



Town of Amherst  
Committee of the Whole

Date: **Monday, June 20, 2022**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
1.1. Approval of Agenda	
1.2. Approval of the Consent Agenda	1 - 1
1.3. Approval of Minutes - May 16, 2022	2 - 5
<b>2. Council Direction Requests</b>	
2.1. Saxby Gale - Fawthrop	6 - 6
2.2. Request for Social Needs Workshop - Fawthrop	7 - 17
2.3. Street Naming Policy Amendments - Jones	18 - 25
2.4. Bylaw to Amend the Bylaw Respecting the Amherst Board of Police Commissioners - Jones	26 - 26
2.5. Mill Street Green Space - Bourgeois	27 - 29
2.6. Dr. and Mrs. H.E. Christie Foundation Donation - Wilson	30 - 33
<b>3. Information Items</b>	
3.1. Provincial Notice of Legislation Effects on Municipal Revenue - MacDonald	34 - 39
3.2. Marsh Trail - ATV Issues - Pike	40 - 43
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3.7.	Strategic Priority Review - Fisher	57 - 59
3.8.	Dangerous and Unsightly Premises Semi Annual Report - Fisher	60 - 64
4.	Monthly Reports	
4.1.	Corporate Services	65 - 67
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4.3.	Police Services	69 - 72
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4.5.	Planning & Strategic Initiatives	74 - 77
4.6.	Community Well Being	78 - 79
4.7.	Solid Waste Services	80 - 80
5.	In Camera	
5.1.	Approval of In Camera Agenda	
5.2.	Approval of In Camera Minutes	
5.3.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
5.4.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property - Blaine St	
5.5.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property - Drover	
5.6.	MGA 22(2)(e) - contract negotiations - connector	
5.7.	MGA 22(2)(e) - contract negotiations - oxford	
5.8.	MGA 22(2)(e) - contract negotiations - navigator	
5.9.	MGA 22(2)(e) - contract negotiations Church Street	
5.10.	MGA 22(2)(e) - contract negotiations Oceanview	
5.11.	MGA 22(2)(c) - personnel matters pension	
6.	Adjournment	

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Town of Amherst  
Committee of the Whole  
Monday, June 20, 2022

### **Consent Agenda**

#### **MOTION:**

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

- 1.3. Approval of Minutes**
- 2.4 Bylaw to Amend the Bylaw Respecting the Amherst Board of Police Commissioners**
- 2.6 Dr. & Mrs. H.E. Christie Foundation Donation**
- 3.1 Provincial Notice of Legislation Effects on Municipal Revenue**
- 3.7 Strategic Priority Review**
- 3.8 Dangerous and Unsightly Premises Semi Annual Report**
- 4.1 Corporate Services Monthly Report**
- 4.2. Operations Monthly Report**
- 4.3. Police Department Monthly Report**
- 4.4. Fire Department Monthly Report**
- 4.5. Planning & Strategic Initiatives Monthly Report**
- 4.6. Community Well-Being Monthly Report**
- 4.7 Solid Waste Services Monthly Report**

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

**Date:** May 16, 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  
Brenda Rioux, Solid Waste Education and Enforcement Officer  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

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**1. Call to Order**

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

- 1.1 Approval of Agenda**  
**Moved By Councillor Emery**  
**Seconded By Councillor Baker**  
That the agenda be approved as circulated.

**MOTION CARRIED**

- 1.2 Approval of the Consent Agenda**  
**Moved By Councillor Davidson**  
**Seconded By Deputy Mayor Christie**  
That the Consent Agenda be approved as circulated.

**MOTION CARRIED**

**1.3 Approval of Minutes**

- 1.3.1 April 19, 2022**  
**Moved By Councillor Davidson**  
**Seconded By Deputy Mayor Christie**  
That the minutes of the April 19, 2022 Committee of the Whole meeting be approved as circulated.

**MOTION CARRIED**

**2. Presentations**

**2.1 Ed Childs - Drover Street**

Mr. Childs gave his presentation, included as part of the agenda package.

