



Town of Amherst  
Committee of the Whole

Date: **Monday, May 16, 2022**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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<b>1. Call to Order</b>	
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6.	In Camera	
6.1.	Approval of In Camera Agenda	
6.2.	Approval of In Camera Minutes	
6.2.1.	April 19, 2022	
6.2.2.	May 3, 2022	
6.3.	MGA 22(2)(e) - contract negotiations	
6.4.	MGA 22(2)(e) - contract negotiations	
6.5.	MGA 22(2)(e) - contract negotiations	
7.	Adjournment	

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Town of Amherst  
Committee of the Whole  
Monday, May 16, 2022

### **Consent Agenda**

#### **MOTION:**

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

- 1.3. Approval of Minutes**
- 5.1 Corporate Services Monthly Report**
- 5.2. Operations Monthly Report**
- 5.3. Police Department Monthly Report**
- 5.4. Fire Department Monthly Report**
- 5.5. Planning & Strategic Initiatives Monthly Report**
- 5.6. Community Well-Being Monthly Report**

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

**Date:** April 19, 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  
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 Landry**

**Seconded By Councillor Baker**

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

**MOTION CARRIED**

**1.2 Approval of the Consent Agenda**

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

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

**MOTION CARRIED**

**1.3 Approval of Minutes**

**1.3.1 March 21, 2022**

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

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

**To approve the minutes of March 21, 2022 as circulated.**

**MOTION CARRIED**

**2. Presentations**

**2.1 Capstone Infrastructure Corporation**

Mark Grant, as well as three other representatives on behalf of Capstone Infrastructure Corporation, were in attendance via Zoom to give their presentation.

**3. Council Direction Requests**

**3.1 Request to Present**

**Moved By Councillor Baker**

**Seconded By Councillor Fawthrop**

**That staff be directed to invite Ed Childs to do a presentation at May Committee of the Whole as per Mr. Child's request.**

**MOTION CARRIED**

**3.2 Flowers, Fruit Baskets and Memorial Donations Policy**

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

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

**That no changes to this Policy be made at this time.**

**MOTION CARRIED**

**4. Information Items**

**4.1 Waste Water Treatment Facility Annual Report Summary**

Information item; no direction given or action required.

**4.2 Appointments to External Committees**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**That the following amendments be made to Policy 10350-28 Respecting the Appointment of Members of Council to External Board, Committees or Commissions:**

**Conflict of Interest**

1. (1) *All members of Council are encouraged to consider the Municipal Conflict of Interest Act in all matters that come before them in their duties as a public representative on any group in which they serve in a capacity other than formally appointed by Council.*

(2) *If you feel you are in a position where you may be in a direct, indirect or even perceived conflict you should:*

- *As soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof; then withdraw from his/her place as a member and*
- *In the case of a closed meeting, leave the room in which meeting is held for the duration of the consideration of the matter, and*
- *In the case of a meeting that is open to the public, leave his/her seat and take a seat in the public gallery until the matter is concluded.*

(3) *When in doubt, Councillors are encouraged to err on the side of caution and declare a conflict,*

and further that the following be added to the definition section of the Policy:

***Indirect pecuniary interest:***

***A member has an indirect pecuniary interest in any matter***

***(a) if the member or the members nominee***

***(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its shares to the public,***

***(ii) has a substantial interest in, or is a director or senior officer of, a corporation that offers its shares to the public, or***

***(iii) is a member of a body, whether incorporated or not, that has an interest in any matter in which the council or local board is concerned; or***

***(b) if the member is a partner of or associated in a joint venture with a person, or is in the employ of a person or body, whether incorporated***

***or not, that has an interest in any matter in which the council or local board is concerned.***

**MOTION CARRIED 6-1  
NAY vote: Councillor Baker**

**4.3 IIHF World Junior Hockey Tournament**

Staff were directed to send a letter of offer to the bid Committee offering the Amherst Stadium as a venue for an exhibition game(s) and a team training camp, including free ice time, dressing room, office space and access to Meeting Room 1.

**4.4 Provincial Deed Transfer Tax**

Information item at this time.

**4.5 Strategic Priorities Update**

This item was approved as part of the consent agenda.

**4.6 Street Re-naming**

Information item; no direction given or action required at this time.

**5. Monthly Reports**

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

5.1 Corporate Services

5.2 Operations

5.3 Police Services

5.4 Fire Services

5.5 Planning & Strategic Development

5.6 Community Well Being

**6. In-Camera**

**Moved By Councillor Landry**

**Seconded By Councillor Fawthrop**

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

**MOTION CARRIED**

**7. Adjournment**

**Moved By Councillor Landry**

**Seconded By Councillor Davidson**

**To adjourn the meeting.**

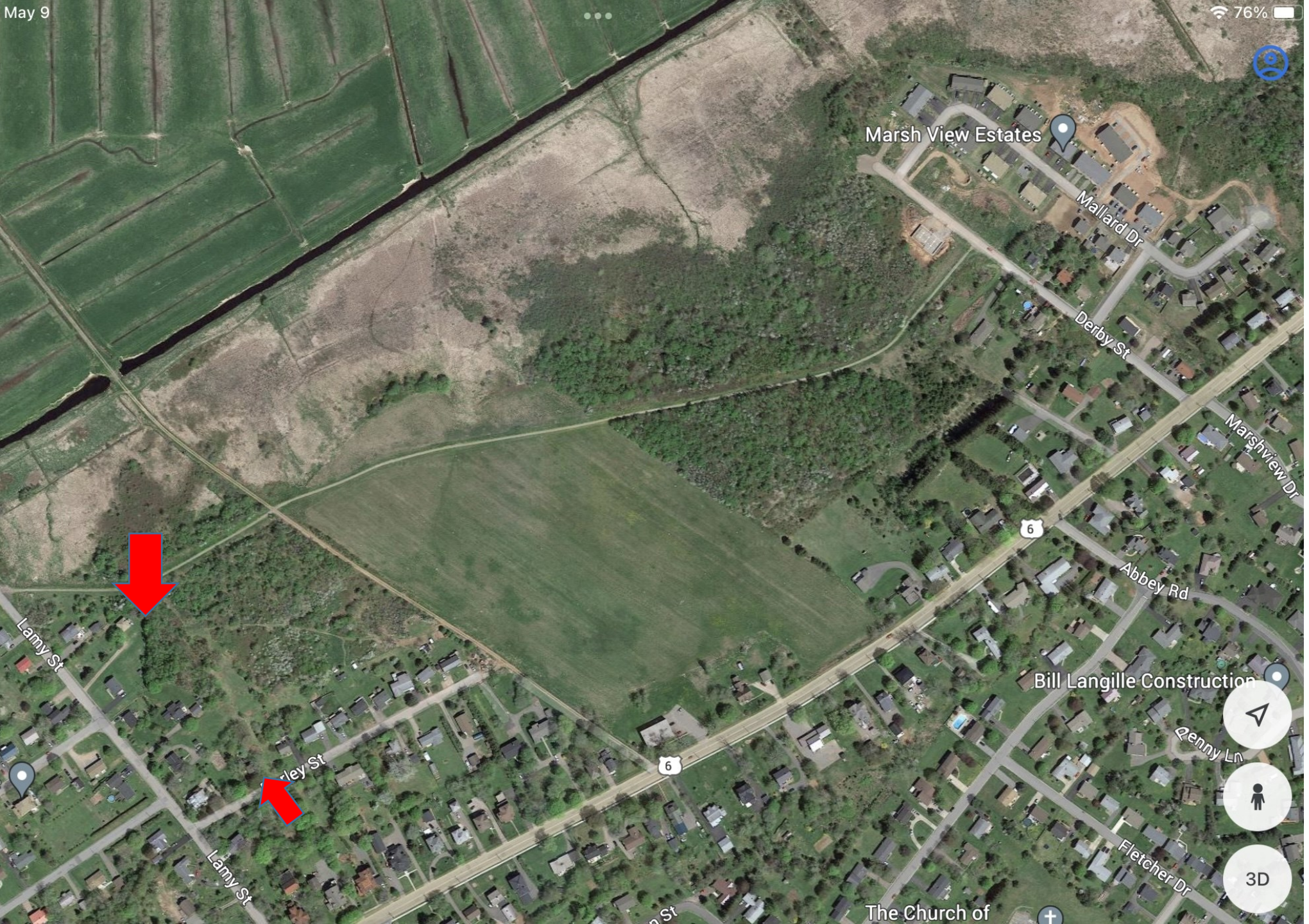
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Kimberlee Jones  
Municipal Clerk

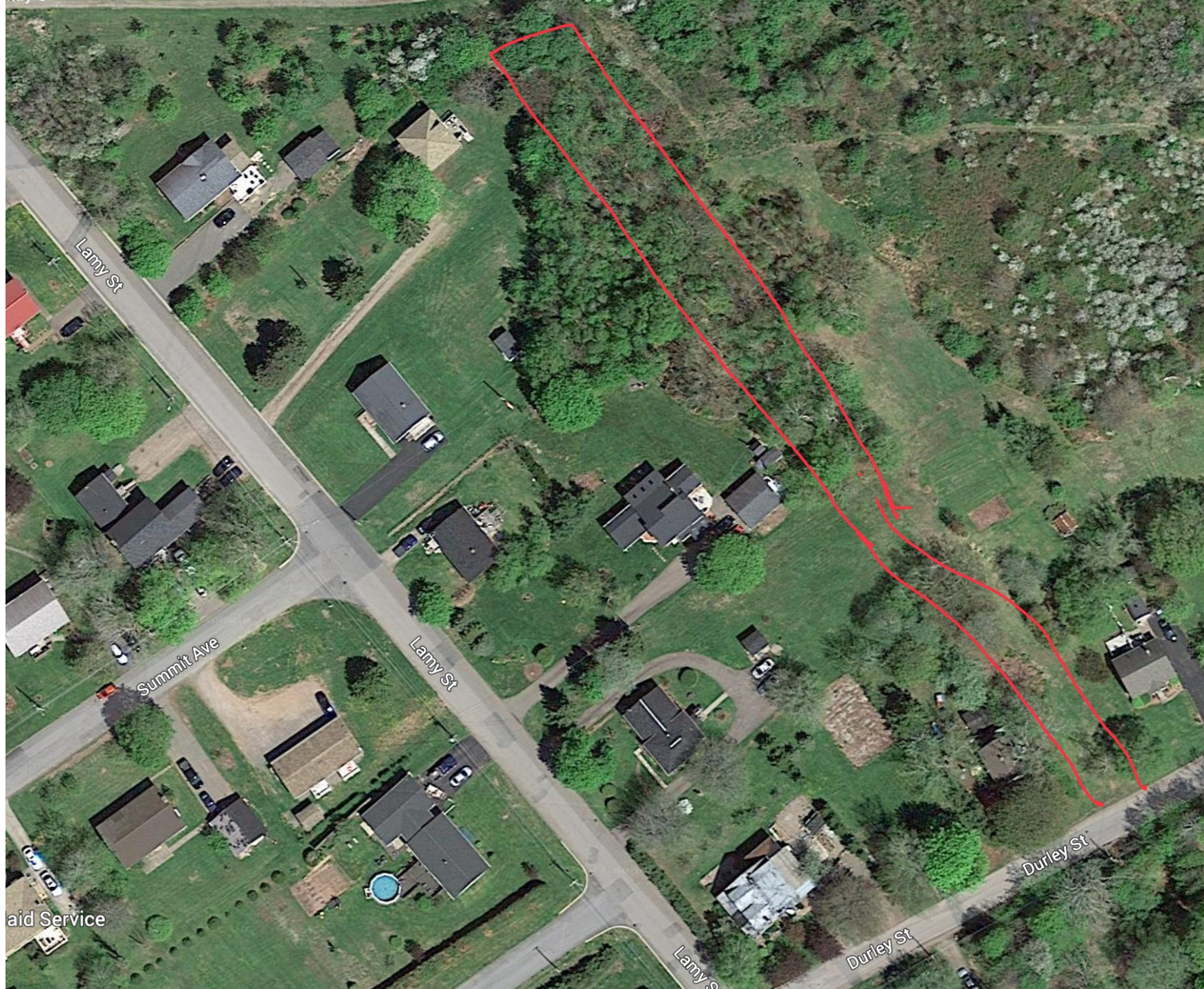
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David Kogon, MD  
Mayor





