHOLE**

**CDR# 2022002**

**Date: January 17, 2022**

**SOCIAL JUSTICE IMPLICATIONS:** No social justice implications.

**ALTERNATIVES:** Council may choose any other dates, or choose to allow the existing schedules meetings to remain.

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Report prepared by:

Report and Financial approved by:



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**TO:** Mayor Kogon and Members of Amherst Town Council

**SUBMITTED BY:** Kimberlee Jones, Municipal Clerk

**DATE:** January 17, 2022

**SUBJECT:** **Review of Members of Council to External Board and Committees Policy**

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**ORIGIN:** Annual review requested by Councillor

**LEGISLATIVE AUTHORITY:** Section 24 of the Municipal Government Act provides the statutory authority to Council with respect to standing, special and advisory committees.

**DIRECTION REQUESTED:** That Council review the attached policy and provide feedback at the Committee of the Whole meeting with regard to the roles and responsibilities of members of Council appointed to and/or serving on external boards and committees.

**DISCUSSION:** Council reviewed this policy a year ago. As a number of committees and requests for individual councillors to serve in some capacity has been occurring, it may be time to review the standards established once again.

The intention is not to prevent individual Councillors from participating in local groups, organizations or ad/hoc type committees, however it is important that everyone understands the roles and responsibilities and if any issues might arise from their participation, and as well the expectations of the external bodies who engage with Councillors outside of a formal Council appointment.

Further, I have attached the list of Council participation on external groups which was gathered last year. It is to be reviewed annually, therefore I will be asking Council to review this document and provide the Clerks Office with any necessary changes.

**FINANCIAL IMPLICATIONS:** There are no direct financial implications arising from the potential adoption of this policy.

**COMMUNITY ENGAGEMENT:** There has been no community engagement.



**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:**

- Do not amend policy
- Return to staff for further revisions
- Amend as presented

**ATTACHMENTS:** Proposed Policy – Appointment of Members of Council to External Board, Committees & Commissions

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Report prepared by:



<u>Councillor Emery</u>	<u>Councillor Fawthrop</u>	<u>Councillor Landry</u>
Cumberland Museum Society - Chair	Cumberland County Museum 40th Anniversary Committee	Nil
Eat Local Cumberland - Chair	Trail of Treats	
Cumberland Healthcare Foundation - Chair		
Cumberland Child Advocacy Association - Chair		
Cumberland Child and youth Foundation		
Cumberland Wilderness - Secretary		
Multicultural Association of Cumberland - Chair		
Amherst & Area Zonta Club - Membership Chair		
Cold Spring Head Road Committee & Heritage Committee - Secretary for Both		
Non-profit Workplace: Tantramar Radio Society		

DEPARTMENT: COUNCIL

TITLE: **APPOINTMENT OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS,  
COMMITTEES & COMMISSIONS**

Minutes reference date: February 22, 2021 February 26, 2018

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**Short Title**

1. This Policy may be known as the *Appointments of Members of Council to External Bodies Policy*.

**Purposes**

2. The purposes of this Policy are to determine
  - (a) when Council may appoint or refuse to appoint Members to external bodies;
  - (b) which external bodies Council may consider appointing Members;
  - (c) the reporting requirements regarding other bodies on which Members may choose to serve without the appointment of Council.

**Interpretation**

3. In this Policy,
  - (a) "CAO" means the Chief Administrative Officer of the Municipality;
  - (b) "Clerk" means the Clerk of the Municipality, and includes a person acting under the direction or supervision of the Clerk;
  - (c) "Council" means the Council of the Town;
  - (d) "External body" means any board, commission, committee, body or local authority of any kind established to exercise or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of a municipality or parts thereof or of two or more municipalities or parts thereof, or to which a municipality or municipalities are required to provide funds.
  - (e) "Member" means a member of Council, including the Mayor; and
  - (f) "Municipality" means the Town of Amherst.

**Roles and Responsibilities**

4.
  - (a) Only Council may appoint Members to external bodies.
  - (b) Any appointment by Council of Members to external bodies shall be made pursuant to section 8 or 9 of this Policy.
5. Council shall only make appointments to external committees after having received and considered the terms of reference from external committee.
6. The Clerk shall keep a list of the appointments of Members to external bodies made by Council.

**External Bodies**

7. Council shall not be bound by the by-laws or articles of incorporation adopted by an external body providing for the appointment of a Member to such body.

### **Council Appointments Required by Enactment, By-law or Agreement**

8. (1) Council may appoint Members to external bodies
  - (i) in accordance with any enactment of the Government of Canada or Province of Nova Scotia;
  - (ii) in accordance with the By-laws of the Municipality or an agreement to which the Municipality is a party; or
  - (iii) as otherwise directed by Council.
- (2) An external body Council considers meets the purpose of subsection 1 of this section shall be named in Appendix A.
- (3) Council may amend Appendix A to add or remove the name of an external body.

### **External Bodies by Council Appointment**

9. (1) Council may appoint Members to bodies, including external bodies, which in the opinion of Council:
  - (a) are community wide in scope;
  - (b) affect or may affect a municipal interest; or
  - (c) are community organizations with a mandate to provide an alternative service delivery in respect of municipal property on behalf of the Municipality, and to which the Municipality is the primary funder.
- (2) Information or actions from a Committee to be considered by Council will be presented using the “External Committee Report Template” and included in the agenda package for the next regularly scheduled meeting.
- (3) An external body Council considers meets the purpose of subsection 1 of this section shall be named in Appendix B.
- (4) Council may amend Appendix B to add or remove the name of an external body.

### **External Bodies Without Council Appointment**

10. (1) A Member who sits on a body that has not been appointed to such body by Council shall advise the Clerk of the name of the body on which he or she sits.
- (2) The Clerk shall retain a list of the names of the bodies provided by the Members pursuant to subsection 1 of this section and the list shall indicate the name of the Member and the name of the body provided.
- (3) The Clerk shall retain the list created pursuant to subsection 2 of this section in the Office of the Municipal Clerk as a public record.
- (4) The Clerk shall provide the list annually to the Members for their review and the Members shall advise the Clerk of any errors or omissions on such list.