**3. Council Direction Requests**

**3.1 Number of Councillors Review**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Landry**

**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.**

**MOTION CARRIED**

**3.2 Bylaw to Amend the Bylaw Respecting the Amherst Board of Police Commissioners**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**That Council forward first reading of the proposed amendment to include a new clause on diversity and inclusiveness to the membership section of the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst to the May 24, 2022 regular meeting of Council.**

**MOTION CARRIED**

**Moved By Councillor Baker**

**To have a Policy instead of amending the Bylaw.**

**MOTION WITHDRAWN**

**Moved By Councillor Emery**

**Seconded By Councillor Baker**

**To amend the bylaw to include the new statement as part of the preamble and the membership.**

Against (5): Mayor Kogon, Deputy Mayor Christie, Councillor Davidson, Councillor Fawthrop, and Councillor Landry

**MOTION DEFEATED**

**3.3 Lord Amherst Drive Renaming**

**Moved By Councillor Emery**

**Seconded By Councillor Baker**

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

Against (1): Councillor Baker

**MOTION CARRIED**

**3.4 Northern Region Agreement Amendment**

**Moved By Councillor Emery**

**Seconded By Councillor Landry**

**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.**

**MOTION CARRIED**

**3.5 Community Centre Steering Committee**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Davidson**

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

**MOTION CARRIED**

**Moved By Deputy Mayor Christie**

**Seconded By Councillor Landry**

**To appoint Councillor Davidson as councillor representation on the Community Centre Steering Committee.**

**MOTION CARRIED**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**To appoint Councillor Landry as councillor representation alternate on the Community Centre Steering Committee.**

**MOTION CARRIED**

**3.6 Crosswalk Markings**

**Moved By Councillor Baker**

**Seconded By Councillor Landry**

**That staff be directed to bring back a report at the next Committee of the Whole meeting including regulations and costs of installing yellow crosswalk signs.**

**MOTION CARRIED**

**3.7 Hotel Marketing Levy**

**Moved By Councillor Baker**

**Seconded By Councillor Emery**

**That Council consider the establishment of a Hotel Marketing Levy.**

**Against (5): Mayor Kogon, Deputy Mayor Christie, Councillor Davidson, Councillor Fawthrop, and Councillor Landry**

**MOTION DEFEATED**

- 3.8 EB Chandler Parking Lot  
Moved By Councillor Baker  
Seconded By Councillor Fawthrop  
That Council 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.**

**MOTION CARRIED**

**4. Information Items**

**4.1 Yield Sign Review**

Information item; no direction given or action required.

**4.2 Strategic Priorities Update**

Information item. Councillor Davidson requested that Council be given a timeline for the review of the Committees of Council and all Town policies and bylaws.

**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 Emery  
Seconded By Councillor Landry  
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

# MEMO

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

**FROM:** Councillor Dale Fawthrop

**DATE:** June 20, 2022

**RE: Educational Event Saxby Gale**

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October 4<sup>th</sup> is the 153<sup>rd</sup> anniversary of the 1869 Saxby Gale. I would like to see a Proclamation October 4<sup>th</sup> as Saxby Gale Day and arrange a meeting/educational seminar on the necessity to address our marsh challenges. This could be done in partnership with the museum.

With the increasing challenges being faced with climate change, it would be a great opportunity to remember the historical event and educate the public on storm preparation etc.

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# MEMO

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

**FROM:** Councillor Dale Fawthrop

**DATE:** June 20, 2022

**RE: Proposed workshop**

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I wish to present to Council the need for a Fall one day workshop on Municipalities and social needs. Back in the early 2000s the province took over the responsibility for social needs from the municipalities. However, in the last few years municipalities are being asked to increase their support for local food banks and other food providers, as well as shelters and assisted living units.

I do believe that it would be beneficial to have a consistent policy to operate from, to manage community expectations, to address our social needs consistently, and to assist in the budget process. Now, we are relying somewhat on Deed transfer to address poverty issues. Taxpayers pay for infrastructure and I'm not sure if there is general consensus that we should fund societal issues.