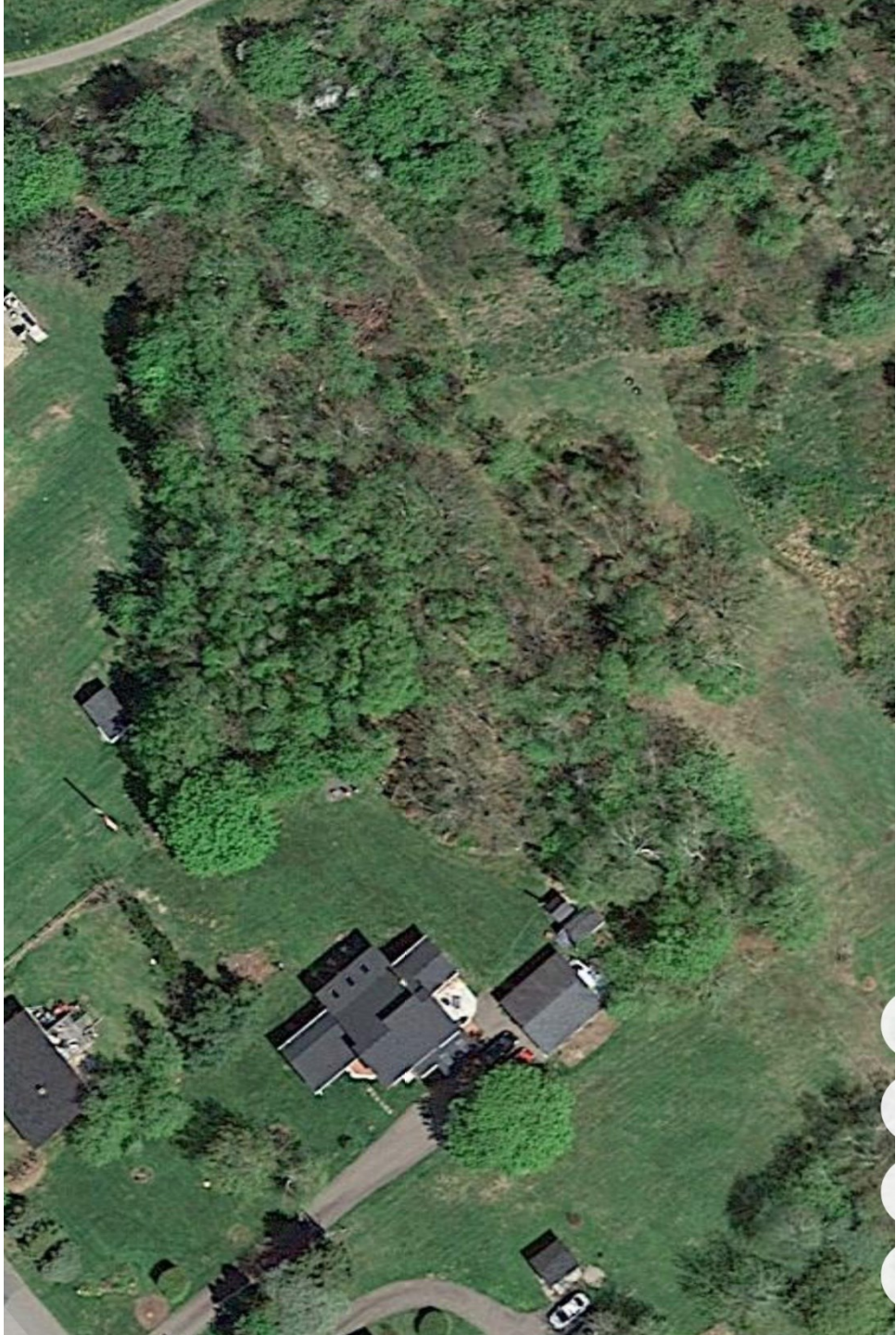




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**TO:** Mayor Kogon and Members of Council

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

**DATE:** May 16, 2022

**SUBJECT:** Review of the Size of Council

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

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

**RECOMMENDATION:** That the intention to maintain status quo with six Councillors elected at large be included on the agenda of the May 24<sup>th</sup>, 2022 meeting of Council.

**BACKGROUND:** Amherst elects six Councillors at large. Unless there is an interest in establishing polling districts, the review required by the MGA is a relatively simple consideration of the Town's population, number of Councillors per voter, geographic size, and generally whether the citizenry feels the number of Councillors is appropriate. It is up to Council to decide the process; however, public consultation must be part of that process.

At a January 2022 COW meeting, Council directed staff to hold a Public Participation Opportunity (PPO) to solicit input from the public on this issue. On April 11<sup>th</sup> the PPO was held with no members of the public in attendance. Given the lack of response from the citizenry to the invitation to provide input on this matter, it could be argued that there is not a significant problem or dissatisfaction with electing six Councillors at large.

As noted above, the process is at Council's discretion as long as public consultation is part of that process. With the PPO now completed, Council may decide to hold further public consultation via a public hearing, or apply to the UARB to maintain status quo. It should be noted that the UARB will hold its own public hearing before a decision is made on the application.

**DISCUSSION:** In Amherst, the circumstances that influence the number of Councillors elected have not significantly changed. The town's geographic boundaries have not changed, and as shown in the chart below, the population, electorate, and number of Councillors per electorate have remained relatively static. Conversely, if any of the aforementioned factors had significantly changed there could exist the possibility that the number of Councillors would need to be adjusted based on input from the community and review by the UARB.

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

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

Truro	New Glasgow	Bridgewater
Antigonish	Yarmouth	Wolfville

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

**FINANCIAL IMPLICATIONS:** Upon application to the UARB, the Board will hold a public hearing with advertisements and bill the Town for the advertisements.

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

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

**COMMUNITY ENGAGEMENT:** An advertised Public Participation Opportunity was held on April 11, 2022 at 5:00 pm in Council Chambers. No members of the public attended the meeting. The NSUARB will hold their own advertised public hearing in Amherst before making a decision on the town's application.

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

**ATTACHMENTS:** NSUARB User Guide.

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

## USER GUIDE

### **Statutory requirements for applications**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Public consultation**

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

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

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

### **Polling district boundary descriptions**

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

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

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

## **Hearing - general procedure**

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

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

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

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

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

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

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

Most municipal boundary review hearings take one or two hours.

**Board Decision**

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

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

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

**DATE:** May 16, 2022

**SUBJECT:** Amendments to the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst

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**ORIGIN:** April 13, 2022 Amherst Board of Police Commissioners meeting

**LEGISLATIVE AUTHORITY:** MGA 172 (2) Without restricting the generality of subsection (1) but subject to Part VIII, a council may, in any by-law (d) adopt by reference, in whole or in part, with changes that the Council considers necessary or advisable, a code or standard and require compliance with it;

**RECOMMENDATION:** That Council forward first reading of the proposed amendment to the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst to the May 24, 2022 regular meeting of Council.

**BACKGROUND:** At a meeting of the Amherst Board of Police Commissioners held on April 13, 2022 the following motion was approved:

*That staff be directed to bring a recommendation to Council to amend the Bylaw Respecting the Amherst Board of Police Commissioners to include the following statement:*

*“The Town of Amherst is an inclusive and equitable organization. We value inclusivity & diversity in all areas of the workplace, including the Amherst Board of Police Commissioners. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.”*

**DISCUSSION:** As the Town is an inclusive and equitable organization, the Board would like to have this statement formally included in this bylaw.

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

**SOCIAL JUSTICE IMPLICATIONS:** Adding this statement will show that the Amherst Board of Police Commissioners values inclusivity and diversity.



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

**COMMUNITY ENGAGEMENT:** There has been no community engagement at this time.

**ALTERNATIVES:** Do not amend the bylaw.

**ATTACHMENTS:** A Bylaw Respecting the Board of Police Commissioners for the Town of Amherst with amendment.

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Report prepared by:

Report and Financial approved by:

# Town of Amherst

## A BYLAW RESPECTING THE BOARD OF POLICE COMMISSIONERS FOR THE TOWN OF AMHERST

BE IT ENACTED by the Council of the Town of Amherst, under the authority of the Police Act, Chapter 31, ACTS OF NOVA SCOTIA 2004.

### Preamble

**1** The Town of Amherst is an inclusive and equitable organization. We value inclusivity and diversity in all areas of the workplace, including the Amherst Board of Police Commissioners. We encourage membership from members of groups who are typically underrepresented and with historical and/or current barriers to equity.

### **Short Title**

**2** This By-Law shall be known as the "Amherst Board of Police Commissioners By-Law".

### **Definitions**

**3** In this By-Law

- (a) "Board" means the Board of Police Commissioners for the Town of Amherst
- (b) "Council" means the Council for the Town of Amherst.
- (c) "Chief of Police" means the Chief of Police of the Amherst Police Department.
- (d) "Amherst Police Department" means the Chief and members of the municipal police force of the Town of Amherst.
- (e) "Minister" means the Minister of Justice for the Province of Nova Scotia

### **Board Established**

**4** The Council establishes the Board of Police Commissioners for the Town of Amherst, with membership as follows:

- |                 |   |
|-----------------|---|
| One Year Term   | Two community volunteers                                    |
| Two Year Term   | One member of Council<br>One Community Volunteer            |
| Three Year Term | Two members of Council Other<br>One Ministerial appointment |

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## Membership

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- (a) The member of the Board appointed by the Minister shall be appointed pursuant to subsection 44(4)(c) of the Police Act.
- (b) The members of the Board appointed by Council shall be appointed pursuant to subsections 44(4)(a) and (b) of the Police Act.
- (c) Dismissal of members of the Board shall be carried out in accordance with subsection 44(7)(a) with regard to a member appointed by the Minister and subsection 44(7)(b) with regard to members appointed by Council.
- (d) An absence from two consecutive meetings without just cause as determined by the chair and Board members shall be cause for the replacement of a member appointed by Council.
- (e) Where a vacancy occurs on the Board or where a member is unable to carry out his/her duties as a member of the Board by reason of illness or absence, Council shall appoint a replacement as soon as is practicably possible.
- (f) The members of the Board appointed from Council shall serve without remuneration.
- (g) The Board shall, at its first meeting each calendar year or as soon as practicable thereafter, choose its chairperson and vice-chairperson.
- (h) The chairperson shall preside at all meetings of the Board and in his/her absence the vice-chairperson shall preside.
- (i) Should the chair become vacant due to resignation or replacement, an election for the Chair shall be held within 60 days of such vacancy occurring.

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## Procedure

- 5a.6(a) The Board shall conduct its business according to the bylaws, regulations and policies established by Amherst Town Council, the Amherst Board of Police Commissioners, the Police Act and, where applicable the Municipal Government Act.

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- (b) The Board shall hold a meeting at least every three months. The Board may meet in camera at any time on 24 hours notice by the Chairperson or any two members or at any time with unanimous consent of all members concerning all matters relating to discipline, personal conduct, contract negotiations and security of the police operations.
- (c) A majority of the members of the Board shall constitute a quorum.
- (ctd) The Chief Administrative Officer of the Town or his appointee, shall be the Secretary to the Board and shall have charge of all minutes, records and accounting procedures to be followed and maintained by the Board.

