



Town of Amherst  
Committee of the Whole

Date: **March 21, 2022**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1. Approval of Agenda</b>	
<b>1.2. Approval of the Consent Agenda</b>	1 - 1
<b>1.3. Approval of Minutes</b>	
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<b>2. Council Direction Requests</b>	
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<b>2.2. Bylaw Respecting Intrusion, Robbery and Fire Alarm Systems Amendment - Pike</b>	12 - 24
<b>2.3. Infrastructure Projects - Bourgeois</b>	25 - 26
<b>2.4. Appointment of Development Officer - Fisher</b>	27 - 28
<b>3. Information Items</b>	
<b>3.1. February 18, 2022 Storm Update - MacDonald</b>	29 - 29
<b>3.2. GFL Export Exemptions - Jones</b>	30 - 30
<b>3.3. Available Yield – North Tyndal Wellfield - Bourgeois</b>	31 - 31
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<b>3.6. Task Report - Jones</b>	46 - 47
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4.1.	Corporate Services	48 - 50
4.2.	Operations	51 - 51
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4.5.	Planning & Strategic Initiatives	57 - 59
4.6.	Community Well Being	60 - 60
5.	In Camera	
5.1.	Approval of In Camera Agenda	
5.2.	Approval of In Camera Minutes	
5.2.1.	February 22, 2022	
5.2.2.	March 15, 2022	
5.3.	MGA 22(2)(c) - personnel matters	
5.4.	MGA 22(2)(c) - personnel matters	
5.5.	MGA 22(2)(c) - personnel matters	
5.6.	MGA 22(2)(e) - contract negotiations	
5.7.	MGA 22(2)(f) - litigation or potential litigation	
5.8.	MGA 22(e) - contract negotiations	
5.9.	MGA 22(2)(e) - contract negotiations	
5.10.	MGA 22(2)(e) - contract negotiations	
5.11.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
5.12.	MGA 22(f) - litigation or potential litigation	
5.13.	MGA 22(2)(c) - personnel matters	
5.14.	MGA 22(2)(e) - contract negotiations	
6.	Adjournment	

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Town of Amherst  
Committee of the Whole  
Monday, March 21, 2022

### **Consent Agenda**

#### **MOTION:**

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

- 1.3. Approval of Minutes**
- 3.5 Strategic Priorities Update**
- 3.6 Task Report**
- 4.1. Corporate Services Monthly Report**
- 4.2. Operations Monthly Report**
- 4.3. Police Department Monthly Report**
- 4.4. Fire Department Monthly Report**
- 4.5. Planning & Strategic Initiatives Monthly Report**
- 4.6. Community Well-Being Report**

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

**Date:** February 22, 2022  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

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

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**1. Call to Order**

Mayor Kogon called the meeting to order at 4:00 p.m.

**1.1 Approval of Agenda**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Christie**

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

**MOTION CARRIED**

**1.2 Approval of the Consent Agenda**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Baker**

**To approve the consent agenda as circulated.**

**MOTION CARRIED**

**1.3 Approval of Minutes - January 17, 2022**

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

**Moved By Councillor Fawthrop**

**Seconded By Councillor Baker**

**That the minutes of the January 17, 2022 Committee of the Whole meeting be approved as circulated.**

**MOTION CARRIED**

**2. Council Direction Requests**

**2.1 Signing Authority Policy Amendment**

**Moved By Councillor Emery**

**Seconded By Deputy Mayor Christie**

**That Council forward the Town of Amherst Signing Authority Policy # 03400-01 to the February 28, 2022 Council meeting to add the Treasurer for all documents signed under the seal of the Town and for the signing officers of cheques, bank documents, etc.**

**MOTION CARRIED**

**2.2 Wellfield Generators**

**Moved By Councillor Landry**

**Seconded By Councillor Fawthrop**

**That Council forward option 3, to purchase 1 new towable diesel fueled generator and upgrade the 4 production wells with VFD's, with an estimated cost of \$190,000 which can be accommodated within the original budget amount (to be carried over) to the February 28, 2022 regular meeting for approval.**

**MOTION CARRIED**

**2.3 Grass Maintenance Policy Amendments**

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

**Moved By Councillor Fawthrop**

**Seconded By Councillor Baker**

**That Council refer approval of the amendments to the Grass Maintenance Policy to the regular meeting of Council on February 28, 2022.**

**MOTION CARRIED**

**2.4 Capital Budget Amendments - Water and Fire**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**That Council forward approval of the following changes in the 2021/22 Capital Budget to the February 28, 2022 Council meeting for approval:**

- **Change in funding source in the Water Capital budget:**
  1. **Withdraw from the Water Depreciation fund \$632,000 to fund the following water capital projects:**
    1. **\$ 40,000 for Monitoring Wells (carry over)**
    2. **\$240,000 for Wellfield Generator (carry over)**
- **\$177,000 for Spring Street ~ Croft to Church – water main replacement**
- 1. **\$175,000 for a new Dump Truck**
- **Change approved budget amount in the General Capital budget:**
  1. **Increase the budget for Fire Suppression Hose (set # 1) – replacement from \$30,000 to \$52,000.**

**MOTION CARRIED**

**2.5 Amherst Area Heritage Trust**

**Moved By Councillor Emery**

**Seconded By Councillor Baker**

**That staff be directed to write to the Heritage Trust thanking them for their presentation and their work to promote the built heritage of the town, and note the following:**

- **Renewal of the town’s MPS will result in guiding policies that address Amherst’s built heritage assets.**
- **That the Trust is listed as a community stakeholder in the public engagement strategy of the MPS renewal process.**
- **Encourage the Trust and its individual members to participate in the engagement process of the MPS renewal project.**
- **That decisions with respect to the Built Heritage Bylaw, and re-instatement of the Heritage Advisory Committee separate from the Planning Advisory Committee would be made in due course after the new MPS is adopted.**
- **Encourage the Trust to continue to make applications under the Grants to Organizations initiative.**

**MOTION CARRIED**

**3. Information Items**

**3.1 Memo Water Quality and Broken Mains**

Information item; no direction given or action required.

**3.2 Budget Timeline Memo**

Information item; approved as part of the consent agenda.

**3.3 Strategic Priorities Update**

Information item; approved as part of the consent agenda.

**3.4 Task Report**

Information item; approved as part of the consent agenda.

**4. Monthly Reports**

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

4.1 Corporate Services

4.2 Operations

4.3 Police Services

4.4 Fire Services

4.5 Planning & Strategic Initiatives

4.6 Community Well Being

**5. In Camera**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Baker**

**That the Committee move to an In Camera session.**

**MOTION CARRIED**

**6. Adjournment**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Emery**

**To adjourn the meeting.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor



## COMMITTEE OF THE WHOLE

CDR# 2022019

Date: March 21, 2022

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

**SUBMITTED BY:** Sarah Wilson, Senior Accountant/Acting Treasurer

**DATE:** March 21, 2022

**SUBJECT:** **Setting the Mandatory Provincial Contribution Area Rate**

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** Town of Amherst Budget Management Policy 03450-04 and the MGA section 75 which authorizes the levying of area rates.

**RECOMMENDATIONS:** The setting of the Mandatory Provincial Contribution Area Rate provides funding for provincial services the Town is mandated by the province to pay for. They include amounts for Education, Property Valuation Services Corporation (PVSC) Assessment Services, Correctional Services, Housing and the Library. It is recommended that the setting of the Mandatory Provincial Contribution Area Rate at \$0.402 for the 2022-23 fiscal year be referred to the March 28, 2022 regular meeting of Council for approval. There is no change in this rate for the 2022-23 fiscal year.

**BACKGROUND:** The Budget Management Policy states in section 15 that Council will consider setting the Mandatory Provincial Contribution Area Rate by the end of February each year based on the available information from the province at the time and will communicate it to the public through social media. This year, the rate was delayed until March due to the lead time required to determine best estimates for the mandatory provincial expenditures.

**DISCUSSION:** The following assumptions were made for each of the components of the Mandatory Provincial Contribution Area Rate:

- a) Education** – The Town is required to provide funding to the Chignecto Central Regional Centre for Education under the Education Act. This mandatory education contribution is set by the Province of NS and is based on the Town's share of the Uniform Assessment.

Uniform assessment for 2022-23 is \$539,111,120 (2021-22 \$534,722,261). The education rate has not been set yet by the province. However, the rate of 0.3048 has not changed in 10 years. If the rate does not change again this year, education costs to the Town for 2022-23 will be \$1,643,211, an increase of \$13,378.

- b) PVSC Assessment Services** – The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total Property Valuation Services Corporation costs, based on the Town's share of



the Uniform Assessment and the Town's share of assessment accounts across the province.

The Town has received its 2022-23 funding contribution from PVSC and it will be \$112,038. Since our budget figure for 2021-22 was higher than actual last year, this results in a budget decrease of \$6,622.

**c) Correction Services** – The Town is required to make a mandatory contribution to the province to fund the cost of correctional services. The contribution is set by the Province of Nova Scotia and is based on the Town's share of the Uniform Assessment and the Town's share of dwelling units across the province.

Our share of correction services costs will not be known until the Provincial budget is set. Last year the actual came in at \$109,656 compared to a budget of \$112,433, a savings of \$2,777. The calculation for corrections is linked to Uniform Assessment (which increased by 0.82%) so for the 2022-23 fiscal year we have calculated a 1% increase based on last year's actual for a 2022-23 budget figure of \$110,753. Since our budget figure for 2021-22 was higher than actual last year, this results in a budget decrease of \$1,680.

**d) Housing** – The Cobequid Housing Authority administers and manages public non-profit housing for seniors and families on low incomes within the Town. The Town is required to fund a portion of the prior year deficit of the Cobequid Housing Authority annually.

The Housing Authority has provided its budget for the current fiscal year. Amherst's share based on their budget would be \$291,302. The actual amount will be based on their actuals and not this budget figure. Actuals will not be known for some time. This represents a budget increase of \$72,166 for Housing.

In 2021-22 Amherst's share of the Authority's budget was \$219,245, however actuals came in at \$246,897. There will need to be a withdraw from the Mandatory Provincial Contribution Area Rate Reserve in 2021-22 to cover this increase in expense. If the 2022-23 actuals come in more than budget we will withdraw the funds from the Reserve if required.

The budget in SAP for Housing is \$291,411 for 2022-23 this is the \$291,302 figure provided by the Housing Authority plus \$109 that is required to make the Mandatory Provincial Contribution Area Rate balance to the exact amount required for funding this rate. Although this additional amount is minimal it was added to the Housing budget as it is the line with the most uncertainty.

**e) Library** – The Town is required to fund the Cumberland Public Library pursuant to a formula determined by the Province of Nova Scotia. The Town does not share in any surplus or deficits. In addition, the Town provides funds for the operating and maintenance of the library building which is included in the General Rate.

The expense for the regional library will remain the same in 2022-23 as prior year at \$87,299. This amount has been confirmed by the regional library.