Let's consider starting the process with just Amherst staff and council. I imagine the social issues that we're seeing now will grow over the next 10 years. We need a treatment plan, the bandaid approach leads to inconsistencies and expectations that may not be feasible.

I do not wish to usurp or interfere with the work of the Poverty Committee, I just see that we need guiding principles before the 23/24 budget process.

**Town of Amherst  
2022/23 Budget  
Discretionary Expenses**

<b>Cost elements/Cost centers</b>	<b>2022/23 Budget</b>
** 8015 Liability Claims	9,850
** 6020 PROFESSIONAL DEV	111,400
** 6030 TRAVEL	81,800
** 6032 Conferences & Conferences	29,750
** 6040 PROF MEM/DUES & FEES	32,070
** 6050 OFFICE SUPPLIES	23,610
** 6060 OFFICE EQUIPMENT	9,840
** 6070 PHOTOCOPY SUPPLIES	14,200
** 6080 ADVERTISING	38,030
** 6090 POSTAGE	35,990
** 6100 COURIER	3,750
** 6110 TELEPHONE	54,805
** 6112 Facsimile	740
** 6114 Cellular	33,350
** 6120 PUBL./SUBSCRIPTION	6,820
** 6130 COMPUTER HARDWARE	61,550
** 6140 COMPUTER SOFTWARE	4,025
** 6150 MEETING EXPENSES	12,150
** 6152 Catering	3,520
** 6170 PROMOTION	49,600
<b>*** Administrative Costs</b>	<b>616,850</b>
** 7030 BLDG/FACILITY MTCE	108,264
** 7040 BLDG/FACILITY REPAIR	22,000
** 7060 BLDG/FACILITY RENO	2,000
** 7070 BLDG/FACILITY RENTAL	7,600
** 7080 PLANT MAINTENANCE	41,000
** 7090 PLANT REPAIRS	1,000
** 7100 MAINT. TOOLS/EQUIP	5,000
** 7130 DEMOLITION	
<b>*** Building &amp; Facility Costs</b>	<b>186,864</b>
** 7500 VEH/EQUIP MAINT.	16,190
** 7510 VEH/EQUIP REPAIRS	104,800
** 7530 VEH/EQUIP REPLACE	
** 7540 VEH/EQUIP RENTAL	15,800
** 7560 VEH/EQUIP GEN SUP	16,500
** 7570 VEH/EQUIP TOOLS	7,600
** 8000 OPERATIONAL EQUIP	52,100
** 8020 MAINTENANCE EQUIP	4,900
<b>*** Vehicle &amp; Equipment Costs</b>	<b>217,890</b>

<b>Cost elements/Cost centers</b>	<b>2022/23 Budget</b>
** 8010 MATERIALS / SUPPLIES	174,710
** 8004 GRAVEL	12,800
** 8005 ASPHALT	167,550
** 8006 CONCRETE	17,000
** 8007 MANHOLES CATCH BASINS	8,000
** 8008 PIPE & ACCESSORIES	10,000
** 8009 SALT/ SAND/ DE-ICING	99,000
<b>*** Materials &amp; Supplies</b>	<b>489,060</b>
** 8150 GRANTS/SUBS TO ORGS	250,000
** 8160 DONATIONS TO CHARITY	250
** 8170 SCHOL/GRANTS TO IND	3,750
<b>*** Grants to organizations</b>	<b>254,000</b>
** 8025 COMMUNITY EVENTS	79,750
** 8030 MAINTENANCE MAT/SUPP	11,100
** 8040 COMM EQUIPMENT LINES	12,050
** 8050 COST OF SALES	
** 8060 PROGRAM INSTRUCTION	63,000
** 8090 UNIFORMS/CLOTHING	63,800
** 8100 PROFESSIONAL SERVICES	62,100
** 8110 CONTRACTS/AGREEMENTS	295,800
** 8111 CONTR/AGREE -WELDING	
<b>*** Other municipal costs</b>	<b>587,600</b>
* 9095 CASH OVER / SHORT	50
<b>** Bank charges &amp; Short te</b>	<b>50</b>
* 9400 APPROP CAPITAL RESERVE	
* 9410 APPROP OPER RESERVE	45,808
* 9420 APPROP CAPITAL FUND	590,000
<b>** Transfers to Own Funds</b>	<b>635,808</b>
<b>*** Fiscal Services</b>	<b>635,858</b>
** 8180 Tax Exempt / Low Income	150,811
<b>*** Tax exemptions individuals</b>	<b>150,811</b>
** 6180 COST RECOVERY	36,820-
<b>*** Cost recovery</b>	<b>36,820-</b>
<b>**** Total Discretionary Expenses</b>	<b>3,102,113</b>
<b>Discretionary Expenses as a % of Total Budget</b>	<b>16%</b>