**Chief Officer**

- 6 7(a) The Chief of Police shall be appointed by the council, and following a year's period of probation, may not be suspended, dismissed or otherwise disciplined except with cause, and in such event, he shall have the right to appeal, within fifteen days of such disciplinary action, to the Chairman of the Nova Scotia Police Commission. The Commission shall conduct a hearing therein and may confirm, overrule, or modify such action and its decision therein, shall be final.
- (b) The Chief of Police shall advise the Board with respect to the provision of efficient and effective municipal police service delivery. S/he may, in consultation with the Board, undertake in a timely manner research, strategic planning, policy development and implementation, and the reporting of results in response to inquiries by the Board pertaining to its community governance responsibilities as defined in the Police Act.
- (c) The Chief of Police and/or the Deputy Chief of Police shall whenever requested by the Chairman and where practicable attend meetings of the Board, whether public or in-camera.
- (d) The Chief of Police or his Deputy shall be in charge of the management, direction and control of the day to day operation of the police force, including the enforcement of law and the maintenance of discipline within the force. Should such discipline, in the opinion of the Chief Officer, require that an employee be dismissed, such dismissal shall be by the Board on the recommendation of the Chief Officer.

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## Board Powers

- 87
- (a) The Board shall conduct its responsibilities in accordance with the requirements established by the Police Act,
  - (b) The Board shall, each year, submit to the council for its consideration and approval its estimates of all monies required for the year to pay the remuneration of the members of the police force and staff and to pay for the accommodation, arms and equipment and other things for the use and maintenance of the force.
  - (c) All collective agreements or other agreements with members of the police force or its bargaining agent shall be contracted in the name of the Town of Amherst, and the Town of Amherst shall be the employer of all members of the police force.
  - (d) The Board shall submit all requests for all capital equipment proposed to be purchased to the council, together with the recommendation of the Board for the purchase consideration in accordance with the purchasing policy of the Town of Amherst.
  - (e) The Board shall have the jurisdiction without interference by the Council over all matters relating to the enforcement of all criminal law, federal statutes, provincial statutes, and Town by-laws and ordinances.
  - (g) The Board shall further have jurisdiction over all matters relating to the enforcement of provincial statutes having local effect and Town by-laws and ordinances, but Council shall have the right to request the enforcement of such statutes or by-laws as may be required for the proper administration thereof within the Town.
  - (h) The Chief of Police or his designate shall give all necessary orders, directions and instructions to the police force and no Board member, other than the Chair or his or her designate except when communicating a decision of the Board, shall issue any order, direction or instruction to any member of the police force relative to his duties as a member of the force.

## General

- 8
- 9 The Chief Administrative Officer and the Chief of Police shall be members of any committee appointed for the purpose of negotiating a collective agreement with any union representing members of the Town police force.

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

**SUBMITTED BY:** Kimberlee Jones, Director of Comms and Community Well Being

**DATE:** May 16, 2022

**SUBJECT:** Renaming of Lord Amherst Drive

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**ORIGIN:** At the June 21, 2021 Committee of the Whole Meeting the following motion of direction was passed: **2.2 Lord Amherst Drive** Moved By Councillor Landry Seconded By Councillor Baker

That Council agree, in principle, to remove the name Lord Amherst from Lord Amherst Drive and that Council request a recommendation for a new street name from the Diversity and Inclusion Advisory Committee.

**LEGISLATIVE AUTHORITY:** MGA Section 313, *The council may (c) by policy, name or rename any street or private road.*

**RECOMMENDATION:** That Council forward consideration of the name Ancestral Drive as a replacement for Lord Amherst Drive to the May 24, 2022 Council meeting.

**BACKGROUND:** In June of last year Council referred this issue to the newly created Inclusion, Diversity and Equity Committee for consideration and a recommendation. The committee met several times and passed the following motion at their April committee meeting:

**Moved By Lisa Emery**

**Seconded By Holly Martin**

**That the Committee recommend to Council that the name of Lord Amherst Drive be changed to Ancestral Drive.**

**Motion Carried**

**DISCUSSION:** The committee submitted several names for consideration. Each submission had an inclusion, diversity and equity lens attached to it. The committee voted and the name of Ancestral Drive was their selection. Staff have reviewed Ancestral Drive against the Town street network and with the Nova Scotia civic addressing system, and found no conflicts or issues. This name change would not conflict with the attached Street Naming Policy. Should Council decide to rename the street staff will notify the property owners and other stakeholders such as emergency measures (911), Canada Post, etc. The attached Street Naming Procedure states:



## COMMITTEE OF THE WHOLE

CDR# 2022035

Date: May 16, 2022

- 3) *When a street name is changed at the discretion of Council in order to rectify an existing problem (such as duplication of street names) the Town will give all affected residents and property owners 6 months notice.*

As noted above the MGA authorizes Council to change street name by policy.

**FINANCIAL IMPLICATIONS:** Minor costs to change street name signs, maps, and the cost to individual residents to change their addresses.

**SOCIAL JUSTICE IMPLICATIONS:** The name Lord Amherst has significant negative historical implications. Renaming of the street will remove what can be deemed as an honor, and replace with a neutral name that represents the entire community and its history.

**ENVIRONMENTAL IMPLICATIONS:** There are none

**COMMUNITY ENGAGEMENT:** There is a formal process to be followed regarding street renaming.

**ALTERNATIVES:** 1) Do not rename the street, 2) Council may recommend an alternative name at their discretion, 3) refer the matter back to the IDE committee for another recommendation

**ATTACHMENTS:**

Street Naming Policy

Street Naming Procedure

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Report prepared by:

Report and Financial approved by:



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**DEPARTMENT:** PLANNING AND DEVELOPMENT

**TITLE:** **STREET NAMING POLICY**

Minutes Reference Date: 25 November 2002 28 October 2013

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## **PURPOSE**

To establish a policy for the naming of streets within the Town. A clearly defined street naming policy is required in order to:

- a) Ensure any potential difficulties and delays for emergency vehicles are avoided;
- b) Enable visitors to find their way around Town efficiently and in a pleasant manner;
- c) Enable businesses and service providers within the Town to carry out their business efficiently.

## **POLICY STATEMENT**

It shall be the policy of the Amherst Town Council that all new streets shall be named, or existing streets re-named, according to the following criteria. The three principals which guide the street naming procedures:

- i) **Avoid Duplication** – there should be no duplication of street names, including street names differentiated by a suffix.
- ii) **Avoid Confusion** – street names that sound similar should be avoided.
- iii) **Establish Continuity** – streets running in one compass direction should have one name for the entire length.

**SUGGESTED STREET NAME LIST**

<b>Street Name</b>	<b>Background</b>
Logan	Senator Hance James Logan
Hewson	Dr. Charles Wentworth Upham Hewson
Black	Percy Chapman Black (MLA)
Cameron	Fred S. Cameron (Runner, Boston Marathon Winner)
Ketchum	Henry G. C. Ketchum (Ship Railway)
Curry	Nathanial Curry (President of Rhodes Curry and Company Ltd.)
Cox	Ester Cox Ghost Story
Hillcoat	Hillcoat Pianos
Page	Amos Page, Silversmith
White	Shermie White, Hockey – New York Rangers
Lake View	View from new Hotel at Exit 4
Jackson	Stanton Jackson, Hockey – Toronto Maple Leafs
Riley	Hockey and Music (family)
Maltby	Frederick Roy Maltby, Hockey and Community

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**DEPARTMENT:** PLANNING & DEVELOPMENT

**TITLE:** **STREET NAMING PROCEDURE**

**AUTHORIZED BY:** \_\_\_\_\_ **CAO: Greg Herrett**

Minutes reference date: 25 November 2002

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**PROCEDURE:**

The following procedures were developed in accordance with the official Street Naming Policy adopted by Council. The procedures are intended to guide staff in the efficient implementation of the said policy

**A Street Naming Characteristics**

- 1) Street names should be easy to pronounce and spell. An intermediate reading level is recommended.
- 2) The use of personal names of individuals should be limited to those persons who have provided exceptional service to the Town, Province or country. Names of local residents who have achieved a level of popularity beyond this region will also be considered. In general, the use of personal names of individuals during their lifetime should be avoided.
- 3) Street names should be words, as opposed to numeric.
- 4) The use of suffixes (Lane, Court, Street, etc.) should conform to the table in Section D and be at the discretion of the Development Officer. Only those suffixes listed shall be permitted.
- 5) The prefixes North, South, East and West shall be prohibited.
- 6) When a new street is an expansion of an existing street the name of the existing street should be applied to the newly constructed section.
- 7) Street names which sound similar to an existing street name will be avoided; similar names differentiated by a suffix will also be avoided.
- 8) Street names will not contain special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind.
- 9) Street names shall not incorporate any product, trademark or copyright names.
- 10) Street names should be limited to 24 characters.

**B Street Naming Process**

- 1) Council shall maintain an approved list of new street names to be applied to new or renamed streets. The Development Officer will apply a name on the list to any newly constructed or renamed street. Once a name is used it will be removed from the list.

Council may amend the list by resolution.

- 2) The Development Officer will ensure that there is no duplication between the approved list of new street names and the official street database of the Town and adjoining General Service Areas (GSAs).
- 3) Notwithstanding (1) above, when a developer suggests a name for a proposed street, the Development Officer may approve that street name, provided all other relevant provisions of the policy and procedures are satisfied.
- 4) Newly constructed streets for which a plan of subdivision is required shall have the name of the proposed street on the final plan of subdivision.
- 5) When an existing street is to be renamed at the request of Council, residents of the said street will be polled for a suggested name. Those residents or property owners eligible to vote in a municipal election shall be eligible to vote for the new name of the street. A simple majority shall prevail provided all other provisions of this policy and procedures are satisfied.
- 6) When an existing street is to be renamed at the request of the residents of the said street, the residents must be polled, and 75% must agree to the change. Those residents or property owners eligible to vote in a municipal election shall be eligible to vote for the name change. In addition, all other provisions of this policy must be satisfied.

**C Notification**

- 1) Within one week of a new street name being approved, and any subsequent subdivision plan being registered, the Development Officer will notify the following organizations of the new street name:
  - a. Operational Services (for sign installation and servicing);
  - b. Local Registry of Deeds office;
  - c. Emergency Measures Organization;
  - d. Agency responsible for road names database (provincial);
  - e. Emergency Health Services (ambulance dispatch);
  - f. Department of Transportation and Public Works;
  - g. Fire and Police Departments (including RCMP);
  - h. Contracted municipal garbage collector;
  - i. Canada Post;
  - j. Any other organization deemed appropriate by the Development Officer.
- 2) When an existing street name is repealed the above notification will also take place.

- 3) When a street name is changed at the discretion of Council in order to rectify an existing problem (such as duplication of street names) the Town will give all affected residents and property owners 6 months notice.

**D Street Type List**

Whenever possible the street name suffix should correspond to the following list. It is recognized that existing streets may not correspond to the list.

<b>Suffix</b>	<b>Abbreviation</b>	<b>Street Type</b>	<b>Definition</b>
Avenue	Ave	Local or Collector	A street intersecting with at least two local or collector streets, or combination thereof
Boulevard	Blvd	Collector or Arterial	Wide thoroughfares in residential areas, usually with a landscaped median
Court	Crt	Local	Dead end streets such as cul-de-sacs
Crescent	Cres	Local	Street originating and terminating on the same street
Drive	Dr	Local or Collector	Curving or meandering streets longer than 200 metres
Place	Pl	Local	See Court
Road	Rd	Arterial	Arterial streets with high traffic volumes
Street	St	Collector or Arterial	A street intersecting with at least two collector or arterial streets, or combination thereof
Terrace	Terr	Local	See Court

Local Street A street whose main function is to provide direct land access to individual properties. The efficient movement of vehicles is of secondary importance.

Collector Street A street whose function is to provide land access to individual properties and move traffic to and from arterial streets.

Arterial street A street which connects different parts of the town; traffic movement is of great importance, however access to individual properties is also provided.

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

**SUBMITTED BY:** Jason MacDonald, CAO

**DATE:** May 16, 2022

**SUBJECT:** Northern Region Solid Waste Agreement

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**ORIGIN:** Need to remove the references to CJSMA.