Town of Amherst				
Mandatory Provincial Contribution Area Rate				
	2021/22 Projected Actuals	2021/22 Approved Budget	2022/23 Proposed Budget	Budget Change
<b>\$0.01 on Tax Rate =</b>		\$ 53,825	\$ 55,839	\$ 2,014
<b>Mandatory Provincial Contributions Area Rate</b>				
Education	\$ 1,629,828	\$ 1,629,833	\$ 1,643,211	\$ 13,378
Corrections	109,656	112,433	110,753	(1,680)
Housing	246,897	219,245	291,411	72,166
PVSC - Assessment	114,553	118,660	112,038	(6,622)
Library	87,299	87,299	87,299	-
Transfer from Operating Reserve	-	(3,691)	-	3,691
<b>Total Mand Provincial Contributions Budget</b>	<b>\$ 2,188,233</b>	<b>\$ 2,163,779</b>	<b>\$ 2,244,712</b>	<b>\$ 80,933</b>
<b>Mandatory Provincial Contributions Area Rate =</b>		<b>\$ 0.402</b>	<b>\$ 0.402</b>	<b>0.000</b>

**FINANCIAL IMPLICATIONS:** The Mandatory Provincial Contribution Area Rate will remain the same for the 2022-23 fiscal year.

For the 2021-22 fiscal year, the Mandatory Provincial Contribution Area Rate is projected to have a deficit of \$20,763 which is from the Housing expense coming in over budget while being slightly reduced by savings in Corrections and Assessment. This deficit will be funded from the Mandatory Provincial Area Rate Reserve in the Operating Reserve fund. This will bring the reserve ending balance at March 31, 2022 to \$24,873.

	Final Audited Balance 31-Mar-21	Proposed 2021/22 Transactions		Proposed Final Balance 31-Mar-22	Proposed 2022/23 Transactions		Proposed Balance 31-Mar-23
		Additions	Withdrawals		Additions	Withdrawals	
<b>OPERATING RESERVE</b>							
Reserve Mandatory Provincial Contribution Area Rate	49,327			24,873			24,873
21/22 Operating - transfer to balance area rate			3,691				
21/22 Operating - funding Housing deficit which came in over budget			20,763				

**COMMUNITY ENGAGEMENT:** Communications will be coordinated by Corporate Communications Officer including media releases, the Town's website and social media.

**ENVIRONMENTAL IMPLICATIONS:** None

**SOCIAL JUSTICE IMPLICATIONS:** None

**ALTERNATIVES:**

1. Wait until the figures are released by the Province for Education and Corrections before the Mandatory Provincial Contribution Area Rate is set.

**ATTACHMENTS:**

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Report prepared by: Sarah Wilson, Senior Accountant/Acting Treasurer  
Report and Financial approved by: Sarah Wilson, Senior Accountant/Acting Treasurer

**Town of Amherst**  
**Mandatory Provincial Contribution Area Rate**

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	2021/22 Projected Actuals	2021/22 Approved Budget	2022/23 Proposed Budget	Budget Change
<b>\$0.01 on Tax Rate =</b>		\$ 53,825	\$ 55,839	\$ 2,014

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**Mandatory Provincial Contributions Area Rate**

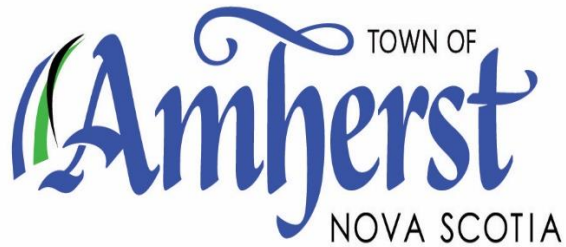
Education	\$ 1,629,828	\$ 1,629,833	\$ 1,643,211	\$ 13,378
Corrections	109,656	112,433	110,753	(1,680)
Housing	246,897	219,245	291,411	72,166
PVSC - Assessment	114,553	118,660	112,038	(6,622)
Library	87,299	87,299	87,299	-
Transfer from Operating Reserve	-	(3,691)	-	3,691
<b>Total Mand Provincial Contribution</b>	<b>\$ 2,188,233</b>	<b>\$ 2,163,779</b>	<b>\$ 2,244,712</b>	<b>\$ 80,933</b>
<b>Mandatory Provincial Contributions Area Rate =</b>		<b>\$ 0.402</b>	<b>\$ 0.402</b>	<b>0.000</b>

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COST CENTER:PREVIOUS 3 YEAR ACTUAL/CURRENT YEAR ACTUAL/CURRENT YEAR NEXT YEAR BUDGET COMPARISON

Cost element group      MUN2            MUN2  
 Cost Center Group      MANDAREA    Mandatory Provincial Contr Area Rate  
 Periods Reported:        1 to 12  
 Comparison Years:       2021/2022 and 2022/2023  
 Plan Version:            0    Plan/Act - Version  
 Plan Version Compare:   3    Play  
 Date of Report:           03/14/2022

Cost elements/Cost centers	2018/2019	2019/2020	2020/2021	2021/2022	2021/2022	2022/2023	Change 2021 to 2022 Budget	
	Actual	Actual	Actual	Actual	Budget	Budget	Amount	% Change
*** 4000 RESIDENTIAL TAXE	1,112,735.00-	1,143,401.00-	1,112,436.00-	1,154,198.00-	1,154,198-	1,207,523-	53,325-	4.6
*** 4010 TAXES COMMERCIAL	994,944.00-	983,104.00-	1,009,581.00-	1,009,581.00-	1,009,581-	1,037,189-	27,608-	2.7
*** 4730 TRAN-FR OPER RES		13,137.92-		3,691.00-	3,691-		3,691	100.0-
**** Gross revenues	2,107,679.00-	2,139,642.92-	2,122,017.00-	2,167,470.00-	2,167,470-	2,244,712-	77,242-	3.6
* 9470 ASSESSMENT SERVI	117,012.20	117,259.92	116,333.36	114,553.52	118,660	112,038	6,622-	5.6-
* 9600 PROV.CORRECTIONS	114,033.00	112,412.00	110,229.00	109,656.00	112,433	110,753	1,680-	1.5-
* 9610 REGIONAL HOUSING	192,792.50	248,767.00	195,599.00	246,896.78	219,245	291,411	72,166	32.9
* 9620 REGIONAL LIBRARY	61,820.00	61,820.00	61,820.00	87,299.00	87,299	87,299		
* 9630 REG. SCHOOL BOAR	1,600,740.00	1,599,384.00	1,596,852.00	1,629,828.00	1,629,833	1,643,211	13,378	0.8
** Unconditional Transfer	2,086,397.70	2,139,642.92	2,080,833.36	2,188,233.30	2,167,470	2,244,712	77,242	3.6
*** Fiscal Services	2,086,397.70	2,139,642.92	2,080,833.36	2,188,233.30	2,167,470	2,244,712	77,242	3.6
**** Expenditures	2,086,397.70	2,139,642.92	2,080,833.36	2,188,233.30	2,167,470	2,244,712	77,242	3.6
***** Total	21,281.30-		41,183.64-	20,763.30				



**COMMITTEE OF THE WHOLE**  
**CDR# 2022018**  
**DATE: March 21, 2022**

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

**SUBMITTED BY:** Dwayne Pike, Chief of Police

**DATE:** March 21, 2022

**SUBJECT:** Alarm Bylaw Amendments

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**ORIGIN:** December 8<sup>th</sup>, 2021 Amherst Board of Police Commissioners Meeting

**LEGISLATIVE AUTHORITY:** MGA 172(1)(d) A council may make by-laws, for municipal purposes respecting alarms and alarm monitoring systems

**RECOMMENDATION:** That Committee of the Whole forward the attached amendments to Alarm Bylaw C-11 to the March 28, 2022 meeting of Council for consideration and approval.

**BACKGROUND:** During the December 2021 meeting of the Amherst Board of Police Commissioners, the Chief of Police was directed to complete a review of the Alarm By-law to determine if it is still appropriate for the town and whether recommendations for change should be made and forwarded to Council. At the January 26, 2022 meeting of the Amherst Board of Police Commissioners, the review was presented to the local Police Board and a recommendation was made to forward the results of the review to Council for changes.

**DISCUSSION:** By-law C-11, in respect to intrusion, robbery and fire alarm systems came into effect on September 27<sup>th</sup>, 1999. The by-law primarily deals with police and fire response to alarms within town limits and false alarms. In reviewing our by-law, it is very similar to the by-law adopted by the municipality of Halifax and utilizes many of the same concepts and language including the requirement of a permit for any alarm system but differs in the penalties for false alarms. Many other municipalities in Nova Scotia do not have an alarm by-law, including Westville, New Glasgow, Bridgewater and Truro. Kentville and Annapolis Royal do have alarm by-laws, but neither require permits and fine limits are much higher than the \$50 fine that is in our by-law.

Revenues for alarm fines go back into the Police Department budget. Over the past 10 years, the revenues have fluctuated. In one instance, in 2011, one local business had 16 false alarms in a 12-month period.

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenue	\$209	\$3050	\$2350	\$2150	\$1450	\$887	\$1458	\$2193	\$900	\$1393	\$500

Alarm calls are tracked on PROS and each month, our admin staff review all our alarm calls. False alarms in which a police officer attends are forwarded to Town Hall staff for tracking and any further action. When a third false alarm (or subsequent) is noted, Town Hall staff send a bill as per the by-law to the property owner in the amount of \$50.

For the calendar year 2021, we received a total of 149 alarm calls. Our members responded and attended a total of 139 calls alarms which has resulted in invoices being sent to property owners who were subject to the 3<sup>rd</sup> (or subsequent) false alarm at their property. This number does not include the total number of alarms received, only those in which a police officer attended. Many alarms are cancelled, or may not even be reported to police based on policy or direction provided to alarm monitoring companies. In some cases, property representatives often prefer that they are contacted before police so that they can make the decision on whether police will be called to attend. Such direction to alarm monitoring companies may be a result of fear of receiving bills for false alarms. From our occurrences, we know that situations are rare when property owners decide not to call the police and then later determine a break and enter or some other crime has occurred. It does happen, but is rare. We also know from our occurrences that multiple alarms that result in fines are rare.

The Town of Amherst Alarm by-law was drafted in a time when the use of residential/commercial alarms were not as widespread as they are today. In 1999, requiring a permit for each alarm may have been manageable, but at this time, the majority of residences and businesses have some form of alarm system and it would require a significant increase in resources to issue and track alarm permits. At this time, requiring a permit for alarms is not likely feasible. In recent years, while we still see multiple false alarms at certain addresses, we have not seen the same very high numbers as a result of repeated false alarms due to faulty systems that are not being fixed. This may be a result of the calls just not coming to the Police, or may be a result of better technology. In either event, the town's billing for false alarms is not excessive and, when compared to some other smaller municipalities, each invoice is much lower than as prescribed in other bylaws.

The Alarm By-Law was reviewed with the Amherst Board of Police Commissioners on January 26<sup>th</sup> 2022. It was the opinion of the Police Commissioners the Alarm By-Law continues to be relevant but that a recommendation be forwarded to council to consider making some amendments: Any reference to 'permits' such as in section 3 be removed and or edited so that permits are not required and references to 'permittee' changed to 'owner/lessee'.