Includes Snow Clearing

<b>Total General Budget Expenses =</b>	<b>19,198,263</b>
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**Town of Amherst  
2022/23 Budget  
Non-Discretionary Expenses**

Cost elements/Cost centers	2022/23 Budget	
** 6000 WAGES/SALARIES	7,476,200	
** 6005 Honoraria	314,300	
** 6006 Retired EE Pens Pension	15,800	
** 6009 Y/E WAGES & BEN	31,388	
** 6010 CPP	338,570	
** 6012 Employment Insurance	134,160	
** 6014 Blue Cross	155,370	
** 6015 Pension - Reg Pymt	552,170	
** 6016 Group Insurance	226,470	
** 6017 WCB	191,200	
** 6018 Pension-Special Payment	64,645	Per Pension Actuarial Valuations
<b>*** Wages &amp; Benefits</b>	<b>9,500,273</b>	
** 6142 Software Licensing	163,195	
** 6160 LIABILITY INSURANCE	71,575	
<b>*** Administrative Costs</b>	<b>234,770</b>	
** 7025 Solid Waste Disposal	56,580	
** 7001 HEAT - NATURAL GAS	136,900	
** 7010 ELECTRICAL	418,654	
** 7020 WATER	41,550	
** 7050 BLDG/FACILITY INS	52,324	
** 7120 PROPERTY TAXES	5,600	
<b>*** Building &amp; Facility Costs</b>	<b>711,608</b>	
** 7520 VEH/EQUIP INSURANCE	47,034	
** 7550 VEH/EQUIP FUEL - GAS	65,784	
** 7551 VEH/EQUIP FUEL-DIESEL	34,500	
** 7552 VEH/EQUIP FUEL-NAT GAS		
<b>*** Vehicle &amp; Equipment Costs</b>	<b>147,318</b>	
** 8150 GRANTS/SUBS TO ORGS	162,167	YMCA & NSCC, Youth Centre
** 8175 IN KIND GRANT -SOLAR GARDEN	6,247	
<b>*** Grants to organizations</b>	<b>168,414</b>	
** 8080 STREET LIGHTS	75,250	
** 8100 PROFESSIONAL SERVICES	49,400	Audit Fees, Legal Prosecution Fees
** 8110 CONTRACTS/AGREEMENTS	773,205	Solid Waste Contract & Disposal, other bldg contracts (HVAC, etc), WWTF sampling, etc
** 8121 LEASES -OFFICE EQUIP	22,000	
** 8130 LICENSES/PERMITS	11,300	
** 8135 REGULATORY FEES	600	
** 8145 Ordered Remediation		
** 9450 LA ANIMAL SHELTER	1,000	
<b>*** Other municipal costs</b>	<b>932,755</b>	