**LEGISLATIVE AUTHORITY:** Nova Scotia Environment Act; Nova Scotia Municipal Government Act 60 (1) A municipality or a village may agree with one or more municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the Indian Act (Canada) to provide or administer municipal or village services.

**RECOMMENDATION:** That Committee of the Whole place the attached Northern Region Intermunicipal Solid Waste Agreement on the May 24, 2022 meeting of Amherst Town Council for consideration and approval.

**BACKGROUND:** The Nova Scotia Environment Act creates seven Solid Waste Resource Regions in the Province of Nova Scotia including Region 3, known as the Northern Region which is comprised of the counties of Colchester, Cumberland and the District of East Hants. The mandate of the Northern Region is to enable the municipal units to collaborate in order to meet waste resource objectives as set and determined by the Minister of Environment. These objectives could include, but are not limited to, solid waste-resource management reports, plans, disposal targets, diversion goals and distribution of provincial funding.

**DISCUSSION:** This agreement was previously approved by all municipal councils however the updated agreement removes the references to CJSMA in the previous MOU.

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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to approving the new agreement.

**ENVIRONMENTAL IMPLICATIONS:** The amended agreement does not change the environmental goals of the Committee.



**COMMUNITY ENGAGEMENT:** As this is an administrative agreement between multiple municipal units no community engagement is contemplated at this time.

**ALTERNATIVES:** Request that the Committee make changes to the proposed agreement.

**ATTACHMENTS:** Northern Region Solid Waste Agreement

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Report prepared by:

Report and Financial approved by:

**THIS INTER-MUNICIPAL AGREEMENT** dated the day of February 14<sup>th</sup>, 2022,

**BETWEEN:**

**THE MUNICIPALITY OF THE COUNTY OF CUMBERLAND**, a Municipal Corporation;

**OF THE FIRST PART**

- and -

**THE MUNICIPALITY OF COLCHESTER**, a Municipal Corporation;

**OF THE SECOND PART**

- and -

**THE MUNICIPALITY OF EAST HANTS**, a Municipal Corporation;

**OF THE THIRD PART**

- and -

**THE TOWN OF AMHERST;**

**OF THE FOURTH PART**

- and -

**THE TOWN OF OXFORD;**

**OF THE FIFTH PART**

- and -

**THE TOWN OF TRURO;**

**OF THE SIXTH PART**

- and -

**THE TOWN OF STEWIACKE**

**OF THE SEVENTH PART**

**Whereas** the Environment Act SNS 1994-95, c.1, as amended and the Solid Waste-Resource Management Regulations *authorize and create* seven (7) Solid Waste Resource Regions in the Province of Nova Scotia including Region 3, known as the Northern Region which is comprised of the counties of Colchester and Cumberland and the District of East Hants. The mandate of the Northern Region is to enable the Municipal units to collaborate in order to meet waste resource objectives as set and determined by the Minister of Environment. These objectives could include, but are not limited to, solid waste-resource management reports, plans, disposal targets, diversion

goals and distribution of provincial funding.

**And whereas** the parties agree that the respective elected Municipal representatives and staff will work collectively and cooperatively on the objectives as set by the Minister, the recommendations are non-binding, and each individual Municipal Unit retains full responsibility and authority for all financial and operational decisions required to comply with the Environment Act and regulations.

**AND WHEREAS** the parties have previously cooperated in the creation of a Northern Region Solid Waste Management Plan;

**AND WHEREAS** it is in the best interests of the parties to work in a coordinated manner with all Municipal Units within Northern Region;

**AND WHEREAS** there is a need to determine how inter-municipal cooperation can be achieved, how decisions can be made, and how decisions or recommendations made through cooperative discussions can be reviewed and approved by the parties;

**AND WHEREAS** the parties wish to formalize by Agreement, the arrangement which has been in effect;

**WITNESSETH** that in consideration of the mutual covenants hereinafter set out, the parties agree as follows:

**1. Effective Date:**

1.1 The parties acknowledge the creation of the Northern Region Solid Waste Resource Committee (NRWRC) effective January 1, 1999, to which each party belongs.

**2. Representation**

2.1 The Council for each Municipal Unit shall appoint one elected representative and one alternate to attend meetings of the Northern Region Solid Waste Resource Committee to address solid waste resource issues. The Council representatives shall be the voting members.

2.2 In addition to elected representation Staff may attend meetings in an ex officio capacity without voting privileges.

**3. Meetings**

3.1 The Committee shall select from the elected members a Chairperson and a Vice-Chairperson to preside as Chairperson.

- 3.2 The Chairperson shall preside for a two (2) year term. Thereafter, and before the expiry of each Chairperson's term, the Committee shall elect a replacement Chairperson.
- 3.3 No Chairperson shall serve more than two (2) consecutive terms without interruption, unless agreed upon by the committee.
- 3.4 The Committee shall meet at least on a quarterly basis or as deemed necessary by the Chairperson or Vice-Chairperson or at the request of three (3) participating members.
- 3.5 Each meeting of the Committee shall be chaired by the Chairperson or Vice-Chairperson, or in their absence, a member selected at the meeting.
- 3.6 Meeting locations shall be on a rotating basis, and/or hosted virtually as decided by the Committee.
- 3.7 Scheduled meetings of the Committee require a quorum of four (4) Municipal Units being present, who represent more than 50% of the population (as per the latest census figures) of Northern Region. Decisions shall be by majority vote of elected officials representing the Region and who are present and voting at the time decisions are made.
- 3.8 Each Municipal Unit is allowed one vote.
- 3.9 Elected representatives must attend Northern Region Meetings. If the elected representative does not attend three consecutive meetings without leave of the Committee the Municipality will be asked to appoint a new representative.

#### **4. Administrative Representatives**

- 4.1 A group of administrative representatives as directed by the Committee may meet separately and apart or together with the elected representatives to consider the issues before the Committee and present the entire Committee of elected and appointed representatives with a prepared agenda for meetings and specific recommendations in relation to same.
- 4.2 Meetings of the administrative representatives, if held, may be held on a rotating basis, as decided by the Committee.
- 4.3 Each meeting of the administrative representatives shall be chaired by an administrator in the area where the meeting is being held or by any other method determined by the administrative representatives.

#### **5. Funding**

- 5.1 Funding currently available from the Province for Regional Coordinators shall be directed to the Regional Coordinator positions, during the period of the Committees existence. The funding will be shared between the Town of Amherst (pursuant to an MOU between the Town of Amherst, Oxford, and the Municipality of Cumberland), Municipality of Colchester, and the Municipality of East Hants. The Regional Coordinator position rotates every two years. The committee will describe the role of the Regional Coordinator by resolution passed from time to time.
- 5.2 The participating Authorities/Municipalities will each assign an employee as the Regional Coordinator for the purposes of liaising with the Resource Recovery Fund Board Nova Scotia (RRFB) now known as DivertNS and other stake holders on behalf of their participating units.
- 5.3 Funding made available from the Province or other stakeholders shall be disbursed to partners as the funding is designed. I.e. Diversion credit funding distributed by actual diversion rates, funding by contract (Education & Enforcement), funding by population will be divided through the Region etc.

**6. Independent Discussions**

- 6.1 Each party shall have the right to enter into independent discussions and agreements without being restricted as a result of participating formally in the Northern Region Solid Waste Resource Committee.

**SIGNED, SEALED AND DELIVERED** )

in the presence of )

**THE MUNICIPALITY OF THE  
COUNTY OF CUMBERLAND**  
Per:.....  
Greg Herrett, CAO  
Per:.....  
Murray Scott, Mayor

**THE MUNICIPALITY OF THE  
COUNTY OF COLCHESTER**  
Per:.....  
Rob Simonds, CAO  
Per:.....  
Christine Blair, Mayor

) **THE MUNICIPALITY OF EAST**  
) **HANTS**  
)  
) Per:.....  
) Kim Ramsay, CAO  
)  
) Per:.....  
) Eleanor Roulston, Warden  
)

) **THE TOWN OF AMHERST**  
)  
) Per:.....  
) Jason MacDonald, CAO  
)  
)  
) Per:.....  
) David Kogon, Mayor  
)

)  
) **THE TOWN OF OXFORD**  
)  
) Per:.....  
) Linda Cloney, Clerk  
)  
)  
) Per:.....  
) Gregory Henley, Mayor  
)

) **THE TOWN OF TRURO**  
)  
) Per:.....  
) Mike Dolter, CAO  
)  
)  
) Per:.....  
) Bill Mills, Mayor  
)

) **THE TOWN OF STEWIACKE**  
)

) Per:.....  
) Dale Bogle, CAO

)  
) Per:.....  
) George Lloy, Mayor

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

**SUBMITTED BY:** Jason MacDonald, Chief Administrative Officer

**DATE:** May 16, 2022

**SUBJECT:** Establishment of Community Centre Steering Committee

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**ORIGIN:** Community Centre Development Strategic Priority

**LEGISLATIVE AUTHORITY:** 47 (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council forward the terms of reference for the establishment of a Community Centre Steering Committee and consider appointment of a councillor representative to the May 24, 2022 Council meeting.

**BACKGROUND:** The RFP has been awarded for this project and it is important for the Town and the County to have some form of a communication venue in the form of a steering committee throughout this stage of the project.

**DISCUSSION:** The steering committee should have membership from both the Town and the County.

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

**SOCIAL JUSTICE IMPLICATIONS:** There are none.

**ENVIRONMENTAL IMPLICATIONS:** There is none at this time.

**COMMUNITY ENGAGEMENT:** This is an important avenue for communication.

**ALTERNATIVES:** Do not establish a committee.

**ATTACHMENTS:** RFP Scope of Work; Sierra Work Plan

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Report prepared by: Jason MacDonald  
Report and Financial approved by:



# Community Centre Feasibility Study

## Terms of Reference

### Name

This Committee shall be known as the Community Centre Feasibility Study Committee hereinafter called the Committee.

### Purpose

The Committee will guide the work of the consultant in the development of the Community Centre Feasibility Study.

The Committee will ensure adherence to the attached scope of work that was in the RFP and the attached work plan provided by the Consultant.

The Committee will ensure that member Councils are kept up to date on the progress of the study.

### Membership

The Committee will be comprised of the following:

Town of Amherst Mayor  
Town of Amherst Councillor  
Town of Amherst CAO  
Town of Amherst Director of Planning and Strategic Initiatives  
Town of Amherst Facilities Coordinator

Municipality of the County of Cumberland Elected Official  
Municipality of the County of Cumberland Appointed Staff

Other staff may be called upon to attend meetings when their expertise is required.

### Guiding Principles

The Committee will adhere to the guiding principles that speak to how this project will proceed and our approach. Council, staff and others involved in this project are expected to base their actions on these principles:

- Treat all groups and individuals with the same **respect** we expect for ourselves.
- Promote **inclusivity** through engagement and equal access to services.
- Leverage the community's strengths through effective **collaboration**.
- Act with **integrity** by exhibiting honesty, transparency and consistency.
- Be **accountable** to our citizens for our decisions and actions.
- Provide services in a socially, environmentally and economically **sustainable** way.
- Seek the best empirical information available to reach **evidence-based decisions**.

# Community Centre Feasibility Study

## Terms of Reference

### **Functionality**

The Committee will make decisions by consensus where possible.

The Town of Amherst will administer the Committee including:

- Hosting of meetings
- Setting of Agenda
- Recording of decisions
- Distribution of information
- Advertising of public events

Each municipality will report back to their respective Councils on the operation of the Committee.

Members of the Committee will promote the study in a positive and supportive manner.

Efforts will be made to schedule meetings at mutually beneficial times. If members cannot attend an alternate can attend in their place.

The Town of Amherst Director of Planning and Strategic Initiatives will be the Municipal Project Lead and primary contact with the Consultant. The Consultant will not take direction from other members of the Committee.