**FINANCIAL IMPLICATIONS:** There are no financial implications

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to this decision

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications

**COMMUNITY ENGAGEMENT:** No Community engagement required

**ALTERNATIVES:** Do not make changes to the Alarm Bylaw

**ATTACHMENTS:** Alarm By-Law C-11 (with suggested amendments)

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Report prepared by: Dwayne Pike, Chief of Police

Report and Financial approved by:

TOWN OF AMHERST

BY-LAW

RESPECTING INTRUSION, ROBBERY AND FIRE ALARM SYSTEMS

SHORT TITLE

1. This By-Law may be cited as the “Alarm By-Law”.

DEFINITIONS

2. In this By-Law:

- a) “*Alarm Coordinator*” means the person appointed by the treasurer to administer the Alarm By-Law.
- b) “*Alarm System*” – means any mechanical or electrical device which is designed or used for the detection of an unauthorized entry into a building, structure or facility or for alerting others of the commission of an unlawful act, or a fire detection device which emits a sound or transmits a signal or message when activated but does not include:
  - a) Personal alerting devices
  - b) A device that is installed in a vehicle
  - c) Residential smoke detector
- c) “*Audible Alarm*” – means an alarm system which generates an audible sound on the premises where it is activated;
- d) “*Automatic Calling Device*” – means any device or combination of devices, that will, upon activation, either mechanically, electronically or by any other automatic means, initiate a telephonic or recorded message which is designed to be transmitted over regular telephone lines;
- e) “*False Alarm*” -means a response to an alarm by the Amherst Police Department or Amherst Fire Department resulting from the activation of an alarm system where an emergency situation does not exist;

- f) **“Monitored Alarm System”** – means an alarm system where the signal of an intrusion, the commission of an unlawful act, or the detection of a fire is received by a third party;
- g) **“Town”** – means the town of Amherst;
- h) **“Owner/Lessee”** – includes an occupant, lessee or person having possession or control of the property in question and also includes prima facie the person whose name appears on the assessment role for the Town as the assessed owner;
- i) ~~“Permittee”~~ – means the holder of an alarm system permit;
- j) **“Personal Alerting Device”** – means any device carried on one’s person that when activated is designed to emit a sound or transmit a signal or message;
- k) **“Treasurer”** – means the Treasurer of the Town of Amherst or his **their** designate

**PERMIT REQUIRED**

3.—

- a) ~~No owner/lessee shall install, keep, use, permit or suffer the installation, keeping or use of an alarm system unless there is a valid and subsisting alarm system permit for that system.~~
- b) ~~An applicant for an alarm system permit shall apply to the Treasurer on a form as described in Schedule “A” attached hereto.~~
- e) ~~Alarm system permits shall be issued by the Treasurer.~~
- d) ~~An alarm system permit shall be issued in the name of the owner/lessee of the building or property which the alarm is intended to protect.~~
- e) ~~An alarm system permit is required for each alarm system that is installed in any one location.~~
- f) ~~An alarm system permit may be transferred or assigned a new owner/lessee of the property on submission to the Treasurer of a fully completed permit application form as described in Schedule “A”.~~
- g) ~~The permittee shall be responsible for informing the Treasurer or his designate of any and all changes in the information contained in the permit application.~~

**AUDIBLE ALARM SYSTEMS**

4.

- a) No person shall install, maintain or use an audible alarm that is capable of being sounded outside of the premises continually for a period of greater than fifteen minutes after each separate activation except for an alarm system designed or used to detect heat, smoke or fire.

#### **FALSE ALARMS**

5.

- a) No person shall cause, permit suffer or allow false alarms to emanate from a location where an alarm system is installed.
- b) Alarms activated in the following manner are hereby deemed **not** to be false alarms:
  - a) Where the owner can demonstrate that the alarm was caused by a storm, lightening, earthquake or other violent act of nature; or
  - b) Where the alarm coordinator is satisfied that the occurrence is isolated and due to a mechanical failure, that has since been corrected by a qualified contractor, proof of which has been provided.

#### **AUTOMATIC CALLING DEVICES**

6.

- a) No person shall use, maintain or install, or permit the use, maintenance or installation of any calling device which is programmed to transmit a message to any telephone number assigned to the Amherst Police Department, Amherst Fire Department or any dispatch or communication centre responsible for the receiving and dispatching of alarm calls to these agencies unless a contract has been entered into with the Police/Fire Department to provide an alarm monitoring service.

#### **MONITORED ALARM SYSTEMS**

7.

- a) When a third party is responsible for monitoring an alarm for intrusions only, the third party shall verify that the alarm activation is not accidental by

contacting the premise prior to notifying the appropriate police agency. If a police agency is dispatched prior to verification, there will be no waiver or fee if call is cancelled subsequent to police being dispatched.

- b) Where the original alarm activation signal is received by a third party who then notifies the Amherst Police Department or the Amherst Fire Department of the alarm, the third party shall supply the required contact information for the Owner/Lessee of the premises or real property ~~the alarm permit number~~ to the police/fire dispatcher receiving the call.

### **FEE FOR FALSE ALARMS**

8.

- a) On the occurrence of a third and for each subsequent false alarm during any one calendar year, the owner/lessee permittee will be required to pay a fee of \$50.00 for each such occurrence;
- b) Where a fee is charged in accordance with this by-law, the Town shall invoice the owner/lessee permittee of the real property. The fee shall be payable within 14 days.
- c) An invoice issued under this by-law shall be due upon receipt and payable to the town.
- d) All fees collected become the property of the Town.

### **NOTIFICATION TO OWNERS**

9.

- a) Upon the first occurrence of a false alarm, a notice will be provided to the owner/lessee permittee of the subject real property that a false alarm has occurred and advised of the fees to be imposed for more than two (2) false alarms in any one calendar year.
- b) The notice required by this section shall be in writing and delivered by hand or regular mail to the subject property or the owner/lessee in the permit. A notice sent in accordance with this section will be deemed to have been received.

### **APPLICATION**

10. This by-law applies to all alarms in use within the Town whether installed before or after the coming of force of this by-law.

**PENALTY**

11.

- a) A person who contravenes any provision of this by-law shall upon summary conviction be liable to a minimum penalty of \$50.00 and a maximum penalty of \$1,000.00 and in wilful default of payment of the penalty the offender may be imprisoned for a maximum period not exceeding ninety days.
- b) Every day during which a contravention of or failure to comply with this by-law continues is a separate offence.

# SCHEDULE "A"

I, \_\_\_\_\_, do hereby apply for an alarm permit pursuant to the "Alarm By-Law" for the Town of Amherst.

I acknowledge that I have been made aware that in the event of over two (2) false alarms in any calendar year, I must pay a fee of \$50.00 per false alarm.

This fee must be paid within a period of fourteen (14) days following the date of notice.

**APPLICANT:**      **Full Name:** \_\_\_\_\_  
                         **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
                         **Signed:** \_\_\_\_\_

*The following persons are to be contacted in order of priority should an alarm be activated from our location:*

1.    **Full Name:** \_\_\_\_\_  
      **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
  
2.    **Full Name:** \_\_\_\_\_  
      **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
  
3.    **Full Name:** \_\_\_\_\_  
      **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**TOWN OF AMHERST  
P.O. BOX 516  
AMHERST, NOVA SCOTIA  
B4H 4A1**

DEAR

THE AMHERST POLICE/FIRE DEPARTMENT HAS RESPONDED TO A FALSE ALARM  
AT YOUR PROPERTY LOCATED AT  
ON , 199 .

THIS IS TO ADVISE THAT MORE THAN TWO (2) FALSE ALARMS IN ANY CALENDAR  
YEAR WILL RESULT IN A \$50.00 FEE LEVIED FOR EACH FALSE ALARM.

IF THERE ARE ANY FURTHER QUESTIONS REGARDING THIS MATTER, PLEASE FEEL  
FREE TO CONTACT TOWN OF AMHERST CORPORATE SERVICES.

YOURS TRULY,

GREG HERRETT  
TREASURER

**TOWN OF AMHERST  
P.O. BOX 516  
AMHERST, NOVA SCOTIA  
B4H 4A1**

DEAR \_\_\_\_\_,

THE AMHERST POLICE/FIRE DEPARTMENT HAS RESPONDED TO A THIRD FALSE ALARM AT YOUR PROPERTY LOCATED AT \_\_\_\_\_ ON \_\_\_\_\_, 199 .

THE DEPARTMENT HAS PREVIOUSLY RESPONDED TO TWO (2) ALARMS TO THIS PROPERTY ON \_\_\_\_\_, 199 AND ON \_\_\_\_\_, 199 .

WE THEREFORE REQUEST PAYMENT OF \$50.00 AS PER OUR PREVIOUS LETTER.

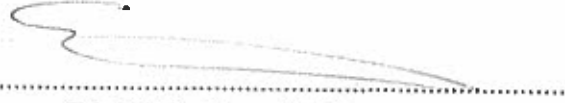
IF THERE ARE ANY FURTHER QUESTIONS REGARDING THIS MATTER, PLEASE FEEL FREE TO CONTACT THE TOWN OF AMHERST CORPORATE SERVICES.

YOURS TRULY,

GREG HERRETT  
TREASURER

THIS IS TO CERTIFY that the foregoing is a true copy of a by-law duly passed at a duly called meeting of the Council of the Town of Amherst duly held on the 27<sup>th</sup> day of September A.D., 1999.

GIVEN under the hand of the Town Clerk and under the corporate seal of the said Town this 6<sup>th</sup> day of October A.D., 1999.

A handwritten signature in dark ink, appearing to read "Ed Childs", written over a horizontal dotted line.

Ed Childs, Town Clerk

NOTICE OF PUBLICATION

SUBJECT: BYLAW RESPECTING INTRUSION, ROBBERY AND  
FIRE ALARM SYSTEMS

Notice is hereby given that, following second reading given at a regular meeting held September 27, 1999, the Amherst Town Council approved the adoption of a BYLAW RESPECTING INTRUSION, ROBBERY AND FIRE ALARM SYSTEMS.

The objective of this bylaw is to encourage those who hold an alarm system permit to maintain their equipment in a responsible manner so as to lessen the incidents requiring response by the Police and/or Fire Departments to false alarms.

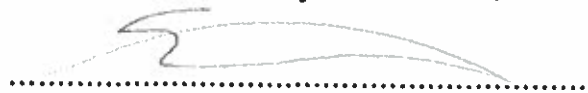
Copies of this new bylaw may be inspected at the office of the Town Clerk, Confederation Memorial Building, Ratchford Street during regular business hours.

Ed Childs  
Town Clerk

Amherst Daily News  
October 6, 1999

THIS IS TO CERTIFY that the foregoing is a Notice of Publication regarding the adoption of the above Town of Amherst Bylaw as published in the local paper on October 6, 1999.

GIVEN under the hand of the Town Clerk and under the seal of the Town of Amherst this 6<sup>th</sup> day of October, 1999.