Cost elements/Cost centers	2022/23 Budget
* 9020 INT ON DEBENTURES	237,791
* 9050 PRINC ON DEBENTURE	645,459
<b>** Debt Service Costs</b>	<b>883,250</b>
* 9010 DEBT ISSUANCE COSTS	
* 9090 BANK CHARGES	50,400
<b>** Bank charges &amp; Short term Borrow</b>	<b>50,400</b>
* 9200 ALLOW FOR UNCOLL ACCTS	
* 9220 Loss on Assess Appeals	
* 9240 Phase In Comm Assess	429,000
<b>** Valuation allow/appeals</b>	<b>429,000</b>
* 9470 ASSESSMENT SERVICES	112,038
* 9600 PROV.CORRECTIONS	110,753
* 9610 REGIONAL HOUSING	291,411
* 9620 REGIONAL LIBRARY	87,299
* 9630 REG. SCHOOL BOARD	1,643,211
<b>** Unconditional Transfers</b>	<b>2,244,712</b>
* 9690 Regional Authorit	67,536
<b>** Transfers to Reg Boards</b>	<b>67,536</b>
<b>*** Fiscal Services</b>	<b>3,674,898</b>
** 8195 WATER SUPPLY & HYDRANTS	726,114
<b>*** Fire protection charge</b>	<b>726,114</b>
<b>**** Total Non-Discretionary Expenses</b>	<b>16,096,150</b>
<b>Non-Discretionary Expenses as a % of Total Budget</b>	<b>84%</b>

Phase In Comm Assessment Program

Cumberland Business Connector

<b>Total General Budget Expenses =</b>	<b>19,198,263</b>
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**Town of Amherst  
2022/23 Budget  
Recreation Facilities**

Cost elements/Cost centers	2022/23 Budget	Non- Discretionary	Discretionary
** 6000 WAGES/SALARIES	650,700	650,700	
** 6009 Y/E WAGES & BEN A	2,232	2,232	
** 6010 CPP	34,010	34,010	
** 6012 Employment Insura	14,350	14,350	
** 6014 Blue Cross	19,740	19,740	
** 6015 Pension - Reg Pym	49,490	49,490	
** 6016 Group Insurance	24,420	24,420	
** 6017 WCB	13,720	13,720	
** 6018 Pension-Special P	12,655	12,655	
<b>*** Wages &amp; Benefits</b>	<b>821,317</b>	<b>821,317</b>	
** 8015 Liability Claims	1,250		1,250
** 6020 PROFESSIONAL DEVE	4,150		4,150
** 6030 TRAVEL	1,750		1,750
** 6032 Conferences & Con	2,900		2,900
** 6040 PROF MEM/DUES & F	1,350		1,350
** 6050 OFFICE SUPPLIES	500		500
** 6060 OFFICE EQUIPMENT	250		250
** 6070 PHOTOCOPY SUPPLIE	500		500
** 6080 ADVERTISING	500		500
** 6090 POSTAGE			
** 6100 COURIER			
** 6110 TELEPHONE	4,000		4,000
** 6114 Cellular	4,750		4,750
** 6130 COMPUTER HARDWARE	350		350
** 6140 COMPUTER SOFTWARE			
** 6142 Software Licensing	10,235	10,235	
** 6150 MEETING EXPENSES			
** 6152 Catering			
** 6170 PROMOTION	7,500		7,500
** 6160 LIABILITY INSURAN	7,043	7,043	
<b>*** Administrative Costs</b>	<b>47,028</b>	<b>17,278</b>	<b>29,750</b>
** 7025 Solid Waste Dispo	18,000	18,000	
** 7001 HEAT - NATURAL GA	55,400	55,400	
** 7010 ELECTRICAL	112,100	112,100	
** 7020 WATER	31,250	31,250	
** 7030 BLDG/FACILITY MAI	37,500		37,500
** 7040 BLDG/FACILITY REP	12,500		12,500
** 7050 BLDG/FACILITY INS	11,837	11,837	
** 7060 BLDG/FACILITY REN	2,000		2,000
** 7070 BLDG/FACILITY REN			
** 7080 PLANT MAINTENANCE	10,000		10,000
** 7090 PLANT REPAIRS	1,000		1,000
** 7100 MAINT. TOOLS/EQUI	5,000		5,000
** 7120 PROPERTY TAXES	2,600	2,600	
<b>*** Building &amp; Facility Cos</b>	<b>299,187</b>	<b>231,187</b>	<b>68,000</b>