### **Appendices**

11. Any Appendix attached to this Policy shall form part of the Policy.

**Appendix A**  
**External Bodies to which Members**  
**are appointed pursuant to section 89**

<b>Board, Committee or Commission</b>	<b>Members Appointed</b>	<b>Act, Legislation, By-Law Agreement or Membership</b>
Cumberland Public Libraries Board	1 Member appointed	By-laws of Board
Cumberland Joint Services Management Authority	2 Members appointed	Intermunicipal Agreement
Regional Emergency Management	2 Members appointed	Intermunicipal Agreement
Northern Region Solid Waste	1 Member appointed	Intermunicipal Agreement
Cumberland YMCA	1 Member appointed	Contribution Agreement
LA Animal Shelter	1 Member appointed	Contribution Agreement

**Appendix B**  
**External Bodies to which Members**  
**are appointed pursuant to Section 910**

<b>Board, Committee or Commission</b>	<b>Members of Council Appointed</b>	<b>Comments</b>
Municipal Alcohol Project	1 Member appointed	By Request of Organization Council may appoint member
Senior Safety Advisory Committee	1 Member appointed	

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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Andrew Fisher, Director of Planning & Strategic Initiatives

**DATE:** January 17, 2022

**SUBJECT:** Confirmation of the number of Councillors

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**ORIGIN:** The Municipal Government Act (MGA) requires that municipalities review their polling districts and the number of councillors every eight years. The last review took place in 2014.

**LEGISLATIVE AUTHORITY:** MGA section 369 (1) *In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.*

**RECOMMENDATION:** That staff be directed to hold a public consultation session to gain public input on a potential submission to the Board to maintain the situation where six Councillors are elected at large and that the results of the consultation be presented at a future meeting of Council where a final decision on the application will be made.

**BACKGROUND:** Amherst elects six councillors at large (no districts), so this review need only consider the Town's population, number of councillors per voter, geographic size, and generally whether the citizenry feels the number of Councillors is appropriate. It is up to Council to decide the process; however, public consultation must be part of that process.

Based on the UARB's recommendations, staff suggest the following process:

1. confirm Council's intention to consider maintaining six Councillors elected at-large;
2. hold a Public consultation session; and,
3. after considering public input, Council confirms position and applies to the UARB to maintain or alter the number of councillors.

The UARB then holds its own public hearing in Amherst, and issues a decision on the application.

**DISCUSSION:**

In Amherst, the circumstances that influence the number of Councillors elected have not significantly changed. The town's geographic boundaries have not changed, and as shown in the chart below, the population, electorate, and number of Councillors per electorate have remained relatively static. Conversely, if any of the aforementioned factors had significantly



changed there could exist the possibility that the number of councillors would need to be adjusted based on input from the community and review by the UARB.

	<b>2008 Election</b>	<b>2012 Election</b>	<b>2020 Election</b>
<b>Population</b>	~9,505	~9,717	~9,537
<b>Electorate</b>	7,478	7,581	7,676
<b>Councillors/Elector</b>	1,246	1,263	1,279

For further context, staff looked at the following selection of comparable Nova Scotia towns and found that all had elected six Councillors:

Truro	New Glasgow	Bridgewater
Antigonish	Yarmouth	Wolfville

All the above towns voted Councillors at large, except the towns of Truro and New Glasgow.

**FINANCIAL IMPLICATIONS:** Advertisement costs for the public hearing.

**SOCIAL JUSTICE IMPLICATIONS:** This process gives the public an opportunity to provide input into the level of local government representation.

**ENVIRONMENTAL IMPLICATIONS:** None specific to this issue.

**COMMUNITY ENGAGEMENT:** Advertised public hearings before Council and the NSUARB.

**ALTERNATIVES:** Determine that a change in the number of Councillors is warranted and direct Staff to provide further information.

**ATTACHMENTS:** NSUARB User Guide

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Report prepared by: A. Fisher  
Report and Financial approved by:

## USER GUIDE

### **Statutory requirements for applications**

Every eight years since 2006, the council of every municipality and town in the province must study the number and boundaries of its polling districts, their fairness and reasonableness and the number of councillors. After it completes the study, and before the end of the year, the council must apply to the Board to confirm or to change the number and boundaries of polling districts and the number of councillors. For towns that elect councillors at large, an application must be filed with the Board to confirm or change the number of councillors.<sup>1</sup>

The Board must consider several factors to decide the number and boundaries of polling districts, including the number of electors, relative parity of voting power, population density, community of interest and geographic size.<sup>2</sup> To determine the number of councillors for a town, the Board must consider the population and geographic size of the town.<sup>3</sup> The position of mayor is not included in the number of councillors and does not fall within the scope of the Board's review.<sup>4</sup>

### **Recommended two-step process for study**

In past decisions, the Board provided specific guidance to municipalities and towns about municipal boundary applications.

Council may decide to hire a consultant or third party to do the required study, but it does not have to. Many councils direct senior municipal staff to conduct the study, in some cases aided by committees which include members from the public.

The Board recommends a two-step process. At the first stage, council should decide the desired number of councillors (i.e., the size of council). Questions about the distribution of polling districts should be addressed in a second stage.

Deciding the size of council involves considering the desired style of the council, the governance structure of the council, and a determination of an effective and efficient number of councillors. The style of government should not be decided until adequate public consultation has occurred. The size of council and its governance structure is a matter which can then be decided by council in an informed debate.

Once the number of councillors and polling districts is decided, the task becomes one of distributing the polling districts, balancing the number of electors, relative parity of voting power, population density, community of interest and geographic size.<sup>5</sup> As with the number of polling districts, public consultation is essential to a successful boundary setting process.

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<sup>1</sup> *Municipal Government Act*, S.N.S. 1998, c. 18, s. 369. Part XVI of the *Municipal Government Act* applies to the Halifax Regional Municipality (*Halifax Regional Municipal Charter*, S.N.S. 2008, c. 39, s. 364).