TOWN CLERK

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

**SUBMITTED BY:** Jason MacDonald, CAO

**DATE:** March 21, 2022

**SUBJECT:** ICIP Infrastructure Funding Application

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**ORIGIN:** 2022-23 Capital Budget and the Investing in Canada Infrastructure Program (ICIP)

**LEGISLATIVE AUTHORITY:** MGA Section 65 The council shall adopt an operating budget and a capital budget for each fiscal year.

**RECOMMENDATION:** That Council forward approval of the ICIP funding application for a \$2,279,000 project on West Victoria St and a \$685,000 project on Russell St to the March 28, 2022 regular meeting of Council for approval and authorize the CAO to submit the application on behalf of the Town.

**BACKGROUND:** Two major projects being proposed in the 5-year capital budget are:

1. West Victoria St: \$2,279,000 to replace the over 115-year-old sanitary sewer and watermain, corrugated steel storm sewer, and pulverize and rebuild the street and install new curbs and sidewalk. This will renew all of the existing infrastructure along this portion of the arterial street.
2. Russell St: \$685,000 to replace the over 100-year-old sanitary trunk sewer, corrugated steel storm sewer, and pulverize and rebuild the street. The watermain on the street is approximately 65 years old however, it is in very good condition and replacement of the watermain would not be included in the funding application.

These 2-projects fit the criteria for 73.33% funding under the Investing in Canada Infrastructure Program (ICIP). The deadline to apply is April 1, 2022 and a resolution from Council be submitted with the application.

**DISCUSSION:** The value of the projects includes \$100,000 in professional fees, the total of the 2 projects is \$3,064,000. The engineering design would be completed in 2022 with construction taking place in the spring/summer of 2023. Staff are seeking Council's approval of these projects prior to approval of the entire 2022-23 capital budget so the ICIP funding application can be submitted. Approval of the application for funding does not commit council to all or any part of the projects should the application be denied.





## COMMITTEE OF THE WHOLE

CDR# 2022022

Date: March 21, 2022

**FINANCIAL IMPLICATIONS:** The total value of the 2 projects is 3,064,000. If the application is approved ICIP would fund 73.33% (\$2,246,831) and the Town would pay 26.67% (\$817,169). Our portion of the funding would be shown as debt allocated between the water utility and general rate as appropriate.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications as a result of this decision.

**ENVIRONMENTAL IMPLICATIONS:** Replacing the aging infrastructure will ensure storm water is not infiltrating into the sanitary sewer and the sanitary sewer is not leaking into the roadbed.

**COMMUNITY ENGAGEMENT:** Prior to construction work taking place, a public notification program will be undertaken.

**ALTERNATIVES:**

1. Do not include these projects in the capital budget and do not submit the funding application.
2. Submit a funding application for one of the projects and defer one to a future budget year.

**ATTACHMENTS:** None

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Report prepared by: Aaron Bourgeois, Director of Operations  
Report and Financial approved by:



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

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

**DATE:** March 21, 2022

**SUBJECT:** Development Officer appointment – Marc Buske

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**ORIGIN:** Efforts to improve operational efficiency and customer service levels.

**LEGISLATIVE AUTHORITY:** MGA section 243 (1) *A council shall appoint a development officer to administer its land-use by-law and subdivision by-law.*

**RECOMMENDATION:** That the appointment of Marc Buske as a Development Officer for the Town of Amherst be added to the agenda of the March 28, 2022 meeting of Council.

**BACKGROUND:** The Municipal Government Act requires that in order to sign a development permit that person must be designated as a Development Officer by Council.

For most developments, approval is a two-step process. First, a development permit is approved, subject to various requirements of the Land Use Bylaw (type of use, yard setbacks, parking, street access, etc.). Second, a building permit is approved, subject to the structure plans meeting the Building Code.

In 2020 Mr. Buske became a fully certified Level II Building Inspector and is the principal point of contact for development and building permit applications. A significant portion of these applications are for sheds, decks, and other simple matters that do not require in-depth analysis or Bylaw interpretation.

**DISCUSSION:** It is common for a municipality to designate their Building Inspector as a Development Officer. As an example, most if not all Building Inspectors in the County of Cumberland are also Development Officers. Appointing Mr. Buske will improve efficiency and ultimately customer service. The Director of Planning will continue to process more complex development applications and will determine with Mr. Buske what types of developments he is comfortable processing.

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

**SOCIAL JUSTICE IMPLICATIONS:** None specific to this issue.

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





**COMMITTEE OF THE WHOLE**

**CDR# 2022021**

**Date: March 21, 2022**

**COMMUNITY ENGAGEMENT:** None recommended.

**ALTERNATIVES:** Do not approve the designation.

**ATTACHMENTS:** None.

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



# MEMORANDUM

TO: Mayor Kogon and Members of Council  
From: Jason MacDonald, CAO  
Date: March 21, 2022  
**Subject: February 18, 2022 Storm Event Update**

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## **BACKGROUND**

As Council is aware there was a major rainfall event on February 18, 2022 which combined with significant snow melt contributed to flooding in multiple areas of Town.

We believe that a contributing factor in this flooding event was a high tide coinciding with the heaviest rainfall causing the aboideau to close and not allowing the rain / snowmelt to exit into the Bay of Fundy.

## **UPDATE**

There were a number of flooded basements on Ralston Place which seem for the most part to be caused by the sanitary sewer line backing up. It should be noted that in general a properly functioning backflow preventor valve would prevent sewer backups into a home.

On Monday, March 14, I met with John McAllister, Jerry Hallee and Brent Noiles regarding this issue. They had a meeting of impacted homeowners and about 16 people were in attendance. I am not sure to the extent that each was impacted. I explained that there were two issues during that event.

1. The first is the fact that it seems stormwater was entering the sanitary sewer system in this area, which should not have happened (it is usual in other areas of town, but not here). Operations staff are currently developing a plan to determine the reason for the storm water infiltration. This will include sewer video in the area as well as dye / smoke tests. This can take place over the summer.
2. The second is the capacity of Dickey Brook to hold / transmit water. The impacted residents think that the siltation and vegetation growth within the brook is impacting its ability to transfer / store stormwater. While this seems intuitive, we need to investigate the issue to determine if it is indeed a fact. If it is, a plan will need to be developed to rectify the issue, including applying to the Department of Environment to allow us to carry out work (excavations) in the brook. This is a larger project with potentially significant costs. It is highly unlikely that we will be in a position to carry out any significant **physical** work in the brook this year as a plan will need to be submitted to DoE prior to permission being granted to work in the brook. Operations will also be developing a plan in this regard.

The group want assurance that the Town is taking this issue seriously and that some sort of action / improvements will take place. I informed them that we will look into the stormwater infiltration into the sanitary sewer this spring / summer and that I would talk to Council about the Dickey Brook issue during our budgeting process. Costs for both of these issues will be included in the operational and / or capital budgets presented to Council in the coming weeks.

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Kim Jones, Municipal Clerk  
**DATE:** March 21, 2022  
**RE:** **Resolution GFL Environmental Re: Export of Materials**

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At the January 2022 Council meeting you passed a resolution to permit the export of solid waste.

The resolution was:

**Moved By Councillor Emery**

**Seconded By Councillor Landry**

**That Council authorize the exportation or removal of solid waste material generated within the Town of Amherst outside the boundaries of Cumberland County by GFL Environmental Inc. effective February 1, 2022 pursuant to articles 18 and 19 of the Solid Waste Bylaw.**

**Motion Carried**

We received an email from the lawyers who handled the sale advising that when we closed the sale of the landfill to GFL, they requested that the resolutions passed exempting GFL be reconfirmed post-closing. This is because the original exemptions were granted at the same meeting as the second reading.

As such, we will be bringing this resolution/motion back to Council next week. Both Cumberland and Oxford are doing the same. This is merely a housekeeping matter.

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Aaron Bourgeois, Director of Operations  
**Date:** March 21, 2022  
**Subject:** Available Yield – North Tyndal Wellfield

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The Municipality of the County of Cumberland is currently conducting concept design to extend water service from the Amherst Water Utility into other areas of the County. To ensure the Town's water supply has capacity to accommodate future expansion of water service to county residents the Town hired CBCL Consulting Engineers to review the available yield of the wellfield, considering current and future demand.

An analysis of water use from 2013 to 2020 was compared to the aquifer testing data that was completed in 1991. The consultant looked at:

- Actual water use compared to recommended water use from the 1991 report for each production well.
- Actual drawdown of the wells compared to recommended maximum drawdown from the 1991 report.

To summarize the consultants findings:

- Drawdown in each of the wells has been generally stable over time, indicating that well performance has not declined and that existing pumping rates are sustainable.
- As the original recommended yields were based on a maximum drawdown of 20 to 25 metres, wells P1, P2, and P3 may be able to operate at higher pumping rates. Actual drawdown is 6 to 15 metres.
- The average daily pumping rate is 5,000 m<sup>3</sup>/d and pumping rates do not typically exceed 6,000 m<sup>3</sup>/d.
- Water withdrawals of up to an additional 3,000 m<sup>3</sup>/d (60% increase) could be possible without exceeding the max recommended withdrawal rate of 9,000 m<sup>3</sup>/d.

However, pumping at higher rates could exceed the sustainable yield of the aquifer, causing long term drawdown of the aquifer and a decline in well field performance. The sustainability of increased pumping would need to be determined through careful monitoring of operating water levels and drawdown.

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Aaron Bourgeois, Director of Operations  
**Date:** March 21, 2022  
**Subject:** Turbidity Issues – North Tyndal Wellfield

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To address the presence of turbidity in the Town's raw water supply, the Town hired WSP Consulting Engineers to identify the source of the turbidity and to provide cost effective recommendations to manage or eliminate the risk associated with it.

To identify the potential source of turbidity in the raw water supply, the consultant;

- Carried out a site visit to observe the existing conditions of the wells, wellfield, and distribution system
- Conducted interviews with Town staff
- Reviewed existing consultant reports
- Reviewed water quality data, SCADA records and pumping data
- Reviewed the system design and well arrangement

The consultant considered the most likely sources of turbidity and investigated whether the available data supported or refuted that as a potential source or not. The four potential sources include;

- GUDI (Groundwater Under Direct Influence) Wells
- Aquifer formation
- Biofilm / Biofouling
- Supply lines and production wells

## GUDI WELLS

Previous studies and assessments concluded the wells are non-GUDI. The precipitation and turbidity data reviewed by the consultant supports the conclusions that the wells are non-GUDI. Non-GUDI wells are not considered as a potential source for the observed turbidity.

## AQUIFER ROCK FORMATION

Previous engineering reports indicate the aquifer rock formation is known to yield water with low turbidity values. However, there is no evidence or data to support or refute this conclusion. If the aquifer formation is found to be the source of turbidity modifications to the wells could be required. Modifications could include the installation of screens and/or a gravel pack.

## BIOFILM / BIOFOULING

When well pumps are removed for servicing, the pump and riser pipe are typically coated with a “slimey” substance. This substance could be a mineral deposit from the aquifer formation, or from the groundwater. The “slimey” substance could also be caused by iron or manganese bacteria that could possibly contribute to the turbidity. Iron bacteria is not harmful but can cause discolored water.