## 2.1 TERMS OF REFERENCE

**2.1.1** Amherst Council and senior staff have undertaken an exercise to establish a common vision to facilitate a discussion with the community about a new facility. Preliminary discussions have also taken place with potential partners, in particular the Municipality of the County of Cumberland, and other community stakeholders. In order to make an informed decision that is both financially feasible and addresses the region's needs, a consultant is required to conduct a needs assessment and feasibility study that will provide the following:

- 2.1.1.1** Reliable and defensible information related to community interests, willingness and financial capacity to support a new community centre.
- 2.1.1.2** An accurate description of the community context including socio-economic and demographic trends, and existing infrastructure.
- 2.1.1.3** Clear financial implications based on realistic operating costs and an assessment of funding opportunities.
- 2.1.1.4** Recommendations regarding the elements to be included in the facility, scale, funding and operation model.
- 2.1.1.5** A high-level capital cost estimate and preliminary space program for recommended facility elements.

### 2.1.4 Guiding Principles

**2.1.4.1** The guiding principles speak to how this project will proceed and our approach. Council, staff and others involved in this project are expected to base their actions on these principles:

- Treat all groups and individuals with the same **respect** we expect for ourselves.
- Promote **inclusivity** through engagement and equal access to services.
- Leverage the community's strengths through effective **collaboration**.
- Act with **integrity** by exhibiting honesty, transparency and consistency.
- Be **accountable** to our citizens for our decisions and actions.
- Provide services in a socially, environmentally and economically **sustainable** way.
- Seek the best empirical information available to reach **evidence-based decisions**.

## 2.2 SCOPE

The scope of work should reflect the work plan outlined below.

### 2.2.1 Work Plan

Each firm is asked to consider the following information when developing their work plan for this project. Professional services must include, but are not limited to the following:

#### 2.2.1.1 Project Initiation Meeting

- 2.2.1.1.1** Review the scope, objectives and timing of the study.

**2.2.1.1.2** Confirm the roles and responsibilities of staff, committee and consultants.

**2.2.1.1.3** Discuss community consultation plan development and approval.

#### **2.2.1.2 Community Consultation**

**2.2.1.2.1** Conduct interviews with potential capital contributors and operating partners, including but not limited to:

- Cumberland YMCA
- Amherst Curling Club
- Cumberland Library
- Maggie's Place Family Resource Centre
- Provincial and Federal Government Agencies (ex: ACOA, Indigenous & Northern Affairs)

**2.2.1.2.2** Gather input from potential user-group stakeholders through surveys and/or interviews. The list of potential groups to be consulted include but are not limited to: indoor/outdoor sports organizations, service clubs, youth centre representatives, theatre groups, and the Ramblers hockey club.

**2.2.1.2.3** Solicit broad community input through phone or online surveys or other engagement methods to document current leisure activities, perceived needs and interests, willingness to pay fees, willingness to support a tax increase.

**2.2.1.2.4** Where possible, coordinate with community engagement initiatives related to the Town of Amherst Municipal Planning Strategy renewal project.

#### **2.2.1.3 Data Collection and Analysis**

**2.2.1.3.1** Conduct a regional inventory and analysis of existing recreational and community facilities.

**2.2.1.3.2** Review relevant background studies including but not limited to the: 2016 Amherst Recreation Master Plan, and Joint Tourism and Marketing Strategies.

**2.2.1.3.3** Conduct a socio-economic and demographic analysis.

**2.2.1.3.4** Investigate leisure and value-based trends relevant to activity preferences and healthy lifestyles.

**2.2.1.3.5** Conduct a comparative analysis of similar facilities in the Maritimes.

#### **2.2.1.4 Facility Needs Assessment Report**

**2.2.1.4.1** Draft a report that summarizes the information gathered through Community Consultation and Data Collection, and identifies needs and interests in a potential new facility. The report will:

- Identify leisure programs and activities of interest to the regional community, consider the likely market for these activities based on demographic profile of the area, leisure trends and participation levels and other local/regional market considerations.
- Specify the facilities necessary to accommodate the needs and interests, and identify opportunities and barriers to meeting the desired needs and interests in the context of existing facilities.
- Provide a supply and demand analysis of potential facility components that support a recommendation to include or exclude them in a new facility.

- ✿ Identify opportunities to partner, enhance and not negatively impact the current usage at the Dr. Carson & Marion Murray Community Centre in Springhill.

#### **2.2.1.5 Meet with Project Committee**

- 2.2.1.5.1** Review and get feedback on the draft Needs Assessment Report.
- 2.2.1.5.6** Confirm the concept for the new facility going forward.

#### **2.2.1.6 Management and Operations Model**

- 2.2.1.6.1** Evaluate options for a management and operation framework for the proposed facility, including considerations for operation by the public sector, private sector, or a combination thereof.

#### **2.2.1.7 Preliminary Space Program**

- 2.2.1.7.1** Identify gross space requirements for key components and ancillary space requirements to be included in the concept facility.
- 2.2.1.7.2** Consider the relationship between features such as common spaces, viewing areas, changing and washrooms, storage, etc.
- 2.2.1.7.3** Identify the land area required to accommodate the concept facility including number of parking spaces.
- 2.2.1.7.4** Create a conceptual floor plan sketch of the facility components at a block schematic level.

#### **2.2.1.8 Capital Cost Estimate**

- 2.2.1.8.1** Create a level D capital cost estimate for the concept facility including incremental costs of each potential component, including furniture, fixtures, equipment, professional fees and contingencies.

#### **2.2.1.9 Three Year Operating Cost Estimate**

- 2.2.1.9.1** Include operating cost assumptions for staffing, utilities, marketing, facility use and fee revenue, based on the recommended management and operations model.

#### **2.2.1.10 Capital Funding Plan**

- 2.2.1.10.1** Identify potential public and private sector funding partners.
- 2.2.1.10.2** Identify senior government funding opportunities
- 2.2.1.10.3** Analyze the town's dept capacity and reserve funds to contribute to the capital project.
- 2.2.1.10.4** Estimate the potential tax cost of the new facility.

#### **2.2.1.11 Implementation Plan**

- 2.2.1.11.1** Identify the activities that must be completed following the completion of this study.

#### **2.2.1.12 Final Report and Presentation**

- 2.2.1.12.1** Prepare a final draft report that includes an executive summary of the study process, findings and recommendations for review by the project committee. Based on committee feedback, adjust the final report.

#### **2.2.1.13 Present Final Report to Council and the Public**

## 4 Work Plan

The following outlines the proposed work plan for conducting the assignment.

Intent/Description	Output	Engagement/Interface	Town Resources Required
<b>Stage 1: Market Analysis and Community / Regional Need</b>			
<b>Market Area Definition</b> <ul style="list-style-type: none"> <li>• Full understanding of the communities served by the current and proposed facilities</li> <li>• Extent of future change in market area and impacts of facility on usage patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Levels of service – current and potential target</li> <li>• Utilization and participation</li> <li>• program take-up and latent (unserved) demand</li> <li>• Supply and usage of regional facilities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting #1 Client start-up meeting (conference call)</b></li> <li>• Stakeholder and user group engagement via:               <ul style="list-style-type: none"> <li>• Public survey</li> <li>• User group survey</li> <li>• One-on-one interviews with potential capital contributors and partners – <b>Multi-day In person meeting schedule</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Municipal owned facility utilization and rental information</li> <li>• Sierra Data needs list supplied to County for its review and compilation as appropriate</li> <li>• Contact list for key stakeholder contact</li> <li>• Municipal facility for hosting meetings</li> <li>• Attendance (at discretion of client) at key informant meetings</li> <li>• Engagement coordination</li> </ul>
<b>Demographics</b> <ul style="list-style-type: none"> <li>• Key to understanding level of service and need is drill-down on current usage and demand versus demographic, socio-economic and ethnic profile</li> </ul>	<ul style="list-style-type: none"> <li>• Current needs and future needs of general population</li> <li>• Emerging demand</li> <li>• Target group needs (at risk groups plus seniors, low-income households)</li> <li>• Best practice response in comparable communities</li> </ul>		<ul style="list-style-type: none"> <li>• All primary and secondary source information provided by Sierra Planning and Management based on ESRI, Census and other sources as required.</li> <li>• Client input on existing policies/actions in support of target groups</li> </ul>

	Intent/Description	Output	Engagement/Interface	Town Resources Required
	<ul style="list-style-type: none"> <li>Regional and community recreation inventory analysis</li> <li>Background Review</li> </ul>			
<b>Community Needs &amp; Trends</b>	<ul style="list-style-type: none"> <li>Community needs assessment specific to the itemized uses for inclusion in proposed multi-use facility</li> </ul>	<ul style="list-style-type: none"> <li>Based on steps above and Sierra experience, confirmation/ adjustment of needs</li> <li>State of the Art opportunities for value-added additions (community opportunities)</li> <li>Trends and best in class examples of incremental gain (climbing walls, pump parks, site configuration for future additions)</li> </ul>		<ul style="list-style-type: none"> <li><b>Sierra Submission of Interim Report</b></li> <li>County review of Community needs and Program Reconfirmation Report (<b>Client Meeting #2 as PH restrictions allow</b>)</li> </ul>
<b>Competition</b>	<ul style="list-style-type: none"> <li>Understanding the hierarchy of community, institutional, and private/not-for-profit service providers</li> <li>Understanding program delivery gaps</li> </ul>	<ul style="list-style-type: none"> <li>Clarity of purpose of new facility and extent of regional draw to be expected</li> <li>Opportunities for partnership</li> <li>Clarity on management and programming gaps</li> </ul>	<ul style="list-style-type: none"> <li>Telephone meetings with other service providers</li> <li>Engagement with some providers as part of stakeholder outreach</li> </ul>	<ul style="list-style-type: none"> <li>Part community needs update reporting</li> </ul>

### Stage 2: Concept Development & Preliminary Space Planning

	Intent/Description	Output	Engagement/Interface	Town Resources Required
<b>Vision Development</b>	<ul style="list-style-type: none"> <li>Re-addressing the vision from the 2016 Amherst Recreation Master Plan it relates to the facility development</li> </ul>	<ul style="list-style-type: none"> <li>Vision re-established and tested</li> <li>Creation of key principles on which all future decisions regarding implementation are measured (critical)</li> </ul>	<ul style="list-style-type: none"> <li>Vision, principles, priorities and choices of each stakeholder established as part of consultation program</li> </ul>	<ul style="list-style-type: none"> <li>Option for one-on-one meetings with councillors</li> <li>Senior Management Team engagement</li> <li><b>(Part of Initial Multi-Day Meeting Schedule for Consultations)</b></li> </ul>
<b>Concept Development (Product Formula &amp; Preliminary Programming)</b>	<ul style="list-style-type: none"> <li>Fundamental Input of Facility Feasibility Analysis is an agreed functional space program and development of concept design</li> </ul>	<ul style="list-style-type: none"> <li>A concept development, vision, and potential service array (current) and future based on project research, consultation and analysis</li> </ul>	<ul style="list-style-type: none"> <li>2 stage Approach to engagement with Town – this is Stage 1 comprising a functional space program recommendation based on initial consultation and community needs/trends update</li> </ul>	<ul style="list-style-type: none"> <li>Part of Interim Report on Community Needs and Program Reconfirmation</li> </ul>
<b>Operating Capacity</b>	<ul style="list-style-type: none"> <li>How the facility will function; alignment with current and future market opportunities and consumer expectations</li> <li>Governance and management</li> </ul>	<ul style="list-style-type: none"> <li>Functional space program must be supported by a clear demonstration of risks and mitigation strategies necessary to house an arena, cultural uses, library and events. This is key to building sustainability in operational terms</li> <li>Output of work task is an overall operations plan and metrics of performance measurement (including non-financial KPIs related to range and scale of programs, diversity, market draw, events etc.</li> <li>Management goals and cost sharing between the recreational and non-recreational (library, arts and culture) uses</li> </ul>	<ul style="list-style-type: none"> <li>May require ongoing conversation with Town officials, library executive director and cultural centre director (cultural officer) to determine acceptable models of building operations and management</li> </ul>	