<sup>2</sup> *Municipal Government Act*, s. 368(4).

<sup>3</sup> *Municipal Government Act*, s. 368(5).

<sup>4</sup> The definition of "councillor" means a council member other than the mayor (*Municipal Government Act*, s. 3(p)).

<sup>5</sup> *Municipal Government Act*, s. 368(4).

Ideally, the public consultation process should mirror the two-step process outlined above, but the Board recognizes that for smaller municipalities or towns (or in instances where the first round of consultation has shown a preference to substantively maintain the status quo, including its boundaries), a second round of public consultation may not be practical or necessary.

### **Public consultation**

Public consultation is an inherent part of the required study. The type and amount of consultation is within council's discretion, but it should give members of the public an opportunity to express their views on the size of their council, upon the location of boundaries for town wards or municipal polling districts, or whether a town should be divided into wards, should that be applicable. Giving the public an opportunity to provide its valuable input is a key part of the decision-making process leading to an application by a municipality or town.

### **Relative parity of voting power**

The target variance for relative parity of voting power should be  $\pm 10\%$  from the average number of electors per polling district or ward. The municipality or town must justify any variance exceeding this target in its application to the Board. The larger the proposed variance, the greater the burden on the municipal unit to justify the higher variance from the average number of electors. Factors that may support higher variances include the need to accommodate population density, community of interest or geographic size.

### **Polling district boundary descriptions**

The municipal unit must supply descriptions of the existing and proposed municipal polling districts (or the wards in the case of towns). In most cases, the descriptions are in written form, which is acceptable to the Board. However, in recent years, municipalities and towns have asked to provide the descriptions of their polling districts or wards using digital GIS technology.

The Board will accept digital mapping descriptions instead of text descriptions, but in addition to filing a large hard copy map showing all polling districts, the Board also requires individual digital mapping for each polling district or ward. The individual mapping is to be filed by way of hard copy (8.5 x 11-inch format) and electronically (JPEG). The Board is mindful that due to differences in the size of the respective polling districts, the relative scale on each of the maps may differ.

Regardless of the format adopted by a municipality or town, the description must be able to address any inquiry made by electors or municipal election staff during a municipal election. The scale of any digital mapping descriptions must be able to respond to any inquiry.

## **Hearing - general procedure**

When an application is received, the Clerk of the Board will contact the municipality or town to schedule a public hearing. Once the hearing date is confirmed, a notice of hearing will be prepared by the Clerk of the Board and published twice in a local newspaper. The notice will invite members of the public to apply to participate in the hearing as a formal intervenor or to comment on the application by way of providing a letter of comment or registering to speak in person at the hearing. The Board will bill the municipality or town for the cost of these advertisements. The Board will also direct the municipality or town to post the notice of hearing on their social media accounts.

When no change to the number of polling districts and councillors is requested, and no member of the public has contacted the Board to oppose the application or to request to speak at the hearing, the Board may hold the public hearing by telephone or video conference. When the application requests a change to the number of polling districts and councillors, or if there is a material change proposed to the boundaries of the polling districts, the Board will likely conduct the public hearing in person. However, the Board reserves the right to decide the format of the hearing in each case.

The Board normally holds in-person public hearings in the municipality or town where the application arises. Outside HRM, Board hearings are usually held in municipal council chambers or other rooms within the municipal building.

Municipalities or towns do not have to be represented by legal counsel but may do so. Most do not, and their applications are presented by one or more of the following: Mayor, Warden, Chief Administrative Officer, Clerk, Chair of the local boundary review committee, etc.

At the public hearing itself, the Board member or panel chair opens the hearing by briefly describing the application and then asking the parties to identify themselves. The Board's hearings are all recorded electronically by a Board hearing clerk who is also responsible for handling the exhibits filed and discussed during the hearing.

During the public hearing, the town or municipality presents evidence through the examination of its witnesses. Each witness is first sworn in or affirmed (whichever their preference) to testify. In the case of municipal boundary hearings, the evidence is typically in the form of a presentation by a municipal official, including a discussion of the study or consultation undertaken by the municipal unit, any report prepared by the applicant, and details contained in the application. After the municipal unit has presented its application, the Board will usually ask questions related to the application. The Board may ask for more information or data to be filed as an undertaking after the hearing.

After the application is presented, the Board will open the hearing to any groups who have formally intervened in the matter and any members of the public who may have comments, either in support or opposed to the application. The Board or the municipal unit representative may ask questions to the intervenors or members of the public who have given comments. At the end of such comments, the town or municipality will be given an opportunity to respond to any concerns or issues raised by the public and to make any final submissions summarizing the key points of their application.

Most municipal boundary review hearings take one or two hours.

**Board Decision**

The Board normally issues a written decision within 60 days of the hearing. The Board will also issue an Order giving effect to the approved number of councillors and polling districts, and to the boundaries of the polling districts. Where text descriptions are used for the polling districts or wards, the Board may require the municipal unit to submit an electronic WORD or PDF version of the descriptions.

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** January 17, 2022  
**RE:** **Council Strategic Priorities – January update**

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The purpose of this memo is to provide an update with respect to Council's priorities.

1. The development and construction of a **new community centre**.

The Feasibility Study RFP has been vetted by both Amherst Town Council and the Municipality of Cumberland County (MCC), and the draft has been finalized. The MCC have agreed to contribute to the cost of the study, and as such, minor editorial changes have been made to the RFP to reflect the partnership. In particular, the study will produce a Facility Needs Assessment Report in part to, "identify opportunities to partner, enhance and not negatively impact the currently usage at the Dr. Carson & Marion Murray Community Centre in Springhill".

Staff have contacted some community groups who could be significant stakeholders in a new community center to gauge their interest. In addition, staff have approached landowners about potential sites for the facility to gauge their interest in allowing for the use of their property.

2. A complete review of the **Town's Municipal Planning Strategy**.

As previously reported, Upland Planning & Design have been awarded the RFP for this project. Staff are coordinating with Upland to launch the project in the coming weeks.