## DISTRIBUTION LINES AND PRODUCTION WELLS

The data shows turbidity spikes are directly related with the starting and stopping of pumps. Combined with the fact the supply lines connecting the wells to the chlorination building cannot be cleaned by swabbing. **It is suspected that the direct on-line pumps, upon activation, are mobilizing suspended solids within the wells and supply lines.**

## RECOMMENDATIONS

The following recommendations and objectives have been provided by the consultant.

1. **Collect a series of turbidity samples directly from each well (prior to it mixing with other wells).** Assessing the turbidity at each well is important to determine if the turbidity caused by well start up is a single or multiple well issue. It is also important to understand how the turbidity could be changing through a period of production, pump rest and reactivation.
2. **Conduct a video inspection of the supply lines from the well heads to the chlorination building.** This will determine if suspended solids have accumulated within the water supply lines.
3. **If accumulation of suspended solids is noted in the supply lines, the Town could retrofit the supply lines going to the well heads to enable swabbing and cleaning.** This will eliminate the source of turbidity, if it is from the supply lines. If the lines are not the source, the action will aid in management of the turbidity issue but not eliminate it.
4. **Conduct a video inspection of the municipal supply wells.** These videos will indicate if solids are accumulating within the wells and to what degree.
5. **Obtain a Biological Activity Reaction Test (BART) Test kit to look for the presence of iron and manganese bacteria.** This will determine if iron bacteria are the source or a contributing source of turbidity in the water supply system.
6. **Collect a sample of the suspended solids accumulating on/in the water supply infrastructure to determine if it is an organic or inorganic substance.** This action will help determine if the source of turbidity is from bacterial or from the aquifer or a combination of both.

While this study did not identify the root source of turbidity in the raw water supply, it has provided staff with the necessary information and a plan to identify the source of the turbidity through a process of elimination. Water Utility staff will complete recommendations 1, 5, and 6 this spring summer. In addition, variable speed motors are being installed in each well which could also help reduce turbidity.

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** March 21, 2022  
**RE:** **Council Strategic Priorities – March 2022 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**

A review committee consisting of the two Mayors and staff from Cumberland and the Town is currently reviewing four proposals. A meeting is scheduled this week with the intention of coming to a decision on the favored proposal.

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

Upland Planning & Design met with the Planning Advisory Committee on February 28<sup>th</sup> to review and provide feedback on a detailed public engagement strategy. PAC members were asked to identify community stakeholders and provide direction with regard to branding for the project. Upland have also developed the attached Plan Amherst Engagement Manual intended to help Council, PAC, staff and stakeholders clearly communicate the purpose and importance of the project.

A public launch is being arranged for late March. A firm date and further details, once finalized, will be shared in the coming week.

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

This project is ongoing

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. As the new Business Development Officer comes on board, this priority will be revisited in the near-term to identify options to move forward. Discussions have been taking place with potential private sector interests that are also looking at developing specific industrial lands with existing street frontage.

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

The new Business Development Officer is just over 6-weeks in the position and has made significant strides to get up to speed on a number of initiatives that address this priority. Priorities for the BDO so far have been to reengage with regional CED stakeholders and partners, update the town's Business Directory and develop a new Commercial Properties inventory. BRE visits, and reengagement of the Joint Tourism and Community Economic Development Strategies. More details with respect to the Business Development Officer's efforts are proved in the Planning & Strategic Priority Monthly Report.

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

After a hiatus last year, the Gritty to Pretty Program is being set up to launch early this year with the potential to having two rounds of funding in 2022.

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 are being worked on.

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

Winter Carnival has wrapped up and French Toast Fest is set for the end of the month. With provincial restrictions being removed staff are encouraged and excited to plan events and activities for the community going forward.

9. **Addressing drugs and addiction**

APD continue to meet monthly with the Atlantic Meth Strategy group which consists of police leadership and investigators for the Atlantic Provinces. We are seeing more and more evidence in our communities of the damage that methamphetamine does and how it affects our people, much of which Melanie Siddall, our Crime Prevention Coordinator has been dealing with, -severe substance use disorder, homelessness and mental health crisis. There are no clear solutions to deal with this very complex community problem and no one agency is able to deal with this without a change in approach and long-term treatment plans.

SCEU recently wrapped up a project that they led for a few months and resulted in the arrest of 8 people. This was done with the assistance of the NB RCMP and APD Major Crime Unit (Cst Goodwin). This investigation focused on a group operating on the NB side of the border in and resulted in the execution of search warrants in Moncton and Sackville NB. In the end, 8 people were charged with numerous offenses that included drug trafficking, possession of a stolen restricted firearm, possession of a prohibited device, flight from police, theft of a motor vehicle and other serious charges. The matter is still under investigation and will likely see further charges laid as the investigation by the Street Crime Unit continues.

Needless to say, this group was very busy in our area and were specifically targeted as a result of the impact they had on Amherst and Cumberland County.

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

Significant work on this priority detailed in separate reports.



# PLAN AMHERST

## Engagement Manual

March 2022



# Engagement Manual

## Purpose

This document is to help Town of Amherst Staff, Council and other community leaders to communicate clearly and consistently about the Plan Review. It outlines the key information about the project, including its purpose, objectives, scope, engagement activities and timeline.

## What is Plan Amherst?

Plan Amherst is a project to review and update the Municipal Planning Strategy and Land Use Bylaw for the Town. The consultant responsible for delivery of the project is UPLAND Planning + Design, based out of Dartmouth, Nova Scotia.

### **Municipal Planning Strategy (MPS):**

A high-level document that sets forth the vision and guiding principles of a municipality. It has statements of policy about the future growth and development of the community.

### **Land Use Bylaw (LUB):**

The on-the-ground regulations that carry out the vision set out in the MPS. This includes regulations around zoning, lot standards, building sizes, accessory buildings and signage (among others).

The project is an opportunity for the community to reassess and renew its vision for itself and its future. It's a time to look back at how the community has changed over the last decade or more, and to reflect on how those changes have impacted the Town. It is also an opportunity to look at emerging trends and adapt for the future.

## Project Goal & Objectives

The main goal of the project is to develop a new MPS and LUB that reflect the changing and emerging needs of Amherst residents. In addition, there are a number of objectives to see that goal come to fruition, including:

- Integrate community participation into the planning process through inclusive and meaningful conversations with residents and stakeholders.
- Share information about existing conditions and key planning issues with community members.
- Gather input (values, preferences, concerns, solutions, etc.) that will help to answer questions and inform decision making.
- Foster trust in the intentions of planning regulations, and respect for long-term community vision.
- Ensure new planning documents are rooted in a sense of place that factor in changing demographics, emerging trends and the unique and important position of Amherst in the regional context.

## Topics this Project Can Examine & Address

Land use planning can be a confusing topic for many residents, so it is important to understand the scope of what municipal planning can address, and what it cannot.

The following are some of the topics this project can examine and address:

- Identification of an appropriate set of rules and approaches for the character of neighbourhoods across the town
- Supporting and encouraging economic development
- Efficient utilization and growth of town infrastructure
- Adaptation and mitigation to climate change
- Supporting a healthy community
- Promotion of housing variety, including affordable housing options
- Conservation and protection of valuable environmental and heritage resources
- Attracting and retaining new residents
- Land use implications on the transportation network, including active transportation

Things that often come up in discussions of land use planning with the public that are not within the scope of this work:

- Highways and road maintenance
- Land ownership
- Taxation
- Resource activities (like forestry)
- Activities undertaken by higher levels of government



## Engagement Activities

Public input will form the foundation of this project. It is important to have a variety of options for people to contribute to this process - in person, online and written feedback. We have designed an engagement process that includes the following activities:

1. Project Website - [www.planamherst.ca](http://www.planamherst.ca)  
The website will provide information about the project, links to the existing planning documents, information and links for the engagement activities, and an e-sign up list for residents who want to be sent regular project email updates. There is also a project email for the public: [hello@planamherst.ca](mailto:hello@planamherst.ca)
2. Pulic Survey - this activity will ask a series of questions about life in Amherst. It will focus on planning related issues, but will also ask seek insight into what attracted new residents to the area and how residents can be encouraged to choose active transportation options. There will also be demographic questions to determine who we've reached through the survey, and who we have yet to hear from.
3. Social Pinpoint Interactive Map - this innovative platform allows residents to leave map-based comments about the community. The platform also allows residents to view other comments, upvote or downvote them, and engage in respectful discussion.
4. Stakeholder Interviews - these will involve conversations with key community leaders, businesses, nonprofit organizations and community groups. Conversations will vary depending on the participants, but will focus on their priorities for the Plan Review and where they see opportunities for the future.
5. Community Vision Workbook - this document will allow residents to fill in answers to question prompts. It will ask them to reflect on the past, identifying positive and negative changes over time, consider the present day, identifying the opportunities and challenges of today, and look to the future of the community. These will be available as an easy to use interactive PDF, downloadable from the project website, but also as a printed workbook for those who do not have access to a computer or who struggle with online activities. They will be available at the Town Office, as well as the public library.
6. In-Person Workshops - the project team will host two in-person workshops in Amherst to engage directly with residents. The format and subject matter for these workshops will be based off of preliminary engagement findings and will focus on the issues that matter most to residents. The workshops will consist of a short presentation by the project team, followed by small group activities/discussions. There will also be an online workshop for those who cannot attend an in-person workshop and to ensure a more accessible and inclusive engagement program.

All of the input from the community collected throughout the initial phase of consultation will be summarized in the What We Heard Report, released early in the summer of 2022. This report represents an important milestone in the project, reflecting the thoughts, ideas and concerns of the community back to them, ensuring they see themselves represented in this process. It's an early opportunity to determine that the project team has a strong understanding of the issues that matter most to Amherst residents before drafting the new planning documents.

There will be another round of public consultation in Winter 2023 when the Draft Plan will go back out to the community for comment.

## Ways YOU Can Help:

- Be a Project Ambassador - talk about the project in the community
- Encourage others to participate
  - Promote the engagement activities in your networks
- Ask questions, listen, and share what you've heard with the project team

## Suggested Questions:

- What do you love about living in Amherst?
- What are the challenges of living in Amherst?
  - What issues do you think this process should prioritize?

### Your Role - Project Ambassador

Word of mouth is incredibly effective at building awareness about a brand, product, event or project. As members of the community, you are well-positioned to help get the word out about Plan Amherst and encourage residents to get involved in the project and share their experiences, ideas and concerns.