Intent/Description	Output	Engagement/Interface	Town Resources Required
<b>Stage 3: Space Planning &amp; Economic Feasibility</b>			
<b>Design Concept Plan &amp; Space Needs Program Development</b>	<ul style="list-style-type: none"> <li>• Concept and program confirmation;</li> <li>• Input to financial feasibility analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Updated single option concept plan and functional space program;</li> <li>• Adoption of ranges of space sizes or alternative functional program is possible in chart form only.</li> </ul>	<ul style="list-style-type: none"> <li>• Town review as part of Draft Final Report <b>(Client Meeting #3)</b></li> </ul>
<b>Capital Cost Estimates</b>	<ul style="list-style-type: none"> <li>• Level D capital cost estimate for building, including all hard costs, soft costs, FF&amp;E and contingencies</li> <li>• Include estimates of site-specific land development and servicing</li> </ul>	<ul style="list-style-type: none"> <li>• Capital cost estimation as part of draft final report</li> <li>• Land acquisition costs /costs and revenues of disposal of decommissioned land included</li> <li>• Analysis, costing and business planning for re-purposing / decommissioning of existing buildings (as relevant) is not part of this assignment.</li> <li>• List of potential private/ public funding partners</li> </ul>	<ul style="list-style-type: none"> <li>• Town review and approval <b>(based on one or more conference calls as required)</b></li> </ul>

	Intent/Description	Output	Engagement/Interface	Town Resources Required
<b>Operating Financial Feasibility</b>	<ul style="list-style-type: none"> <li>Full operating plan and supporting schedules of annual P&amp;I statements</li> </ul>	<ul style="list-style-type: none"> <li>Full operating proformas based on detailed modelling of program take-up, utilization of recreation space, direct (program), indirect and overhead operating costs</li> <li>Revenue analysis for all recreation spaces based on pricing by prime/non-prime, local and non-local user</li> <li>Average Annual Lifecycle Replacement Cost estimates and recommendation of capital reserve policy</li> <li>Sensitivity analysis based on higher/lower revenue projections and ramp up period in years 1 to 5</li> </ul>		<ul style="list-style-type: none"> <li>All existing facility financials and staffing cost scales to be supplied by County as a baseline for existing services;</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Draft Final Report</li> <li>Final Report including Implementation Plan</li> <li>Public Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Draft and Final Report</li> <li>We will include a BCR assessment (Benefit-Cost Ratio) which includes all known costs, revenues and potential economic impacts associated with the facility over a given period (e.g. 20 years)</li> <li>A framework for seeking capital funding (sources and approaches including impact on the tax base)</li> </ul>	<ul style="list-style-type: none"> <li>Presentation to Public at a Council Meeting (<b>Client Meeting #4</b>)</li> </ul>	<ul style="list-style-type: none"> <li>County review of draft report and presentation materials to Council</li> </ul>

# MEMO

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

**FROM:** Councillor George Baker

**DATE:** May 16, 2022

**RE:** **Crosswalk Markings**

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Recently I have noticed several municipalities using yellow signs for crosswalk markings. Sackville NB and Oxford for example. I find that they are much more visible to motorists than the white signs we use.

I would like council to direct staff to bring back a report, including regulations and costs, to consider yellow crosswalk signs for the next Committee of the Whole meeting.

# MEMO

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

**FROM:** Councillor George Baker

**DATE:** May 16, 2022

**RE:** **Hotel Marketing Levy**

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I would like to ask Council to consider the establishment of a Hotel Marketing Levy, as currently established in places such as Halifax and Moncton.

The surcharge on each occupied room would be collected by the hotel and remitted monthly to the town. The additional revenue could be spent on marketing, events, assistance to new business etc

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Councillor George Baker  
**DATE:** May 16, 2022  
**RE: EB Chandler School Parking Lot**

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The parking lot at the EB Chandler School is in terrible condition and has been that way for several years.

I would like to ask Council to write a letter to the Chignecto Central Regional School Board and the Department of Education to request an update on when they intend to repair the lot.

# MEMORANDUM

To: Mayor Kogon and Council  
From: Dwayne Pike, Chief of Police  
Date: May 16, 2021  
Subject: Yield Sign Review – Replacement with Stop Signs

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In November 2021 Council was advised that as traffic authority I would be reviewing the use of yield signs at intersections within town limits. Many of the yield signs currently in use were posted many years ago prior to the available guidance that we utilize in the *Manual of Uniform Traffic Control Devices for Canada*. In the manual, the use of a yield sign is suggested when the basic right of way rule may not be the safest choice for traffic flow and when a stop sign is too restrictive. The manual suggests that one would only authorize the installation of a yield sign after the completion of an engineering study into the intersection and when considering numerous variables such as traffic volume and speed and intersection sight lines. At this time, we have no information that exists to say that an engineering study was completed when the yield signs were initially installed years ago. The use of yield signs at any intersection should only be authorized after the completion of an engineering study to determine that their use is appropriate and warranted.

In the interest of increasing both pedestrian and vehicular safety and to ensure compliance with the criteria as listed in the manual, I will continue to review various intersections in town that currently utilize yield signs. At this time as Traffic Authority, I have directed Public Works to implement changes at the intersections listed below when able to do so. It would also be imperative to work with Tom McCoag to ensure that proper messaging regarding the changes will be communicated to the public.

1. Fletcher Drive at Spring Street
2. Rogers Avenue at Rupert Street
3. Rhodes Avenue at Rupert Street
4. Rogers Avenue at Charles Street

Dwayne Pike  
Chief of Police  
Traffic Authority for the Town of Amherst

# MEMO

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

**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives

**DATE:** May 16, 2022

**RE:** **Council Strategic Priorities – May 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**.

The town, in consultation with the County, have awarded the Community Centre Feasibility Study to Sierra Planning and Management. Council will be asked to confirm the steering committee structure and membership this month. A project launch meeting will be scheduled in the coming week.

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

Public launch of the MPS renewal project took place March 31<sup>st</sup> with a dedicated website ([planamherst.ca](http://planamherst.ca)), which is being regularly marketed on the town's social media channels. Currently on the site there is an opportunity to participate in a survey and an interactive mapping tool. Efforts have been made to specifically target the business community to solicit their input. Also on the [planamherst.ca](http://planamherst.ca) site is the Planning Analysis document that provides a range of background statistics that inform the development of policies and regulations. Public engagement sessions are being scheduled for the end of May. A virtual session is scheduled for the evening of Thursday, May 26<sup>th</sup>, followed by in-person workshops in the afternoon and evening of Monday, May 30<sup>th</sup> at the Cumberland Credit Union Business Innovation Centre. In addition, separate meetings are being arranged with selected stakeholders.

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

In an effort to formalize and prioritize the review process, a master list of the approximately 50 bylaws and 180 policies of the town has been created. Staff are working through this list to assign leaders to each document and develop a schedule for document review.

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. Staff have written to the property owner asking for an update and to confirm their interest in selling.

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

The Gritty to Pretty Program, New Business Recognition Certificates, and support for the NS Works Job Fair to be held on June 1<sup>st</sup> are all initiatives aimed at facilitating business development. The Commercial Development Support Program (Tax Phase-in) is another support for business.

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

After a hiatus last year due to the pandemic, the 2022 Gritty to Program has commenced with the newsletter release by the Amherst and Area Chamber of Commerce on May 4, 2022. The BDO is supporting the program by meeting with the business community to explain the program and encourage participation. An additional funding component for the purchase of Street Furniture is included in the program.

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 are active.

NS Works will be holding a Job Fair on June 1st 2022 at the Amherst Stadium. Over 40 area businesses will be participating as well as supporting organizations such as the Municipality of Cumberland and the Amherst & Area Chamber of Commerce. The TOA will be participating with a table and staff at this event.

Amherst was also successful in its funding application for two smart chargers to be located in the Town Hall parking lot. A request to fund the town's portion of the project will be presented in the upcoming Capital Budget.

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

Canada Day Celebration planning is well underway as we return to a new normal. As well a Community Expo is planning for mid June to showcase local groups and organizations

## 9. Addressing drugs and addiction

Chief Pike and other provincial representatives continue to meet on the Atlantic Meth Strategy meetings, sharing information, trends and providing education on the subject of Methamphetamine and other drugs as well as the kinds of harm they inflict on our community. As a result of a focus on these issues, our partners in New Brunswick have been successful in making several arrests that have impacts on drug operations in our province as well.

Our Street Crime Unit and Major Crime Unit continue to invest their time in investigations and information concerning drugs and drug use that affect Cumberland County residents and we have been making connections to other jurisdictions, which requires coordination and cooperation from other agencies. It can be very difficult when many of the people involved do not live in the immediate jurisdiction or are transient, often moving every 2-3 weeks.

These kinds of files require an investment of time and effort by investigators, often taking months to see results. Even when arrests are made and charges laid, investigative files can continue for years before conclusion.

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

As directed by Council, Staff met with local non-profit organizations to explain the opportunity to acquire 4 Sackville Rd. and 8 Prince Arthur. Organization representatives were going to take the information to their boards for review. Discussions are taking place with the Archdiocese with respect to leaving in place the emergency shelter. Once their plans are firmed up, staff will report back to Council. Staff are having ongoing discussions with several landowners and potential developers in an attempt to push subdivision development forward.

# Monthly Report

## Corporate Services

May 2022

### CORPORATE SERVICES

The Operating (General Rate, Sewage, Solid Waste, Water Utility and Community Support Area Rate) budgets and Capital (General and Water) budgets are in the process of being presented to Council.

Staff have started some of the year end review which will continue over the next month or so. The year end audit is anticipated to begin in July.

### 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 four (4) appeals are complete and one (1) withdrawn.

**2022 Spring Tax Sale** – One (1) property remains on the tax sale list: 72 Station St. The tax sale is scheduled for May 17, 2022.

**2022/23 Interim Property Tax Bills** – interim tax bills have been sent. The due date is May 31, 2022.

**Tax Certificates** – there were 27 tax certificates requested in the month of April 2022.

**Water/Sewer** – The 4<sup>th</sup> quarter water billing has been completed. The deadline for payment is June 30, 2022.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of May 1/22	Pending as of May 1/22	Withdrawn as of May 1/22	Outstanding Appeals as of May 1/22	Appeals Successful as of May 1/22	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	51	\$24,901,926	4	0	1	46	2	\$ 16,500	\$ 276	0
Commercial	9	\$7,001,574	0	0	0	9	0	\$ -	\$ -	0
<b>TOTAL</b>	<b>60</b>	<b>\$31,903,500</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>55</b>	<b>2</b>	<b>\$16,500</b>	<b>\$276</b>	<b>0</b>

## CUSTOMER SERVICE TRACKING – E11

There was a total of 78 opened cases in April and 84 cases closed. The categories with the most opened/closed cases in April were related to potholes/damaged asphalt and applications for development/building permits.

## HUMAN RESOURCES

**2022 Summer Students:** the selection process for this year’s summer students remains on-going. Hiring has begun with last year’s returning parks/landscape maintenance students beginning May 9, 2022.

**2022 Engineering Summer Student:** this competition has concluded with Abigail Haynes appointed as the successful engineering student candidate. Welcome Abigail!

**Seasonal Parks Attendant:** this competition has concluded with Isaac Atkinson appointed as the successful candidate. Isaac began his new role as the Parks Attendant (Seasonal) on May 9, 2022.

**Active Living Coordinator:** the selection process for this competition is currently in progress.

**GIS Technician:** this competition closed on May 6. The selection process is currently underway.

**Firefighter & Firefighter/Fire Inspector:** this competition closed on May 6. The selection process is currently underway.