3. A complete **review of the committees of Council**, Council's participation on external boards and committees and **all Town policies and bylaws**.

This work is ongoing as time permits. The Snow and Ice Management Policy, Salary Administration Policy and the Solid Waste Bylaw were reviewed by Council in December and January. Presently, minor revisions to the Covid-19 Vaccination Policy are being prepared for Council review as well as a review of Council's External Committees Policy.

4. The potential expansion of the **Amherst and Area Industrial Park**.

Council have instructed staff to enter into negotiations to purchase lands that may serve to address this priority, or at least significantly impact how this project moves forward. Should the land purchase negotiations not progress over the coming months, Staff have been developing an alternative scenario for Council's consideration.

5. Continuing to foster the conditions to **facilitate business development**.

Interviews for the Business Development Officer position were taking place at the time of writing this report. Staff anticipate being in a position to make an offer in the coming week if the process goes as planned. Staff continue to respond to requests and provide information and support to new and existing businesses.

6. Continuing the work that has been ongoing to **ensure community vibrancy**.

In the fall of 2021 staff facilitated the Moveable Park Tactical Placemaking Project to create a public space to gather on a downtown greenspace. This project has been positively received and has been left in place over the winter months. In addition, the outdoor skating rink at the corner of Maple Ave. and East Victoria Street is being maintained as weather permits. Staff continue to plan for a more permanent community gathering space at the East Victoria – Havelock Street location.

7. **Attracting people to live in Amherst** by ensuring it is an inclusive, welcoming community in which **to live, work and play**.

Both the Inclusion, Diversity and Equity Committee and the Accessibility Advisory Committee have met. There are plans underway for a series of public participation opportunities for people to have input. Several initiatives to potentially address the housing issues in Amherst have been presented to Council and are being worked on.

8. Promotion of the history and culture of Amherst through **continued festivals and events that celebrate our heritage and culture**

Covid restrictions have played havoc with festivals and event planning this year; however, in December we were able to hold a Christmas parade and several holiday business events occurred. The Cookie Crawl was another success as well. With the current regulations and restrictions, plans for Winter Carnival will be scaled back and be mainly virtual this year. We will also be participating in a virtual Launch of African Heritage Month in February. This year's theme is Through Our Eyes: The Voices of African Nova Scotians.

## 9. Addressing drugs and addiction

Cst Goodwin was moved to Major Crime Unit (MCU) on August 30th. 50% of his time is earmarked for drug enforcement and similar types of initiatives. As a result, he has been working on some initiatives/priorities with the Street Crime Enforcement Unit (SCEU) over the past few weeks. Progress on his involvement with SCEU was slowed with several MCU files that were priority, most notably the homicide/shooting on November 8<sup>th</sup>, which not only required Cst Goodwin's assistance, but the assistance of several other members pulled from Patrol and other assignments (which also included Street Crime). Because of the huge backlog in MCU on major files and the recent shooting, it has been a challenge to free Cst Goodwin (and other members) up to focus on their assigned tasks. This has been further impacted by staff shortages due to illness and some Covid exposures in December.

While Cst Goodwin has been tasked with focusing on enforcement issues, our integrated Street Crime Unit has been the primary resource dealing with drug enforcement and has been working with other police agencies and partners both in this province and in New Brunswick. Our situation is quite different from the rest of the province because we are so close to the border and requires that we build relationships and have enforcement agreements that have some clout outside of our normal jurisdictional areas. The provincial border is a challenge, but we have been working hard to overcome these obstacles.

The Police Chief has also been on the "Atlantic Meth Strategy" committee for the past few months, which is chaired by CISNS director and includes police leaders and managers from all 4 Atlantic Provinces. Meetings are held on a regular basis to provide updates on trends and enforcement and to discuss enforcement and educational options in regards to methamphetamine. The Atlantic Meth Strategy is working towards providing a wider view of the issues involved and breaking down silos between enforcement and support agencies. Meth is often referred to as a drug of 'desperation' not a recreational drug and is often linked to other serious societal problems such as homelessness and people suffering from mental health crisis.

As a result of the increasing issues relating to substance-abuse disorders, mental health crisis and homelessness, our Civilian Crime Prevention Coordinator, Melanie Siddall, has been working closely with our members and other partner agencies to provide support for people who have been suffering through these kinds of issues. In many cases, Melanie has been interacting directly with clients with the assistance of our partner agencies. There is no catch all solution to these kinds of issues and even when Melanie is able to provide or offer options or solutions, it is not uncommon to run into numerous roadblocks that interfere with a successful outcome, many of which are directly related to the multiple issues that people are often struggling with. In the last few months, we have seen a substantial increase in people that are suffering through multiple issues which include substance abuse

disorder and Melanie and our members have been very busy trying to assist numerous people that we regularly come in contact with.

10. Addressing the need for **sufficient supply of suitable and affordable housing in Amherst**

Work on this priority is detailed in a separate report previously presented to Council.

# Monthly Departmental Report

## Corporate Services

### January 2022

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#### CORPORATE SERVICES

Budget process is currently underway. Information for Capital Budgets is back from departments and we are in the process of putting together to review with Council. Operating Budgets will follow.

#### PAYROLL

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

#### FINANCIAL

**2021 Fall Tax sale** – Tax Sale was Tuesday, December 7, 2021 at the CCUBIC, 5 Ratchford St. We had 6 properties for sale, all properties sold.

**2022 Assessment Roll** - We received and downloaded the 2022 Assessment Roll. PVSC will be mailing out all 2022 Property Assessment Notices the 2nd week of January. There is a short window for appeals.