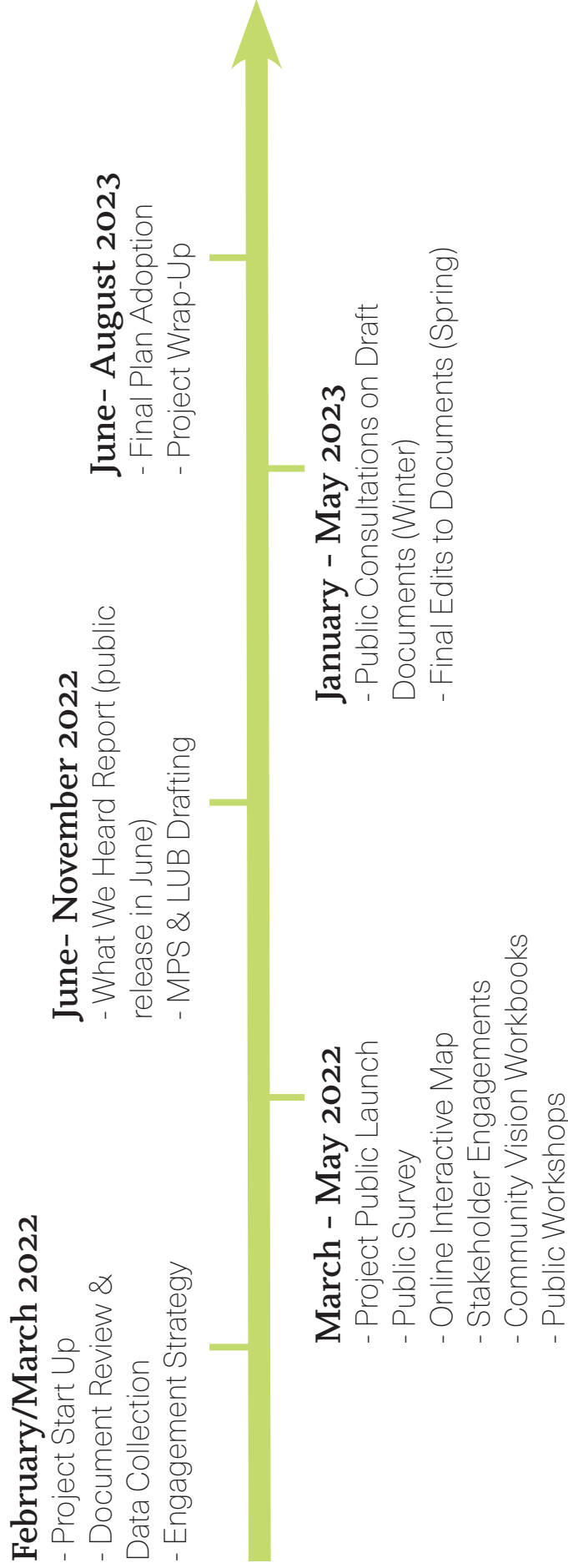
You are encouraged to talk about the project with residents and let them know about the engagement activities. Sometimes these processes can spur conversations around what people don't like about life in their community - and that's okay! This is very valuable insight for the project team and we encourage you to ask questions, listen to residents' concerns and share that feedback with the project team. It is natural to want to defend or argue with a viewpoint that we see as negative, but we want to urge you to stay curious and instead engage in active listening, not trying to solve the

problem or debate, but instead to hear, onboard and understand. This process is focused on listening to the experiences, ideas and concerns of residents and ensuring we have a clear understanding of the issues that matter most to Amherst residents.

### Promotional Materials

You will find some promotional materials at the end of this document that can be printed off and distributed or posted in your office, building or other locations you think are appropriate. There will also be online promotional content (i.e. social media posts) available throughout the project and we encourage you to share those posts via your networks to broaden the reach.

# Project Timeline



Questions? Comments?

Project Contacts:  
UPLAND's Engagement Manager  
Ryan MacLean  
ryan@uplandstudio.ca  
(902) 423-0649

Town of Amherst  
Andrew Fisher, Director of Planning  
& Strategic Initiatives  
afisher@amherst.ca  
(902) 664-6580



**PLAN  
AMHERST**



# PLAN AMHERST

**Plan Amherst** is a project to review and renew the Municipal Planning Strategy & Land Use Bylaw for the Town. It is an opportunity to reflect on the past, take stock of where the Town is today and dream about the possibilities of the future! How do you want to see Amherst change and grow? What do you love about living here? We want to hear from you!

To learn more about the project, find out how you can get involved, and sign up for updates visit the project website today.

[www.planamherst.ca](http://www.planamherst.ca)

Send us an email at:

[hello@planamherst.ca](mailto:hello@planamherst.ca)



# PLAN AMHERST

Sign up for project updates!  
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**Ongoing Action List  
(Public Council Meetings)  
March 2022**

Ongoing Action List from previous Council Meetings	Responsibility	Status
1. Amherst Little League	Jason	In Progress
2. Municipal Boundary Review	Andrew	In Progress
3. Solid Waste Collection Contract	Jason	In Progress
4. Noise Bylaw	Dwayne	In Progress

**Business Arising  
Council  
February 2022**

<b>Task List from the February 2022 Council Meeting</b>	<b>Responsibility</b>	<b>Status</b>
1. Amend the original scope of work of the wellfield generator project and approve (Option 3), the purchase of 1 new towable diesel fueled generator and upgrade the 4 production wells at the North Tyndal Wellfield with VFD's (variable frequency drives).	Aaron	In Progress
2. Sale of Church St and Davidson St Properties	Andrew	In Progress
3. Challenge Fund Land Acquisitions	Andrew	In Progress
4. Intermunicipal Poverty Reduction Advisory Committee Appointments	Kim	Complete
5. Capital Budget Amendments – Water and Fire	Sarah	Complete
6. Grass Maintenance Policy Amendment	Natalie	Complete
7. Signing Authority Policy Amendment	Natalie	Complete
8. Amherst Heritage Trust	Andrew	In Progress

# Monthly Report

## Corporate Services

March 28, 2022

### CORPORATE SERVICES

Both the operating and the capital budget processes are underway. Capital budget submissions were received from departments, compiled and reviewed. The capital budget will be presented to Council in the near future. Operating budget review is underway. The Mandatory Provincial Area Rate budget was presented to Council in March, the remaining budget segments will be presented in April. The hearing with the Nova Scotia Utility and Review Board regarding the Water Rate Study took place on March 1, the board has ninety days to provide their decision.

The third quarter financials will be presented to the Audit Committee in the near future.

### 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

**2022 Assessment Appeals** – the Town received the appeal inventory from PVSC on March 1. There was a total of 60 appeals of which two (2) appeals are complete, five (5) are pending and one (1) withdrawn.

**2022 Spring Tax Sale** – there were nine (9) properties forwarded to our solicitor on March 3, 2022 for title search. The tax sale is scheduled for May 17, 2022.

**Tax Certificates** – there were 15 tax certificates requested the month of February 2022.

**Water/Sewer** – 3<sup>rd</sup> quarter water bills were due February 28, 2022. A total of 89 collection notices for delinquent water/sewer accounts were sent on February 25, 2022.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Mar 1/22	Pending as of Mar 1/22	Withdrawn as of Mar 1/22	Outstanding Appeals as of Mar 1/22	Appeals Successful as of Mar 1/22	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	51	\$24,901,926	2	3	1	48	2	\$ 46,500	\$ 777	0
Commercial	9	\$7,001,574	0	2	0	9	0	\$ -	\$ -	0
<b>TOTAL</b>	<b>60</b>	<b>\$31,903,500</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>57</b>	<b>2</b>	<b>\$46,500</b>	<b>\$777</b>	<b>0</b>

## CUSTOMER SERVICE TRACKING – E11

There was a total of 153 opened cases in February and 121 cases closed. The category with the most opened/closed cases in February was related to snow clearing.

## HUMAN RESOURCES

**Community Well-Being Manager:** this competition closed February 22, 2022. Selection is currently in progress.

**2022 Summer Students:** the competition for this year’s summer students will be open until approximately the end of March at which time selection will begin.

**2022 Engineering Summer Student:** this competition will remain open until March 28, 2022.

**Seasonal Parks Attendant:** this competition is currently in progress and will close on April 1, 2022.

**Active Living Coordinator:** this competition is currently in progress and will close on March 31, 2022.

## PROCUREMENT

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

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

## INFORMATION SERVICES (IS)

We were busy with all the everyday Desktop IT issues that occur in all the buildings for the Town of Amherst. Updated the management system for the APD firewall. Helped with the Council chambers audio/video system setup.

### IS Cases/Incidents Stats

	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022
Opened	14	11	12	9	2	1	1	4	13	4	14	4
Closed	18	10	11	10	3	1	0	3	11	7	10	9

# Monthly Departmental Report

## Operations

### March 2022

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

#### **RECREATION & HORTICULTURE**

- Nova Scotia Figure Skating Provincials will take place March 25<sup>th</sup> to 27<sup>th</sup> 2022 at the Amherst Stadium.
- The Amherst Skating Club Skatefest that was scheduled for March 9<sup>th</sup> was cancelled this year.
- The stadium elevator was repaired and put back into service on March 9<sup>th</sup>.
- The new battery powered Zamboni was delivered on March 14<sup>th</sup>.
- Public Health closed the PCR testing and vaccination clinic that was setup in the CCUBIC conference room on February 25<sup>th</sup>.
- The outdoor skating rink remains open however the season is quickly coming to a close.
- The Amherst Ramblers had to cancel several home games due to positive COVID-19 cases on the team.
- The final day for ice rentals at the stadium originally scheduled for May 1<sup>st</sup> may be extended until May 6<sup>th</sup> based on the MHL playoff schedule. The extended ice season would be contingent on the Ramblers making the league final.

#### **PUBLIC WORKS & ENGINEERING**

- Pothole patching has been the top priority over the past month. Weather permitting, staff have been patching potholes on a daily basis.
- One broken water main was repaired in the past month. (South Albion Street)
- The Hospital lift station that was damaged on February 18<sup>th</sup> was put back in service on March 7<sup>th</sup>. While there is still more work to be completed, staff no longer have to pump the station down manually.
- Quarterly acute lethality testing was completed at the WWTP.
- Capital Asset Coordinator, Andrew Bickle, has successfully completed the training and final examination for the Rick Hanson Foundation Accessibility Certification. This program provides the knowledge and practical skills needed to rate a building for its overall accessibility.

Upcoming / Ongoing projects:

- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed
- Ongoing patching of potholes with recycled hot mix asphalt
- Quarterly meter reads starting April 1, 2022.
- Repairing and cleaning up of lawn damage, broken curb and replacing damaged sign posts from the winter.

# Monthly Departmental Report

## Police Services

March 2022

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### TRAINING

**CPKN Courses:** Our Crime Prevention Coordinator, Melanie Siddall was signed up to complete several CPKN online courses which included:

- Crime Prevention through environmental Design
- Crisis Intervention and De-Escalation
- Crisis Incident Stress Management
- WHMIS

**Online Dangers/Cyberbullying Webinar:** On February 8<sup>th</sup>, 2022, Cst Harrison took advantage of an online webinar in relation to Online Dangers which focused on cyberbullying and child exploitation. This webinar was hosted by Public Safety Canada and provided the latest information in regards to trends and investigations into online predators and the online dangers for children.