<b>Cost elements/Cost centers</b>	<b>2022/23 Budget</b>	<b>Non- Discretionary</b>	<b>Discretionary</b>
** 7500 VEH/EQUIP MAINT.	3,900		3,900
** 7510 VEH/EQUIP REPAIRS	8,600		8,600
** 7520 VEH/EQUIP INSURANCE	7,505	7,505	
** 7530 VEH/EQUIP REPLACE			
** 7540 VEH/EQUIP RENTAL	3,300		3,300
** 7550 VEH/EQUIP FUEL - GAS	9,300	9,300	
** 7551 VEH/EQUIP FUEL-DIESEL	2,000	2,000	
** 7560 VEH/EQUIP GEN SUP			
** 8000 OPERATIONAL EQUIP	5,000		5,000
** 8020 MAINTENANCE EQUIP	2,000		2,000
<b>*** Vehicle &amp; Equipment Cos</b>	<b>41,605</b>	<b>18,805</b>	<b>22,800</b>
** 8010 MATERIALS / SUPPL	60,750		60,750
<b>*** Materials &amp; Supplies</b>	<b>60,750</b>		<b>60,750</b>
** 8025 COMMUNITY EVENTS			
** 8030 MAINTENANCE MAT/S	5,500		5,500
** 8040 COMM EQUIPMENT LI	1,300		1,300
** 8050 COST OF SALES			
** 8080 STREET LIGHTS	3,250	3,250	
** 8090 UNIFORMS/CLOTHING	11,100		11,100
** 8100 PROFESSIONAL SERV	10,000		10,000
** 8110 CONTRACTS/AGREEME	8,250		8,250
** 8111 CONTR/AGREE -WELD			
** 8121 LEASES -OFFICE EQ	1,000	1,000	
** 8130 LICENSES/PERMITS	2,500	2,500	
** 8135 REGULATORY FEES			
<b>*** Other municipal costs</b>	<b>42,900</b>	<b>6,750</b>	<b>36,150</b>
** Debt Service Costs	150,083	150,083	
** Bank charges & Short te	1,000	1,000	
** Transfers to Own Funds			
<b>*** Fiscal Services</b>	<b>151,083</b>	<b>151,083</b>	
** 6180 COST RECOVERY			
<b>*** Cost recovery</b>			
<b>**** Total</b>	<b>1,463,870</b>	<b>1,246,420</b>	<b>217,450</b>

**Town of Amherst  
2022/23 Budget  
Community Navigator**

<b>Cost elements/Cost centers</b>	<b>2022/23 Budget</b>	<b>Non- Discretionary</b>	<b>Discretionary</b>
* 6000 WAGES/SALARIES	46,900		46,900
* 6010 CPP	2,520		2,520
* 6012 Employment Insura	1,010		1,010
* 6014 Blue Cross	2,100		2,100
* 6016 Group Insurance	980		980
* 6017 WCB	990		990
<b>** Wages &amp; Benefits</b>	<b>54,500</b>		<b>54,500</b>
* 6030 TRAVEL	8,000		8,000
* 6080 ADVERTISING	5,000		5,000
* 6130 COMPUTER HARDWARE	3,000		3,000
* 6150 MEETING EXPENSES	3,000		3,000
* 6170 PROMOTION	6,500		6,500
<b>** Administrative Costs</b>	<b>25,500</b>		<b>25,500</b>
<b>*** Expenditures</b>	<b>80,000</b>		<b>80,000</b>

**Town of Amherst  
2022/23 Budget  
Community Support Area Rate**

Cost elements/Cost centers	2022/23 Budget		Non-Discretionary	Discretionary
FRESHSTART 'A FRESH ST	35,000			35,000
GRANTS GRANTS ORGA	55,000			55,000
GRANTYMCA GRANT YMCA	108,417	YMCA	108,417	
PHYSICIAN PHYSICIAN R				
POVERTY POVERTY GRA	153,750	NSCC & Youth Centre	53,750	100,000
YOUTHICE YOUTH FREE	60,000			60,000
** 8150 GRANTS/SUBS TO OR	412,167		162,167	250,000
<b>*** Grants to organizations</b>	<b>412,167</b>		<b>162,167</b>	<b>250,000</b>
SPECEVENTS SPECIAL EVE	53,500			53,500
** 8025 COMMUNITY EVENTS	53,500			53,500
<b>*** Other municipal costs</b>	<b>53,500</b>			<b>53,500</b>
TAXEXEMPT TAX EXEMPTI	92,403			92,403
TAXREDUCT TAX REDUCTI	58,408			58,408
** 8180 Tax Exempt / Low	150,811			150,811
<b>*** Tax exemptions individu</b>	<b>150,811</b>			<b>150,811</b>
** 6180 COST RECOVERY				
<b>*** Cost recovery</b>				
<b>**** Total</b>	<b>616,478</b>		<b>162,167</b>	<b>454,311</b>