**2022 Assessment Appeals** – we will receive inventory listing of appeals March 1, 2022.

**Tax Certificates** – there were 12 tax certificates requested the month of December 2021.

**Collections** – sent statements for property tax, water/sewer and miscellaneous accounts for outstanding customers.

**Water** – Water reads were completed at the beginning of January for 3rd quarter.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Nov 1/21	Pending as of Nov 1/21	Withdrawn as of Nov 1/21	Outstanding Appeals as of Nov 1/21	Appeals Successful as of Nov 1/21	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	28	\$14,920,700	20	0	7	3	14	\$ 526,400	\$ 8,791	7
Commercial	22	\$26,387,200	15	0	4	1	10	\$ 799,400	\$35,733	0
<b>TOTAL</b>	<b>50</b>	<b>\$41,307,900</b>	<b>35</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>24</b>	<b>\$1,325,800</b>	<b>\$44,524</b>	<b>7</b>

## CUSTOMER SERVICE TRACKING – E11

There was a total of 67 opened cases in October and 88 cases closed. The category with the most opened/closed cases in December was related to icy streets.

## HUMAN RESOURCES

### Competitions completed and/or in progress in the month of December:

**Business Development Officer:** the selection committee is currently completing the interviewing process.

**Land Use Planner:** this competition closed on December 10, 2021. Selection is currently in progress.

## PROCUREMENT

Staff continues with preparing, coordinating and completing the procurement process for both capital projects and operational requirements. Continued work with insurance requirements, vendor file management and project work, as necessary.

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
<b>Capital</b>													
Expected Procurement from Capital Budget: 49:													
Scopes for capital received in the month	0	0	4	0	8	12	2	3	4	5	2	0	0
<b>All procurement:</b>													
Total new scopes of work received in month	0	6	6	4	14	12	5	4	8	13	7	1	0
Released to the public in the month	4	7	5	3	7	7	6	6	2	12	12	4	1
Closed during the month	4	6	7	4	7	4	6	6	2	12	10	5	1
Awarded by par/council during the month	3	10	5	7	7	2	2	6	3	10	8	4	4
Open at the end of month (released month a, closed month b)	5	1	1	2	3	4	2	2	2	1	3	3	2

## INFORMATION SERVICES (IS)

A cell phone booster has been purchased and installed at Town Hall.

We purchased the required desktop computers for this year's budget.

We were busy with all the everyday Desktop IT issues that occur in all the buildings for the Town of Amherst. Updated servers and software at Town Hall and the Police Department.

### IS Cases/Incidents Stats

	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Opened	33	21	14	11	12	9	2	1	1	4	13	4
Closed	30	19	18	10	11	10	3	1	0	3	11	7

# Monthly Departmental Report

## Operations

### January 2022

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In addition to their routine maintenance work Operational Services staff worked on and will be working on:

#### **RECREATION & HORTICULTURE**

- Christmas holiday skating was cancelled due to Public Health changes to gathering limits.
- The walking track remains open with a limit of 10 walkers at any time.
- Public Health are using the CCUBIC conference room for PCR testing and vaccinations.
- The outdoor rink opened for users on December 24<sup>th</sup> and is open daily from sunrise to 10pm.
- The MHL has postponed all games until the end of January.

#### **PUBLIC WORKS**

- Decorative Christmas lighting will be removed and stored in January.
- Quarterly meter reading began on January 4<sup>th</sup>.
- There were 3 snow events which required plowing of streets and sidewalks
- Sidewalks were salted on 3 occasions and salt truck 6 times
- There were 2 broken water mains repaired (Spring St. and Belliveau Ave.)
- Major snow event on January 6, 2022. Staff worked around the clock January 6<sup>th</sup> to January 9<sup>th</sup> plowing streets, sidewalks, fire hydrants and hauling snow from the downtown.

Upcoming / Ongoing projects:

- Following quarterly meter reading, staff will investigate any high or zero consumption meter reads.
- Amherst Stadium is hosting the Nova Scotia Figure Skating Provincials Feb 25, 26 and 27
- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed
- Patching of potholes with recycled asphalt is ongoing.

# Monthly Departmental Report

## Police Department

### January 2022

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This report covers the month of December 2021

#### TRAINING

**Use of Force Instructor Courses (December 6<sup>th</sup> to 17<sup>th</sup>):** Cpl Jeff Walsh and Cpl Derek Hebert attended the Provincial Use of Force Instructor's Course held in Truro NS and taught by the Atlantic Police Academy. This training opportunity provided both members with the ability to train our own members the annual mandatory use of force curriculum. A third week is to be scheduled later in 2022. In addition to the regular syllabus, Cpl Hebert attended the CEW (TASER) Instructor course during the weekend between the regular training.

**Delay of Training/Courses:** As a result of the increasing risk associated to Covid-19 and the Omicron variant, several scheduled courses/training opportunities that were scheduled for January and February 2022 have been postponed. These include:

- First Aid/CPR Recertifications (All members);
- PROS Course (affects the hiring of a new dispatcher and a current part-timer officer who requires the course);
- CIT (Crisis Intervention Team) – Affects up to 10 APD member and Cumberland RCMP members;
- Stop Stick (Train the Trainer) – Stop Sticks are utilized by police to immobilize vehicles that are involved in hazardous pursuits.

#### PERSONNEL:

**Part-Time Constable resignation:** Constable Robert Edgar, who was employed on a part-time basis, submitted his resignation in December and finished his last shift with the Amherst Police Department on December 22<sup>nd</sup>, 2021. Constable Edgar had been hired in August 2021 and had been covering shifts vacant as a result of long-term illnesses/shortages.

#### OPERATIONAL

**Covid-19:** The Covid-19 pandemic continues to be concern for our community well-being and for our first responders. We continue to utilize PPE and Public Health guidelines to protect our members and staff from exposure ensuring that masks, social distancing and other protocols are followed strictly. During the month of December, we had several staff shortages as a result of off-duty exposures but were able to ensure that minimum staffing requirements and coverage was maintained. We continue to monitor the effects of Covid-19 in our community and explore every opportunity to ensure that our members and staff are protected and can continue to serve and protect our community.