**Welder/Mechanic:** this competition closes on May 13, 2022.

## PROCUREMENT

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

	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Capital</b>													
Expected Procurement from 2021/22 Capital Budget: 49:													
Scopes for capital received in the month	0	8	12	2	3	4	5	2	0	0	1	0	0
<b>All procurement:</b>													
Total new scopes of work received in month	4	14	12	5	4	8	13	7	1	0	5	4	4
Released to the public in the month	3	7	7	6	6	2	12	12	4	1	5	4	7
Closed during the month	4	7	4	6	6	2	12	10	5	1	2	5	8
Awarded by par/council during the month	7	7	2	2	6	3	10	8	4	4	1	4	10
Open at the end of month (released month a, closed month b)	2	3	4	2	2	2	1	3	3	2	3	0	1

## INFORMATION SERVICES (IS)

We were busy with all the everyday Desktop IT issues that occur in all the buildings for the Town of Amherst. Continued to update the Town's servers and applications. Updated SAN firmware at APD, started process to update the others at Town Hall and one more at APD.

### 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 Report

## Operations

May 2022

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

### **RECREATION & HORTICULTURE**

- Cleanup of parks, green spaces and flower beds is ongoing and mowing has started for the season.
- The stadium ice was removed on May 3.
- The Amherst Stadium is hosting Tai Kwon Do regionals on May 13-14.
- Robb Complex fields are ready and available for use
- The batting cage netting will be installed on May 9-10.
- Steel roofing purchased in the fall has been installed on the Beacon Street Park building.
- Trail maintenance is ongoing and repairs should be complete by May 20
- Cenotaph restoration project started on May 9 and is expected to take 1 week to complete the work.

### **PUBLIC WORKS & ENGINEERING**

- Pothole patching remains a priority. Weather permitting, staff are patching potholes on a regular basis.
- Seasonal staff returned to work on May 2.
- One broken water main was repaired in the past month, 12 LaPlanche Street.
- Quarterly water meter reading was completed and staff are investigating high consumption reads and repairing meters that registered little or no consumption during the last quarter.
- Weather permitting traffic line marking will be started in mid May and will be ongoing for 4-5 weeks.
- The mechanic has been preparing surplus fleet equipment and police vehicles for disposal at auction.
- Public Works staff working 7:00am – 3:00pm on a trial basis

Upcoming / Ongoing projects:

- Events booked at the Amherst for June;
  - Dance Academy recital – June 4
  - Relay for Life – June 11
  - Benjamin Circus – June 27
- Robb Complex will host the Cumberland Car Show on June 26
- External competition for a welder/mechanic in the Public Works Department

# Monthly Departmental Report

## Police Department May 2022

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### TRAINING

**Coach Officer Course:** Cst Michelle Harrison, Cst Andrea Vriend and Cst Stefan Deuille all completed the Atlantic Police Academy Online Coach Officer Course which provides them with the necessary tools 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. We have recently had several APA Cadets complete ride-a-longs with our members and we have one cadet from the Atlantic Police Academy who will be doing their OJT with our department this coming summer.

**Critical Incident Stress Management Training:** Sergeant Aaron Graham recently completed a 3-day online program dealing with group crisis intervention and assisting individuals in crisis. The APD CISM program is set up to assist our members and staff who have been involved in a critical incident and provides strategic intervention planning that focuses on resistance, resilience and recovery' in relation to stress related injuries. Sergeant Graham is the department lead on CISM and is scheduled to complete other courses related to CISM and assisting our members and staff.

**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 and the cost shared between APD and Cumberland RCMP
- **First Aid:** First Aid has been scheduled for all members in June. Training will be provided by training officers from the Halifax Regional Police Department;

### PERSONNEL

**Dispatchers:** Kim Smith and Brandon Agnew have both completed their dispatch training period and are currently working dispatch shifts as required. Training included the PROS course in Dartmouth combined with 3 to 4 weeks of in-house training working with a coach dispatcher. While Kim was recently hired for dispatch, Brandon had initially been hired as a jail guard and has also been working in our criminal records section. Bradley Harrison was also hired to cover shifts in Criminal Records, but is also undergoing dispatch training and has already completed his PROS course. This training focus has increased our capacity in regards to available dispatchers.

### OPERATIONAL

**Major Crime – Investigations:** Major Crime continues to be busy with the investigation into the shooting from November 2021 and the more recent attempted murder/robbery from early March

2022. They have also been dealing with several large frauds that span multiple jurisdictions and multiple suspects that live in other areas. As a result, they have been executing warrants and production orders and liaising with police agencies in other provinces. Cst Goodwin has been focusing on various files that are associated to drug activity within our area.

**Covid-19:** During the month of April, we continued to experience some staff shortages as a result of Covid-19 spread but were able to manage effectively. We have continued to follow a policy that requires masking, social distancing and other protocols to mitigating risk of exposure and spread to ensure that our members and staff are protected and can continue to serve and protect our community.

**Remembering Victims:** Officers, dispatchers and support staff from the Amherst Police Department at noon on April 19, 2022, to remember and honour the 22 lives lost in our province on April 18 and April 19, 2020. Their thoughts were also with the families and loved ones affected by the tragic events. We will always remember.



**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. As things open up, they have been able to be more engaged with different groups and community partners.

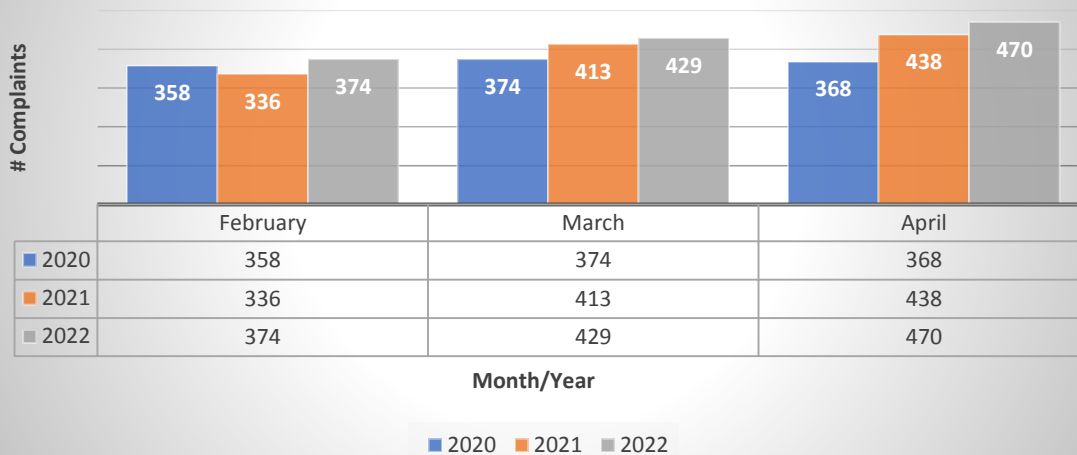
Constable Harrison continues to meetings with groups and other agencies, much of which is still being held online. During April, she attended meetings for ASIST (Adolescent Support Interagency Support Team), Domestic Violence Court meetings, Shelter Committee, Law Enforcement Torch Run, worked on Human Trafficking Awareness posters and completed bullying presentations. On April 28<sup>th</sup>, she also participated on a “Sexual Assault Awareness” panel discussion, providing information and insight into how complaints of sexual violence are investigated and how victims are supported.

Our Crime Prevention Coordinator, Melanie Siddall, continues to spend a significant amount of her time working on homelessness and trying to assist specific people who are encountering various barriers to care. This often includes coordinating resources and providing support for them. Melanie and Michelle have also been working on Police Week Presentations which includes an event being held in Springhill and hosted by Cumberland RCMP. Melanie has also been working on several community initiatives which are focusing on connecting with our community and targeting common issues.

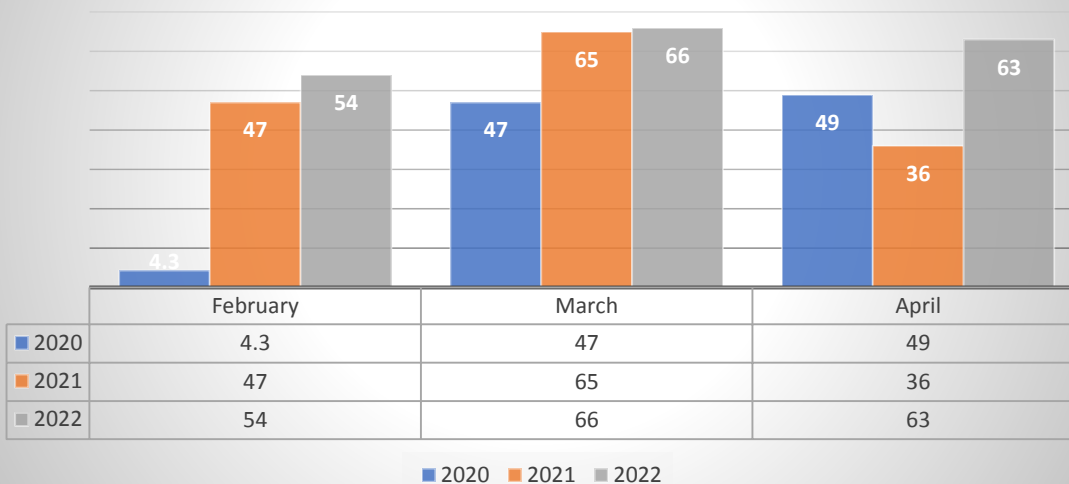
**OPERATIONAL STATS – APRIL 2022**

<b>Occurrences:</b>	<b>470</b>	<b>Criminal Code Charges:</b>	<b>63</b>
<b>Impaired by Alcohol:</b>	<b>1</b>	<b>CDSA:</b>	<b>0</b>
<b>Impaired by Drug:</b>	<b>0</b>	<b>CBCA:</b>	<b>0</b>
<b>Traffic Tickets:</b>	<b>22</b>	<b>PPA:</b>	<b>0</b>
<b>HPA:</b>	<b>0</b>	<b>Traffic Written Warnings:</b>	<b>14</b>
<b>Vehicle Checks:</b>	<b>91</b>	<b>LCA:</b>	<b>1</b>
<b>Foot Patrol Hours:</b>	<b>8 hrs 21 min</b>	<b>Bike Patrol Hours:</b>	<b>0</b>

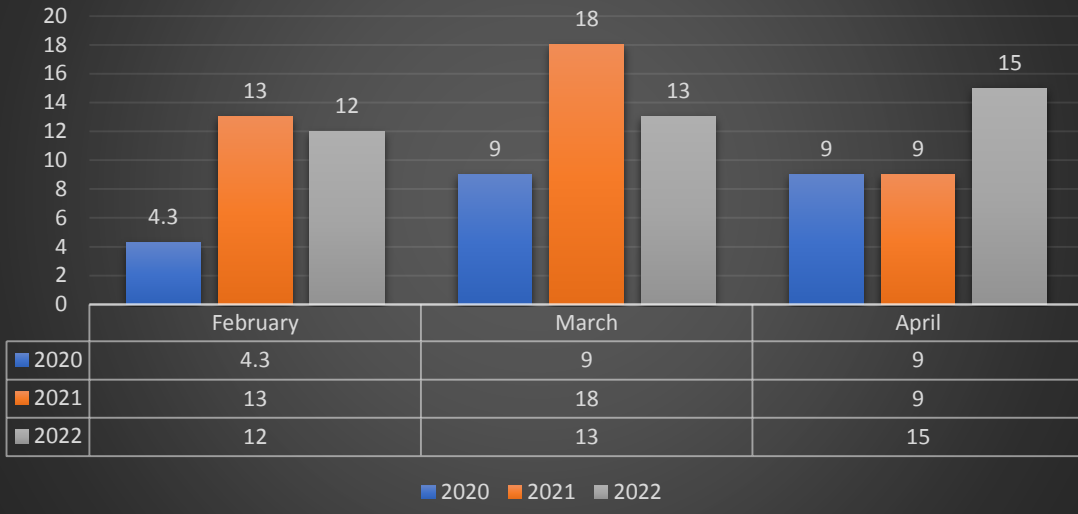
## APD Occurrences Months of February, March & April



## APD - Criminal Charges February, March and April



## Prisoners Held February, March April



# Monthly Departmental Report

## Fire Department

May 2022

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### RESPONSE #'s (April)

#### Town of Amherst – 10 events

- 2 Dumpster fire
- 2 Structure fire
- 3 Monitored alarm activations
- 1 Pull station activation
- 1 Power lines on fire/arcing
- 1 Smell of smoke / Air quality check

#### Contract area (District 2) – 9 events

- 1 Monitored alarm
- 3 Motor vehicle accidents
- 2 Wildland fire / open land
- 1 Electrical fire
- 1 Structure fire
- 1 Flue fire

### WEEKLY TRAINING & PROFESSIONAL DEVELOPMENT

The members of the department continue to have regular training on Thursday evenings while being cautious of the pandemic environment. Many members are currently attending virtual training sessions over the coming months on various topics with the fire school. Also, the recruits have completed their tenth month of the basic fire fighter training program.