**Anti-Racism Education Workshop – Countering Cyberhate:** On February 24<sup>th</sup>, Chief Pike, D/Chief Hunter, Cst Harrison and CPC Melanie Siddall all took part in a workshop on ‘Cyberhate’ and dealing with online hate speech and extremism. This was Part II of a series, with Part I dealing with Anti-islamophobia (January 20, 2022.)

**Upcoming Training:** Several training opportunities have been scheduled for the coming months, including:

- **Crisis Intervention Team Training:** This training was postponed due to covid restrictions several times but is now scheduled for June 2022 and will provide certification for up to 10 APD members and members of the Cumberland RCMP. The training will be held at the Amherst Police Department, with instructors provided by NS Mental Health
- **Coach Officer Course:** The Atlantic Police Academy Online Coach Officer Course will be offered to selected members and will provide them with the tools necessary to coach Police Academy cadets in applying the knowledge and skills they’ve learn to the workplace. It covers many different aspects of coaching and mentoring placing emphasis on motivation, communication, goal-setting and developing a leadership style.
- **Social Media Exploitation and firearms tracking:** Cst Michelle Harrison and Cst Wayne Gillam have been selected to attend training being held in Truro and hosted by NS Public Safety and provided by the US ATF. This training is split into ½ day focusing on ‘social media exploitation’ with the second half of the day on firearms tracking and awareness.
- **Drug Recognition Expert:** Cst Jeff Goodwin, who has been assigned to the Major Crime Unit, will start the first part of his Drug Recognition Expert training in March. Following the successful completion of this portion of training, he will be sent to Jacksonville FL to complete the remainder of the training. The Amherst Police Department currently has 3

DRE's who are primarily used in impaired driving investigations, but can be useful in other drug investigations as well.

- **Advanced Pistol/Carbine Instructor Course:** Our firearms training officers, Cpls Jeff Walsh and Hebert are scheduled to attend advanced firearms instructor courses in May 2022 in Truro.

## **OPERATIONAL**

**Covid-19:** During the month of February, we had more shortages as a result of Covid-19 spread, but continued to manage effectively. 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 strictly followed and mitigating risk to ensure that our members and staff are protected and can continue to serve and protect our community.

**Drug Trafficking Arrests:** The Cumberland Integrated Street Crime Unit, with the assistance of the NB RCMP and APD Major Crime Unit wrapped up a long-term investigation that resulted in the execution of search warrants in Moncton and Sackville NB. Eight people were charged with numerous offenses that included drug trafficking, possession of a stolen restricted firearm, possession of a prohibited device, flight from police, theft of a motor vehicle and other serious charges. The charges were a result of a combined effort into a months-long cross-border investigation and will likely see further charges laid as the investigation by the Street Crime Unit continues.

**Barricaded Person:** A 52-year-old male is facing several charges that include aggravated assault on a peace officer, assault on a peace officer, assault, resisting arrest and breach of probation following an incident on February 24<sup>th</sup>, 2022. Police responded to a complaint of an assault and discovered the accused who was highly agitated and engaged in a physical altercation with police when they attempted to arrest him. The male barricaded himself in his truck resulting in a two-hour standoff which ended peacefully when police were able to negotiate with him and he surrendered to officers without incident.

**Attempted Murder:** A 35-year-old female was arrested and is facing charges of attempted murder and robbery as a result of a stabbing that occurred on March 7<sup>th</sup>, when Police attended a residence on Laplanche Street. The victim was transported to the hospital and was treated for multiple stab wounds. The accused was arrested by Amherst Police on March 8<sup>th</sup> and has been remanded into custody. A second female, aged 32 years, was arrested and has been charged with robbery in relation to the same incident. The investigation, led by the Major Crime Unit is continuing.

## **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.

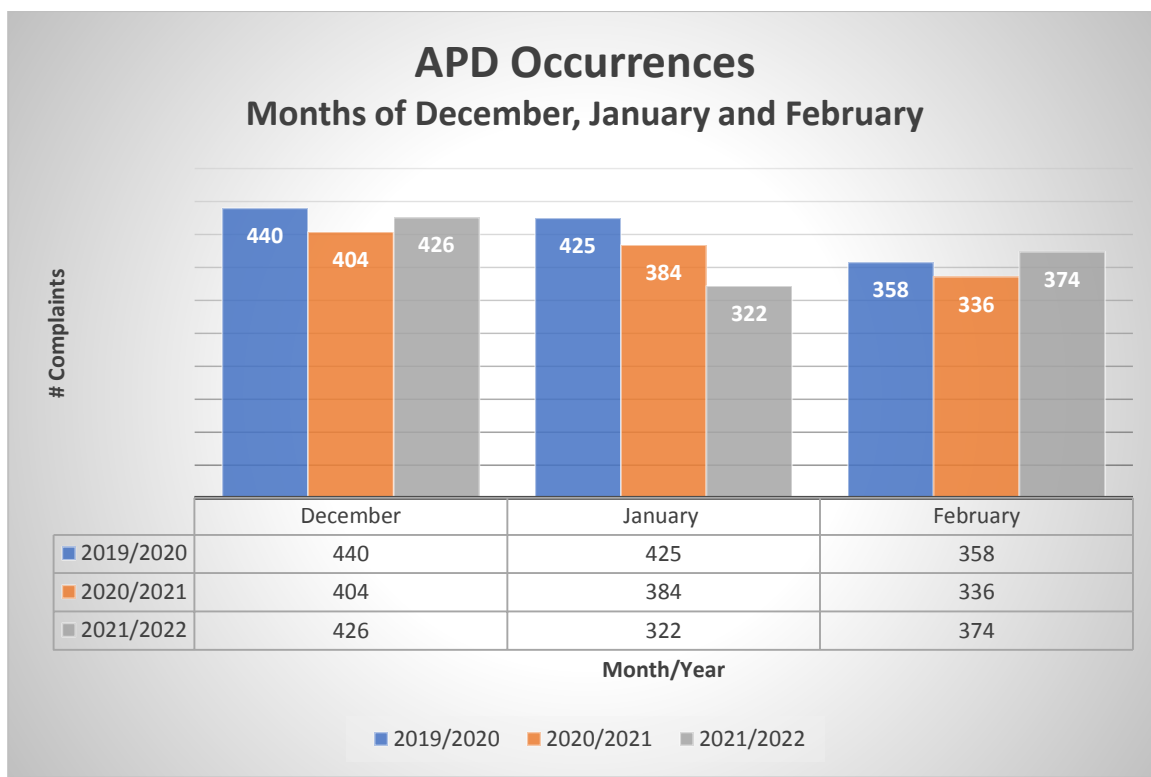
Constable Harrison attended and participated in numerous 'Zoom' meetings in relation to the SSA Advisory Committee, ASIST (Adolescent Support Interagency Support Team), CANU Board meeting, Interagency Committee, Shelter Committee and Student/Parent/School Meetings at EB Chandler. She also conducted several joint child interviews with Family and Children's Services.

Our Crime Prevention Coordinator, Melanie Siddall, continues to spend a significant amount of her time working on homelessness, mental health and addiction related issues in our community and has developed a relationship and a rapport with many that are affected by these issues. This includes repeated contact with people who require support for substance use disorder issues and trying to assist with de-escalation, safety planning and other forms of support/intervention.

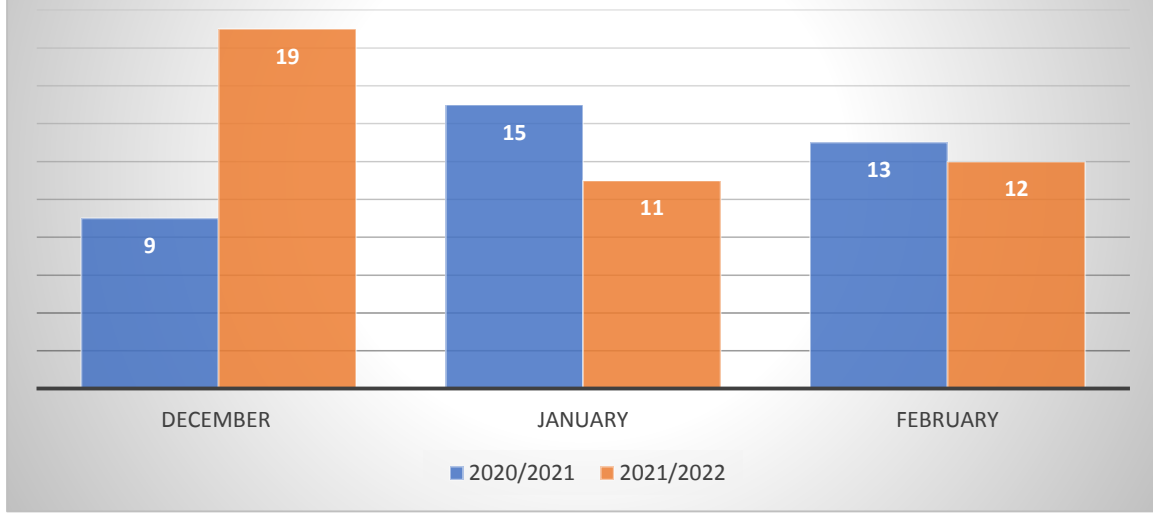
Many of the interagency meetings she has been involved with have spent a considerable amount of time exploring the issues of homelessness and affordable housing. She has also been working closely with some a victim of fraud who lost substantial amounts of money which left them not only financially devastated, but also emotionally.

**OPERATIONAL STATS – February 2022**

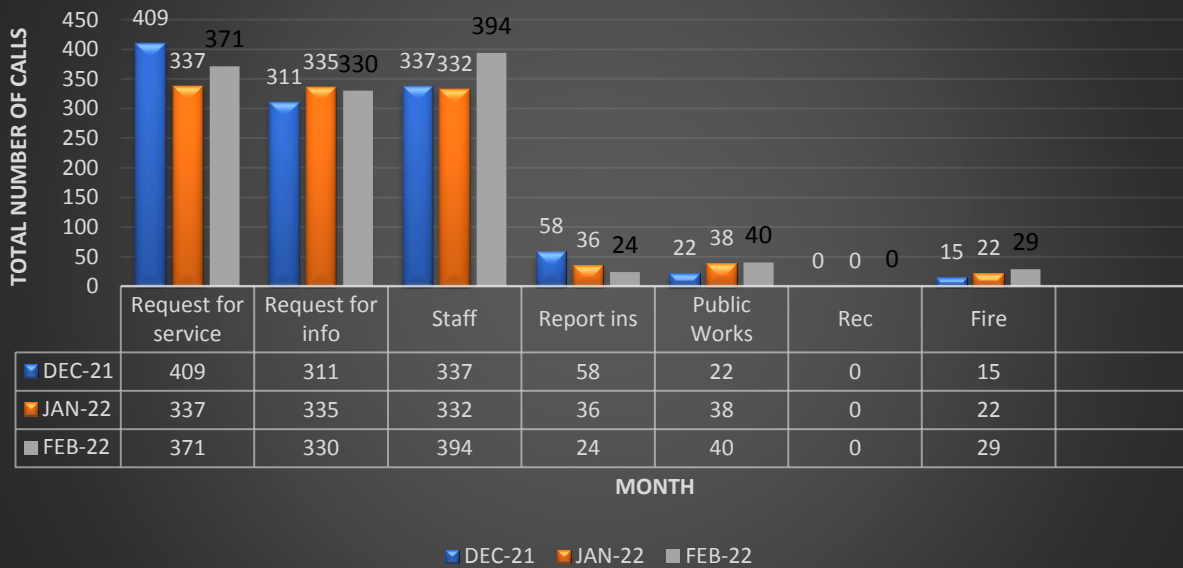
Occurrences:	<b>374</b>	Criminal Code Charges:	<b>54</b>
Impaired by Alcohol:	<b>2</b>	CDSA:	<b>0</b>
Impaired by Drug:	<b>0</b>	CBCA:	<b>1</b>
Traffic Tickets:	<b>11</b>	PPA:	<b>2</b>
HPA:	<b>0</b>	Traffic Written Warnings:	<b>3</b>
Vehicle Checks:	<b>64</b>	LCA:	<b>2</b>
Foot Patrol Hours:	<b>8 hrs 48 min</b>	Bike Patrol Hours:	<b>0</b>