**Mental Health/Addictions/Homelessness Issues:** Over the past few months, our department has seen a sharp increase in the amount of time and resources utilized to respond and proactively deal with occurrences surrounding mental health/addictions and homelessness issues. In many cases, our members and our Crime Prevention Coordinator, Melanie Siddall, work closely together

and with other community partners to explore possible solutions to some very complex problems. In several cases, the individuals are not originally from this area, do not have any family support available and in addition to being homeless, suffer from severe mental health and substance use disorders. In cases where support or programs may be available to assist, the individual still has the ability and the right to walk away and refuse the help offered. On many occasions our staff, often working closely with other community groups have made complex arrangements for treatment and support only to have the person, (most likely as a result of their severe mental health and addiction issues) refuse help and walk away. In many cases, the layers of trauma they've experienced, combined with their mental illness and drug use often leaves them very paranoid, mistrustful of others and feeling 'unworthy' of the assistance offered. While these are not generally 'police problems' it is the police who are often left to try to solve these kinds of problems as because those suffering often engage in high risk or problematic behaviours. Our system is not well-designed to deal with such complex and severe issues.

**Fleeing Police/Impaired Driving:** A 22-year-old male from Amherst is facing several charges that include impaired driving, fleeing Police and driving without a license after a report was received in the early morning hours of December 25<sup>th</sup> that a male was on a motorcycle in front of the Police Station revving the engine loudly and cursing and swearing. The motorcycle was spotted on Havelock Street and police noted that the driver appeared to be having a hard time operating the motorcycle safely. When the police emergency lights were activated, the driver accelerated away quickly but continued to have issues driving and was blocked by police in a nearby parking lot. The driver again attempted to flee but was not able to do so before one of the police officers was able to approach and turn the motorcycle off. The male was arrested and read the breathalyzer demand. He complied with the demand and both breath samples were well over the legal limit. He has been scheduled to appear in court at a later date to answer to the charges.

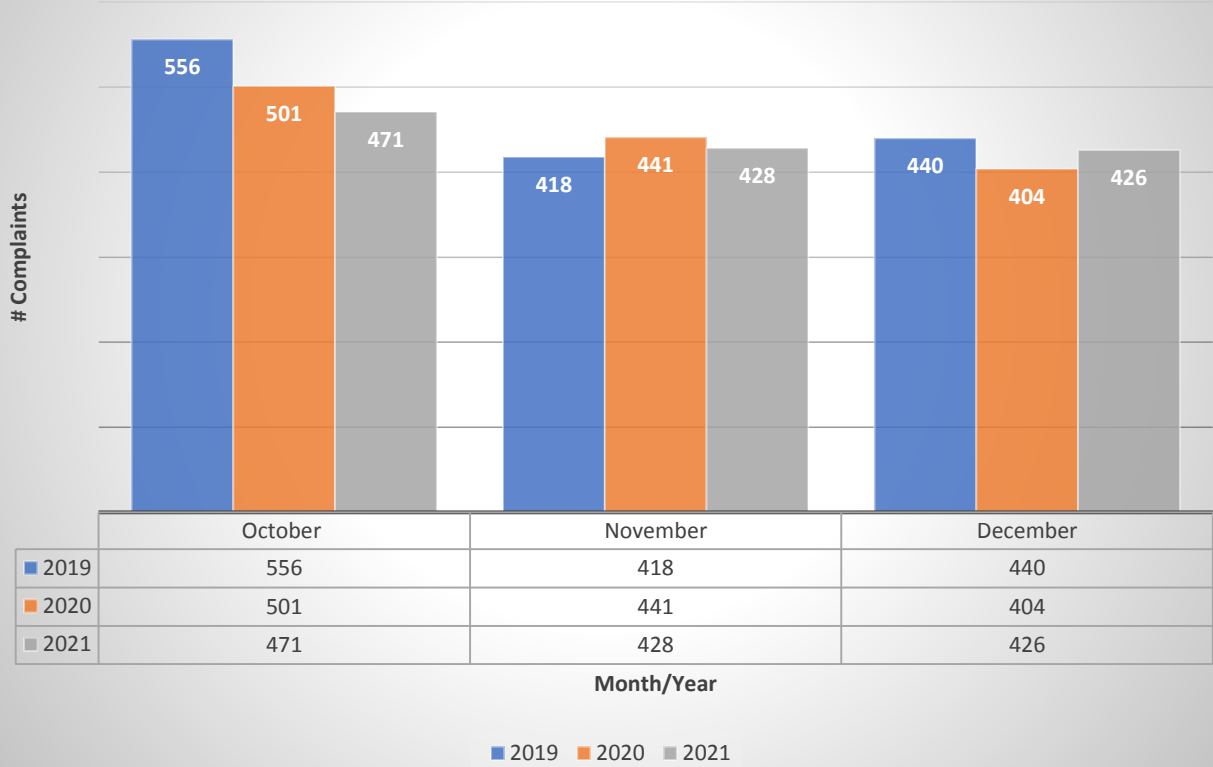
**CRIME PREVENTION/SCHOOL RESOURCE**

Constable Harrison and Crime Prevention Coordinator Melanie Siddall continue to work closely and engage with the schools and in other crime prevention initiatives which continues to be challenging due to the Covid-19 Pandemic. As noted, Melanie has been spending a considerable amount of her time working on homelessness, mental health and addiction related issues in our community, working very closely with our community partners to find solutions and support for those in need.