### FIRE PREVENTION

As we get into the nicer weather, we are all reminded of the requirements of “The Fires and Burning of Materials By-law (C-7)” as it relates to Recreational outdoor burning appliances. This bylaw defines requirements to prevent the spread of fire to adjacent buildings and/or combustibles, the size and height of the pile of combustibles being burnt, establishes fire control measures that need to be in place, and has a requirements to have a person in charge of a fire at all times, until it is completely extinguished. A copy of the bylaw can be found on the Town of Amherst website.

### UPCOMING EVENTS

The Amherst Fire Fighters Association will be hosting the “Fire Fit Competition” this year July 23<sup>rd</sup> & 24<sup>th</sup>. This event will see competitor’s from across Atlantic Canada competing in the competition in Amherst. Unfortunately, this event has been postponed for the last 2 years due to restrictions around the coronavirus. Additional details for this event will be posted on the Amherst Fire Fighters Association Facebook page and on the variable message board at the fire station.

### RECRUITMENT

The fire department is looking for new members to join our team. For more information on becoming a member of the Amherst fire department, please visit the Amherst Fire Station, speak to any Amherst fire fighter or go to <https://amherst.ca/fire-department.html>

# Monthly Departmental Report

## Planning & Strategic Initiatives

May 2022

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The attached report lists the permits issued in the month of April.

The PAC met May 2<sup>nd</sup> to review information related to the potential demolition of the dwellings located 2 Pearl Place and 14/16 Cornwall Street, and provided an opportunity for the subject property owners to discuss the status of their property with the committee. Decisions with respect to these properties will be on the agenda of the PACs June meeting. The committee also ordered the demolition of the buildings located at 1 McCully and 52 Hickman Streets within 90 days of May 2<sup>nd</sup>. No appeals of these orders have been received.

With regard to planning matters, the PAC made a recommendation that Council enter into a development agreement to allow a youth support housing (group home) at 27 West Pleasant Street. Council will be asked to consider first reading of the agreement and schedule a public hearing on the matter at the May 24, 2022 regular meeting. With regard to the apartment complex application south of E.B. Chandler School, the proponent has provided a response to the PAC's request for additional information. Staff are reviewing the information and will be bringing this information to the June PAC meeting.

Public launch of the MPS renewal project took place March 31<sup>st</sup> with a dedicated website ([planamherst.ca](http://planamherst.ca)), which is being regularly marketed on the town's social media channels. The site provides multiple ways to provide input via a survey, interactive mapping tool and option to sign up for updates as they become available. Three community workshops facilitated by the consultant, the first taking place virtually on the evening of Thursday, May 26 at 6:00 pm and two in-person workshops on Monday, May 30 from 2-4 pm and 6-8 pm.

The Dangerous & Unsightly Premises Administrator continues to work through the cases identified in the town-wide scan, and is preparing a spring scan. Attached is the case summary for the month of May. As noted above, two buildings on two properties have been ordered demolished within 90 days and two additional properties will be considered for demolition orders at the June PAC meeting.

With regard to Business Development, the 2022 Gritty to Program has commenced with the newsletter release by the Amherst and Area Chamber of Commerce on May 4, 2022. The BDO is supporting the program by meeting with the business community to explain the program and encourage participation. An additional funding component for the purchase of Street Furniture is included in the program.

Town Staff met with local non-profit organizations, Autumn House and Cornerstone Housing Support to present the opportunity to acquire the Town properties on Sackville rive and 8 Prince Arthur Street for affordable housing. Both organizations were interested and were to bring these opportunities to their Board of Directors for consideration. Decisions should be made in the coming month.

Town staff continue to work with a number of developers and property owners to facilitate new residential development in the Town

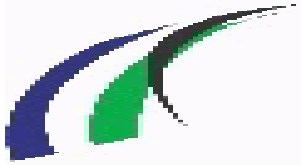
NS Works will be holding a Job Fair on June 1<sup>st</sup>, 2022 at the Amherst Stadium. Over 40 area businesses will be participating as well as supporting organizations such as the Municipality of Cumberland and the Amherst & Area Chamber of Commerce. The TOA will be participating with a table and staff at this event.

Town staff met with ACOA representatives to review town projects and funding opportunities in 2022. The project scope of the Victoria Street / Havelock Street Corner Park development was discussed to compare current budget costs to available funding programs. Funding for the engineering design of the park is available which will provide a more accurate budget for the project.

New Business Recognition certificates were presented to 2 new businesses. Pure Home Leisure and Maritime Tartan Company. They received certificates from members of council and their businesses were promoted on social media.

The TOA Business community continues to participate in the Commercial Development Support Program with 13 applications to date. With the most recent submission from Red Coast Holdings for the South Albion Subway development. The BDO is working with these businesses to organize documentation and the execution of their Phase-In Tax agreements

The TOA application for funding for Public Level 2 Electric Vehicle Charging Stations in Nova Scotia ("EV Boost") was approved. This funding will contribute to the installation of 2 EV Charge Stations downtown on Town-owned property adjacent to Veterans Park. The required project completion is end of summer 2022.



## PERMIT APPLICATIONS

For the Month of April

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
B2022-015	25015876	115 Cordova St	0	Renovate	Single Detached Dwelling	Foundation	172.00	49,000.00
B2022-018	25033598	11 Victor Ave	0	Renovate	Single Detached Dwelling	Accessory Uses - Other	106.00	22,790.00
C2022-019	25027129	27 West Pleasant St	0	Renovate	Single Detached Dwelling	Single Detached Dwelling	175.00	50,000.00
C2022-020	25026030	4 Pender St	0	Construction	Garage/Carport/Shed	Garage	69.00	25,000.00
C2022-021	25009317	25 Agnew St	0	Construction	Garage/Carport/Shed	Deck	52.00	7,500.00
C2022-022	25009234	9 Agnew St	0	Construction	Garage/Carport/Shed	Deck	56.00	10,200.00
B2022-023	25032954	45 Summit Ave	0	Renovate	Garage/Carport/Shed	Garage	75.00	10,000.00
D2022-024	25376625	17 Lawrence St	0	Renovate	Commercial	Permanent Sign	50.00	8,000.00
C2022-025	25020389	18 Franklyn St	0	Construction	Garage/Carport/Shed	Shed	59.00	7,000.00
<b>Total</b>	<b>9</b>		<b>0</b>				<b>814.00</b>	<b>189,490.00</b>

D I S T R I C T S

<i>Building Type</i>		Total
<b>Commercial</b>	1	1
<b>Garage/Carport/Shed</b>	5	5
<b>Single Detached</b>	3	3
Total	9	9

*Summary of Estimated Value by District*

	<b>189,490.00</b>
Total	<b>189,490.00</b>

*Summary of Estimated Value by Building Type*

Commercial	<b>8,000.00</b>
Garage/Carport/Shed	<b>59,700.00</b>
Single Detached Dwelling	<b>121,790.00</b>
Total	<b>189,490.00</b>

# Monthly Report

## Dangerous and Unsightly Premises

May 2022

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The following is a report from the Dangerous and Unsightly Premises Administrator from April 2022:

**Number of Valid Complaints: 5**

**Number of Invalid Complaints: 0**

**Number of Site Visits: 25** (includes first inspections, follow-ups, and closings)

**Number of Open Files: 17**

- Types of Infractions:
  - Unsightly – solid waste (6)
  - Dangerous (1)
  - Vacant Buildings & Pending Recommended Demolitions (7)
  - Dumping on Town-Owned Land (2)
  - Pot Hole on Private Property (1)

**Number of Closed Files: 10**

- Types of Infractions:
  - Unsightly – solid waste (8)
  - Vacant Building/Unsecured (1)
  - Minimum Standards (1)

**Orders Posted (3):**

- Order to Vacate
- Order to Remove Solid Waste/Garbage
- Order to Remove Shed & Contents

# Monthly Departmental Report

## Community Well Being

May 2022

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### Active Living

- Multisport started it's final sport with Little League on Sunday. The 27 children will have 5 sessions with the group at the Little League fields. Planning has started with Cumberland County for the 22-23 season.
- Let's Walk About It happened May 5 in partnership with SOAR and the YMCA. Around 50 people participated for the walk about mental health awareness.
- A bike rodeo is being planned for June 1 from 4 – 6 p.m. with partnership with Amherst Police Department at Dickey Park. Bike week will run from June 1 – 10 with partnership from Cumberland County.
- ParticipACTION kicks off June 1. Promotion and registration begins mid-May with organizations and community groups encouraged to register to help make Amherst the most active community in Canada! The Town received a grant to fund "try-it" sessions planned for June.
- Summer programming planning has begun and the program will begin July 4.
- Make Your Move 8 week virtual campaign begins on May 9. Participants will win t-shirts from the Healthy Tomorrow Foundation.
- Nova Scotia Walks Day takes place May 11. There are two registered events in Amherst for that day, in the morning with the NS Walks group at 9 a.m., and at 6 p.m. with the Amherst Striders.
- Tennis NS will be hosting a facilitator training session on June 28<sup>th</sup> for our students and the students of Cumberland County.

### Culture , Marketing & Events.

- Volunteer Appreciation Ceremony took place on April 26<sup>th</sup>, 21 Volunteers were recognized for 2022, and a reception was held after with approximately 60 people in attendance.
- Community Support Grants were collected and submitted – 16 Applications in total were submitted along with our in policy applications.
- Updated Graphics and Information on Gritty to Pretty Brochure as by request from the BDO and Chamber of Commerce.
- Earth Day Graphics designed and posted with the support of the Town Horticulturalist. A video compilation was also created and posted to show the Towns support for Earth Day.
- Mental Health Week – A social media campaign was developed to show support for Mental Health Week which including graphics and video. Attended the Cumberland Health Authority Walk for Mental Health on May 5<sup>th</sup>.
- Summer Student Interviews were conducted on April 28<sup>th</sup>
- Planning for Canada Day – Vendor Application updated, entertainment and sound confirmed, ordering of marketing materials. Speakers & Dignitaries contacted for opening ceremony.
- Graphics designed for our upcoming Community Expo being held June 14<sup>th</sup> in collaboration with Community Well Being Manager.

- Town wide yard sale takes place May 28. Community members and organizations are encouraged to register their yard sale with the Town and a map of all sales will be provided the week prior.
- Working with the BDO, we submitted a grant proposal through the Chamber of Commerce for the New Rediscover Main Streets Initiative to Reanimate Main Streets, Downtowns and Neighbourhoods

### **Community Well Being**

- Accessibility Committee – Currently researching other municipal plans, developing survey and strategy for community engagement. Also contacting stakeholders to introduce the plan and arrange their participation
- Poverty Reduction Advisory Committee - Researched other municipalities efforts in Poverty reduction in NS and Canada. Attended Youth Homelessness meeting with community partners Maggie’s place, YMCA and other relevant stakeholders
- Inclusion, Diversity & Equity Committee - Reviewed and researched other Diversity and Inclusion policies, plans across NS and Canada. Began to draft the structure and introduction to our Strategy
- Community Expo June 14, 2022 Contacted all our community groups, sports clubs and churches to discuss the open house. Coordinating registration of Expo groups

### **Human Resources**

- We are hosting a business student from NSCC for a 6 week work term. Melody Mean has joined us and is assisting the marketing and events staff.