**Town of Amherst  
2022/23 Budget  
Community Well Being**

Cost elements/Cost centers	2022/23 Budget	Non- Discretionary	Discretionary
** 6000 WAGES/SALARIES	257,000	257,000	
** 6009 Y/E WAGES & BEN A	652	652	
** 6010 CPP	12,710	12,710	
** 6012 Employment Insura	5,580	5,580	
** 6014 Blue Cross	8,590	8,590	
** 6015 Pension - Reg Pym	13,820	13,820	
** 6016 Group Insurance	4,700	4,700	
** 6017 WCB	5,370	5,370	
<b>*** Wages &amp; Benefits</b>	<b>308,422</b>	<b>308,422</b>	
** 6020 PROFESSIONAL DEVE	1,500		1,500
** 6030 TRAVEL	1,000		1,000
** 6032 Conferences & Con	750		750
** 6040 PROF MEM/DUES & F	1,755		1,755
** 6050 OFFICE SUPPLIES	250		250
** 6060 OFFICE EQUIPMENT	250		250
** 6070 PHOTOCOPY SUPPLIE			
** 6080 ADVERTISING	6,000		6,000
** 6090 POSTAGE	150		150
** 6114 Cellular	3,500		3,500
** 6130 COMPUTER HARDWARE	1,850		1,850
** 6140 COMPUTER SOFTWARE	300		300
** 6142 Software Licensin	5,150	5,150	
** 6150 MEETING EXPENSES	5,000		5,000
** 6152 Catering	800		800
** 6170 PROMOTION	4,500		4,500
** 6160 LIABILITY INSURAN	492	492	
<b>*** Administrative Costs</b>	<b>33,247</b>	<b>5,642</b>	<b>27,605</b>
** 7025 Solid Waste Dispo			
** 7020 WATER			
** 7030 BLDG/FACILITY MAI			
** 7040 BLDG/FACILITY REP			
** 7070 BLDG/FACILITY REN	1,000		1,000
<b>*** Building &amp; Facility Cos</b>	<b>1,000</b>		<b>1,000</b>
** 7540 VEH/EQUIP RENTAL	1,500		1,500
** 8000 OPERATIONAL EQUIP			
** 8020 MAINTENANCE EQUIP			
<b>*** Vehicle &amp; Equipment Cos</b>	<b>1,500</b>		<b>1,500</b>
** 8010 MATERIALS / SUPPL	10,000		10,000
<b>*** Materials &amp; Supplies</b>	<b>10,000</b>		<b>10,000</b>
** 8150 GRANTS/SUBS TO OR			
<b>*** Grants to organizations</b>			

<b>Cost elements/Cost centers</b>	<b>2022/23 Budget</b>	<b>Non- Discretionary</b>	<b>Discretionary</b>
** 8025 COMMUNITY EVENTS	23,500		23,500
** 8050 COST OF SALES			
** 8060 PROGRAM INSTRUCTI	63,000		63,000
** 8090 UNIFORMS/CLOTHING	2,500		2,500
** 8100 PROFESSIONAL SERV			
** 8110 CONTRACTS/AGREEME	2,200		2,200
*** <b>Other municipal costs</b>	<b>91,200</b>		<b>91,200</b>
** Transfers to Own Funds			
*** <b>Fiscal Services</b>			
** 6180 COST RECOVERY			
*** <b>Cost recovery</b>			
**** <b>Total</b>	<b>445,369</b>	<b>314,064</b>	<b>131,305</b>

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

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

**DATE:** June 20, 2022

**SUBJECT:** Amendments to Street Naming Policy

---

**ORIGIN:** Recommendation from the Inclusion, Diversity and Equity Advisory Committee

**LEGISLATIVE AUTHORITY:** MGA 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 proposed amendments to the Street Naming Policy to the June 2022 Council meeting.