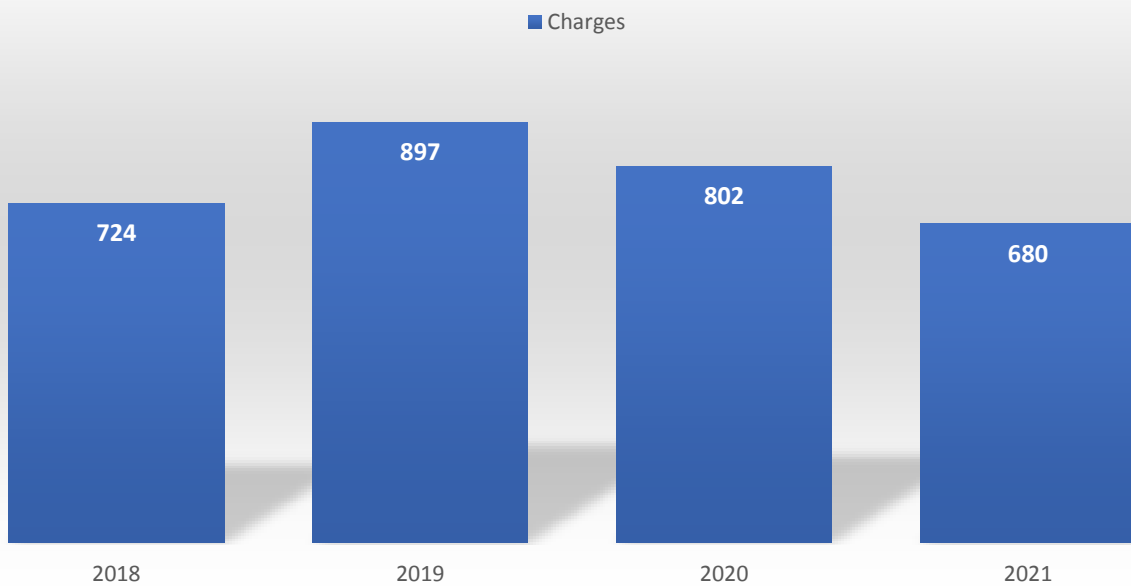
**OPERATIONAL STATS – DECEMBER 2021**

Occurrences:	426	Criminal Code Charges:	107
Impaired by Alcohol:	3	DSA:	2
Impaired by Drug:	0	CBCA:	3
Traffic Tickets:	27	PPA:	0
HPA:	0	Traffic Written Warnings:	15
Vehicle Checks:	79	LCA:	2
Foot Patrol Hours:	11 hrs, 50 min	Bike Patrol Hours:	0

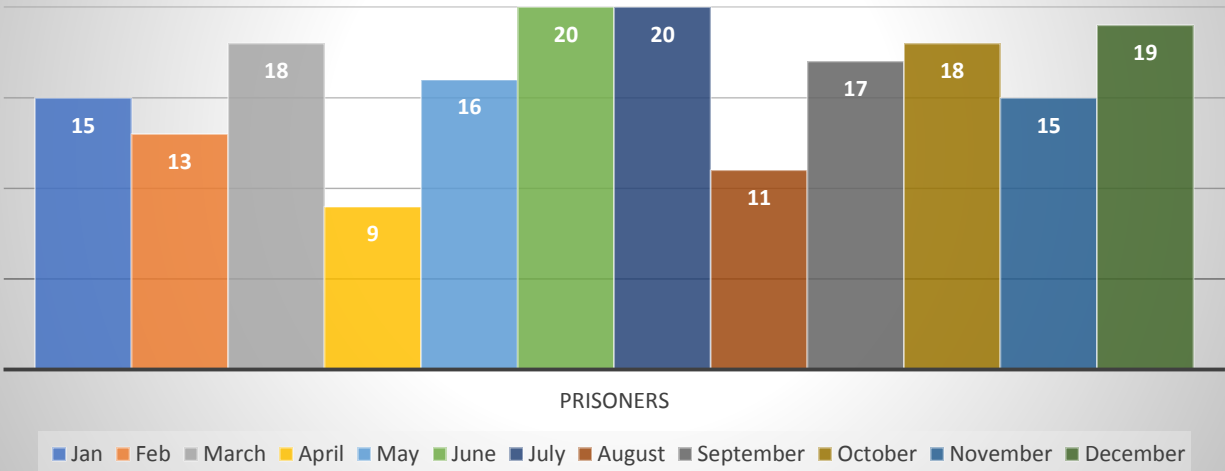
## APD Occurrences - 2019, 2020, 2021 Months of October, November & December



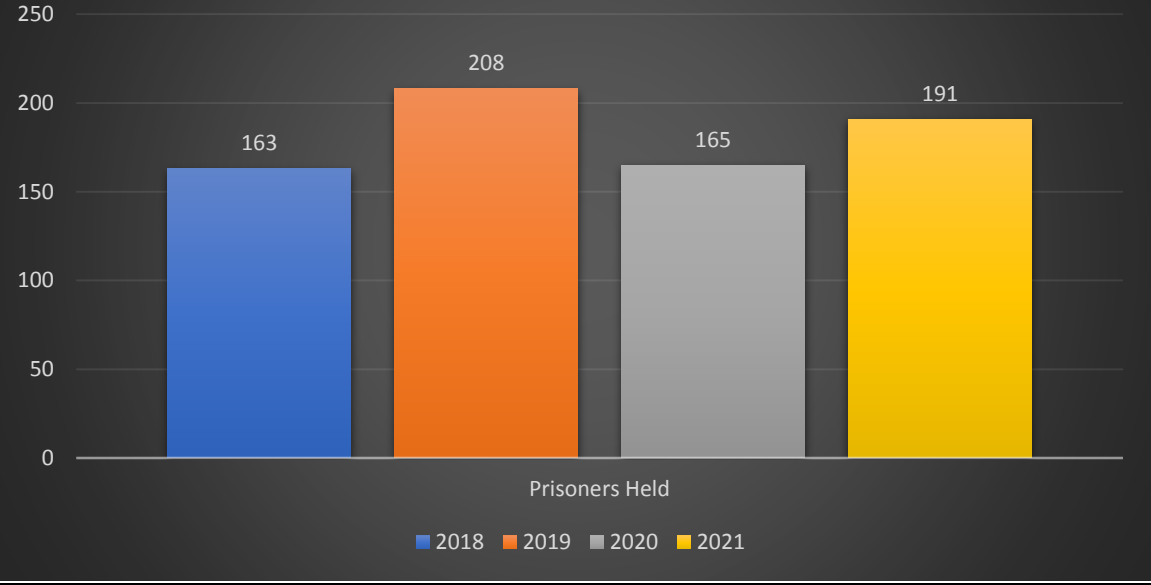
## Criminal Charges - 4 Year Comparison 2018-2019-2020-2021



### 2021 - Prisoners Held



### Prisoners Held - 2018-2019-2020-2021



# Monthly Departmental Report

## Fire Department

### January 2022

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#### RESPONSE #'s (December)

##### Town of Amherst – 9 events

- 5 Monitored alarm activations
- 1 Smell of smoke / Air quality check
- 1 Power lines on fire / arcing
- 1 Pull station activation
- 1 Electrical fire

##### Contract area (District 2) – 8 events

- 1 Fuel leak
- 3 Motor vehicle accidents
- 1 Open burning
- 1 Monitored alarm
- 1 Smoke alarm activation
- 1 Smell of smoke

During the 2021 calendar year the department responded to 242 calls. This is up slightly from 2020.