## APD - Prisoners Held - December/January/February



## Dispatch Calls by Category - Monthly



# Monthly Departmental Report

## Fire Department

### March 2022

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#### **RESPONSE #'s (February)**

##### Town of Amherst – 20 events

- 7 Monitored alarm activations
- 4 Flue fire
- 2 Power lines on fire / arcing
- 1 Wood burning appliance
- 1 Smell of smoke / Air quality check
- 1 Structural collapse
- 1 Motor vehicle accident
- 1 Vehicle fire
- 1 Trapped in elevator
- 1 Medical assist

##### Contract area (District 2) – 5 events

- 2 Flue fire
- 2 Motor vehicle accidents
- 1 Monitored alarm

#### **COVID-19**

On Thursday, March 12<sup>th</sup>, 2020, Chief Jones presented the members of the fire department with the pandemic operational plan and on March 13<sup>th</sup>, 2020 restrictions started to be applied. We did not envision that we would still be in the midst of a pandemic 24+ months later. Further, envisioning the fact that we would have to restrict access to the building, implement mask usage protocols, changing the ways that we operate, directing members to get tested and verifying proof of vaccinations; just to name a few.

Each member of the department has persevered through the everchanging pandemic environment and I commend them for their efforts; most importantly focusing on their physical and mental health, and taking care of each other.

As the COVID-19 pandemic environment continues to change the department has adjusted our organizational strategy and has persevered in finding new ways to adapt. The same will be true as we continue to move forward as the restrictions are removed by the province.

#### **BASIC FIRE FIGHTER TRAINING PROGRAM**

The recruits have completed their fourth month of the basic fire fighter training program. The next phase in their program will be focused on refining what they have learned so far and to start learning about hazardous materials operations.

#### **FIRE PREVENTION**

Over the next few months, the department will be focusing on the fire prevention plan for 2022. Over the last two years the restrictions related to COVID-19 have affected the traditional delivery of fire prevention events, activities and educational sessions. This year's plan will be developed to provide both a virtual and in-person component.

# Monthly Departmental Report

## Planning & Strategic Priorities

### March 2022

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So far in 2022 development is off to a decent start as indicated on the attached graphic. Dwelling numbers have yet to pick up in the first 2.5 months but several multi-unit developments are in the planning stages. In the commercial sector, staff issued a Development Permit for a multi-unit commercial building on the corner of South Albion and Robert Angus Drive. This will be the new home of Subway Restaurant with two additional food service offerings that are yet to be confirmed. This is a positive step in the redevelopment of one of the most prominent properties in Amherst.

As noted in the February Report, the PAC requested additional information from the application of the 164-unit apartment complex on vacant land south of E.B. Chandler School. It is now up to the applicant to respond; at which time it will return to the PAC who will consider a recommendation to Council. Staff have also received an application for a development agreement from MacDonald People Resources, operators of Mullin House, to operate a youth group home at 27 West Pleasant Street. This proposed operation if approved would utilize the adjacent vacant lands recently sold by the Town. Notices will go out shortly for a Public Participation Opportunity scheduled for Monday, April 11<sup>th</sup>.

Regarding the Municipal Planning Strategy renewal project, the PAC met with Upland Planning & Design twice in February to develop a Public Engagement Strategy and brand for the project. Upland also created a Plan Amherst Engagement Manual for project leaders and stakeholders to effectively communicate about the project with the community. An official public launch is being arranged for the end of March. Firm dates and specific engagement event details are being firmed up this week.

The Dangerous & Unsightly Premises Administrator continues to work through the cases identified in the town-wide scan that require immediate attention or are minor in nature. Two files involving potential demolitions will be on the agenda of the April PAC for review.

After just over six weeks in the role, the Business Development Officer has made progress on a number of initiatives including but not limited to:

- Updating the Town Website Business Directory
- Developing an update and improvement of the available commercial/industrial property listings on the town website.
- Funding application development for EV Charge Stations.
- Tourism Strategy – met with County staff to restart implementation of the Cumberland Region Joint Tourism Strategy
- Six Business Retention & Expansion (BRE) visits were conducted in collaboration with the Cumberland Business Connector.
- One new business recognition certificate has been issued in 2022 with two additional certificates that are in progress.
- Industrial Park Sign replacement design is being reviewed with a view to have the work completed in the coming 1-2 months.

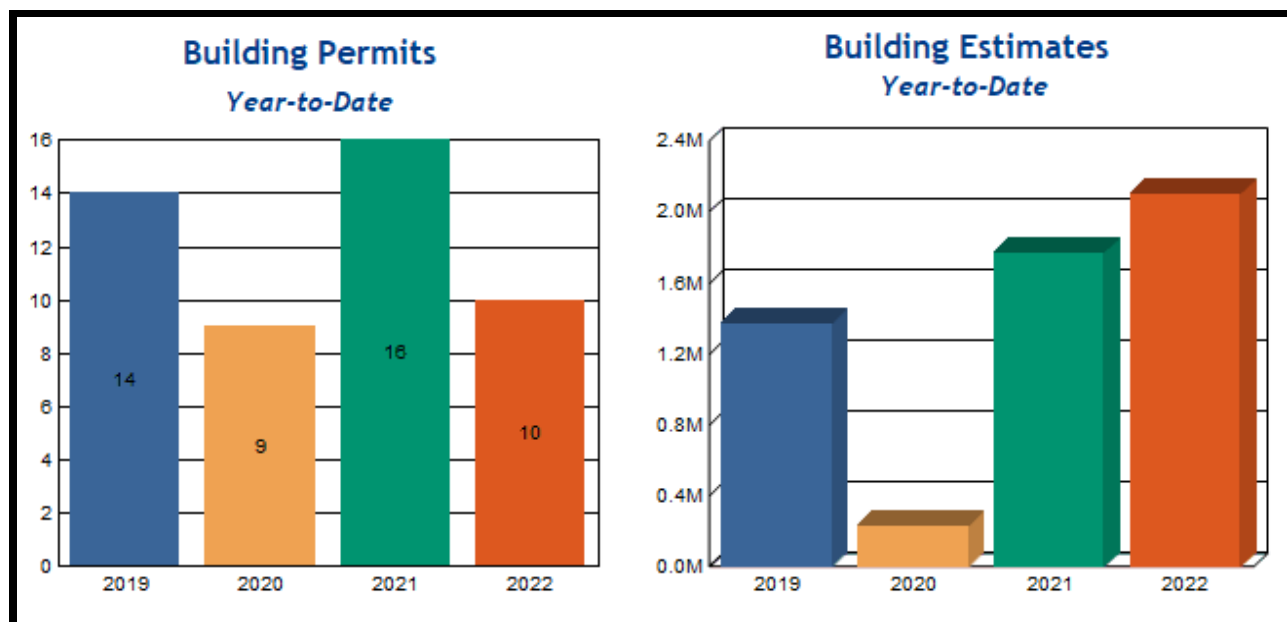
In addition to the above efforts, significant collaboration and re-engagement has taken place with our CED partners, in particular the Cumberland Business Connector and Chamber of Commerce. Discussions and brainstorming are ongoing with respect to the tools that can be put in place to support new business start-up, growth and retention.

Looking forward, to-date three BRE visits have been scheduled and new business recognition certificates are being arranged. The Gritty to Pretty Program should be ready for launch early this spring, and focus will continue on implementing the joint CED and Tourism Strategies.

## Year-to-Date Development Activity as of March 15, 2022

ACTIVITY REPORT							For Period 2022-01-01 to 2022-03-15
Type	Previous Period			Current Period			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	4	0	12,800	4	1	341,496	
Duplex/Semi	0	0	0	0	0	0	
Apartments	3	11	1,200,000	0	0	0	
Other Residential	0	0	0	1	0	3,500	
Commercial	6	0	102,674	5	0	1,765,000	
Industrial	0	0	0	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
<b>Total</b>	<b>13</b>	<b>11</b>	<b>1,315,474</b>	<b>10</b>	<b>1</b>	<b>2,109,996</b>	

## Multi-year Comparison



# Monthly Departmental Report

## Community Well Being

March 2022

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### Active Living

- Through the Learn 2 Lean Cumberland group, Caregivers NS and Cumberland County Seniors Safety Program is offering a virtual season on March 23. Caregivers NS is offering a Caregiver Stress Management in person session on April 6.
- Through Youth on the Move, The Adventure Therapy Project is offering programming for youth in Amherst.
- The Make Your Move campaign launches March 14 in Amherst. Amherst has been chosen as one of three areas to pilot the Make Your Move initiative through the Healthy Tomorrow Foundation. It will be a social media campaign encouraging incremental movement throughout the day.
- Through the support of Hike NS, a new walking group in Amherst has been established taking place Wednesday mornings at 9 a.m. meeting at the 50+ parking lot. This group is open to all ages and is meant for walkers who enjoy a leisurely pace and socialization.
- The Multisport program continues with high participation. The kids are currently learning soccer with the Fundy Youth Soccer League.
- A try it rugby session organized by Rugby NB is taking place April 11.
- Public skating is still ongoing at the Amherst Stadium.

### Events/Community

- French Toast Fest is taking place March 26 – April 2. At this time, seven restaurants are participating in offering French Toast specials to the Town of Amherst. Graphics and promotions are being developed. Spring St. Academy, West Highlands, and Cumberland North will be offering French toast to their students. The bread is being donated by Wonderbrand Inc.
- A March Break calendar of events was developed and sent out to community organizations.
- 
- The call out for the volunteer awards has started. This year the provincial volunteer awards take place in Sept. but we have decided to honour our volunteers during National Volunteer Week, April 17 – 23. We hope to be able to host a ceremony for our volunteers during that week.
- The take and make craft for African Heritage Month went over well. One teacher requested packs for three of her classrooms which we provided.
- As restrictions begin to lift we are “cautiously” making plans for some community events.

I.T. and Clerks staff are continuing to train and work out the kinks in the new meeting technology in the Council Chambers. Once things are working smoothly we will have a brief training session for users.