#### WEEKLY TRAINING

With the recent provincial restrictions around gathering limits the department is focusing it's training on cold weather operations in smaller in person groups. Over the next few months, the department will be focusing it's training on mental health, hazardous materials operations, pre planning and communications.

#### BASIC FIRE FIGHTER TRAINING PROGRAM

The new members continue to advance through their basic fire fighter training program. This program started in November and is providing them with basic knowledge and skills. During the month of February, these members will be taking their mid-term practical and written exams to evaluate the skills that they have already learned.

#### LEADERSHIP DEVELOPMENT PROGRAM

In November the department started a leadership development program in which fourteen members enrolled. The members enrolled in this program are scheduled to complete their training in mid-January. This training is designed to develop our future leaders and to prepare them to move from a frontline firefighter position to a company officer position in the future.

#### INCIDENT COMMAND TRAINING

In January two of our company officers will start incident command training through Dalhousie University. This training has proven to be extremely valuable to previous officers who have taken this training. This training is delivered completely online with other students from across the country and will provide the students with a better understanding of the concepts and components of incident command and how decision making plays a key role.

# Monthly Departmental Report

## Planning & Strategic Initiatives

### January 2022

As indicated on the chart below, development in 2021 finished strong, with the same number of permits (91) and dwelling units added (35) in the last two years. This strong growth is expected to continue into 2022, particularly in the multi-unit residential sector.

ACTIVITY REPORT							For Calendar Year 2021
Type	2020			2021			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	31	7	1,452,522	28	7	1,059,623	
Duplex/Semi	0	0	0	1	2	300,000	
Apartments	7	28	3,180,000	11	26	3,814,440	
Other Residential	36	0	370,446	27	0	314,078	
Commercial	14	0	5,847,650	20	0	955,674	
Industrial	3	0	3,301,000	3	0	4,969,500	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	1	0	5,000	
<b>Total</b>	<b>91</b>	<b>35</b>	<b>14,151,618</b>	<b>91</b>	<b>35</b>	<b>11,418,315</b>	

As detailed in an in-camera report to Council on January 10<sup>th</sup>, there is significant attention being paid to housing in the community focused on the full spectrum from emergency shelters to upscale market housing. Staff received direction on January 10<sup>th</sup> to move forward with multiple initiatives, many of which will be coming back to Council for further direction in the coming months.

As previously reported, the town received an application for a development agreement to permit the construction of a three building, 164-unit apartment complex on vacant land south of E.B. Chandler School. A Public Participation Session is scheduled for January 26<sup>th</sup>, followed by the PAC's review and consideration of a recommendation to Council in early February.

Regarding the job posting for a Land Use Planner position, staff have shortlisted candidates for interviews that are scheduled for this week. Staff hope to be in a position to make an offer soon.

Upland Planning & Design have been awarded the contract to renew the Municipal Planning Strategy. Staff are coordinating with Upland to launch the project in early February.

In accordance with policy, the Dangerous & Unsightly Premises Administrator completed approximately 90% of the first town-wide scan for dangerous and/or unsightly properties. This scan

identified about 100 potential cases with approximately 60% being minor issues (ex. garbage, debris in yards), 35% major (larger garbage piles/multiple derelict vehicles/structural issues/etc.) and 5% potential demolitions (all vacant buildings). As this is the first town-wide scan conducted by the relatively new Administrator, the plan is for staff to review the cases to establish a common standard and prioritize enforcement.

Interviews for the Business Development Officer position just finished at the time of writing this report. Multiple candidates were able to back up strong written applications with strong interviews. Staff will be in a position to make an offer imminently.

Planning Staff continue to provide planning and development services for the Town of Oxford.

# Monthly Departmental Report

## Community Well Being

January 2022

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### ACTIVE LIVING

- Snowshoe, poles, and ice gripper loans have started with the new snow fall. People are currently borrowing them from the Amherst Stadium with the front desk reception staff.
- While the indoor skating is on hold due to the current regulations, skates and helmets have been loaned to the public for skating on the outdoor rink
- The Amherst vs Amherst Walking Challenge begins February 1! This year, it has expanded to include Amherst Massachusetts, Amherst New York, and Amherst New Hampshire which means that 4 Amhersts are taking on the challenge for the month of February. Watch for promotions beginning January 18.
- The Make Your Move project, in partnership with the Healthy Tomorrow Foundation, is set to launch at the end of January. There will be a province wide launch and then some town-specific campaigns. The Town of Amherst is one of three areas in the province that were chosen to run the pilot project. This will include social media posts and give aways.
  - o As part of the Make Your Move project, we are working with GeoNova to launch the pilot of “Make Your Move at Work” to encourage more movement in the work place.
- The Living Well: A program for older adults, is set to launch virtually January 19. Open to the general public, it starts with some light exercise that can be done at home, followed by a guest speaker on various topics.
- Learn 2 Lead is continuing booking workshops around Cumberland County.
- Multisport is on hold until the end of January, with the current COVID regulations. We hope to restart February 1 with swimming at the YMCA.
- The Town has a team registered for the Coldest Night of the Year walk, set for February 26.
- The call out for the Athletic Achievers has opened.

### **Events & Marketing**

- The 8<sup>th</sup> annual winter carnival will take place from February 17 – 21. Most events will be virtual due to current restrictions.
- African Heritage Month begins February 1 with a virtual launch, a take and make craft and a children’s essay contest.