**BACKGROUND:** During the Inclusion, Diversity and Equity committee meetings related to the recommendation to consider renaming Lord Amherst Drive, the members felt it was important to formally recognize those factors within the existing policy.

**DISCUSSION:** As part of the IDE committee's work, they identified several potential street names that reflected diversity, inclusion and equity. Their recommendation is for Council to consider officially adding these names to the Street Naming Policy list of potential approved street names.

**FINANCIAL IMPLICATIONS:** There are no financial implications to this recommendation

**SOCIAL JUSTICE IMPLICATIONS:** There can only be benefits to adding names with significance to our cultural history.

**ENVIRONMENTAL IMPLICATIONS:** There are none

**COMMUNITY ENGAGEMENT:** IDE Committee members consulted within their individual cultural communities

**ALTERNATIVES:** 1) Do not amend the policy, 2) Council may recommend alternative names at their discretion, 3) refer the matter back to the IDE committee for another recommendation



**COMMITTEE OF THE WHOLE**

**CDR# 2022043**

**Date: June 20, 2022**

**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.

e)d) To promote the principals of inclusivity, equity and diversity in consideration of street names within the town.

### 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.
- iii);iv) Ensure that new street names consider the values of inclusivity, equity and diversity to reflect our citizens both past and future.



**SUGGESTED STREET NAME LIST**

Street Name	Background
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)
<u>Rainbow Drive</u>	<u>created by several actions working together to create its beautiful form which would represent our diverse community</u>
<u>Heritage Drive</u>	
<u>L' nuk (ul noog)</u>	<u>Mi'kmaq term means "the people",</u>
<u>Nikmaq</u>	<u>The word Mi'kmaq actually comes from the word ni'kmaq, or 'my friends'</u>
<u>Sikniqt (sig n icked)</u>	<u>From where the place name Chignecto was derived</u>
<u>Fred Parsons</u>	<u>Significant contributions to Amherst's built infrastructure</u>
<u>Rocky Johnson</u>	<u>Professional Wrestler</u>
<u>Maltby</u>	<u>Frederick Roy Maltby, Hockey and Community</u>

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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.

# MEMO

TO: Mayor Kogon & Members of Council  
FROM: Kimberlee Jones, Municipal Clerk  
DATE: June 20, 2022  
RE: Bylaw to Amend the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst

---

At the May 24, 2022 meeting, Council passed the following motion:

**Moved By Councillor Davidson  
Seconded By Deputy Mayor Christie  
That Council approve first reading of the proposed amendment to the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst, and schedule a public hearing prior to second reading.**

**Motion Carried**

Following the meeting staff realized that amending this bylaw does not require a public hearing prior to second reading.

Therefore, staff are requesting that the following motion be made to amend the previous motion:

**I move to amend the motion previously passed motion to read that Council approve first reading of the proposed amendment to the Bylaw Respecting the Board of Police Commissioners for the Town of Amherst, and schedule second reading.**

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

**SUBMITTED BY:** Aaron Bourgeois, Director of Operations

**DATE:** June 20, 2022

**SUBJECT:** Mill Street Green Space and Flowerbed Pilot Project

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**ORIGIN:** Citizen requests for a neighbourhood green space on the Town owned vacant lot on Mill Street.

**LEGISLATIVE AUTHORITY:** MGA section 47(1) states; 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 approval of the Town owned vacant lot on Mill Street as the site to construct and plant a community flowerbed as a pilot project to the June 27, 2022 regular meeting of Council.

**BACKGROUND:** The Town owns a vacant parcel of land on Mill Street (shown below).



The property was not being maintained as it should and the neighboring residents requested that the grass be mowed on a regular schedule and if the space could be used as a park with a picnic table and garbage bin. They also asked the Town to consider planting a flowerbed that the residents would look after and maintain once planted. Staff have been mowing the property on a regular basis to the same standard as our other green spaces and have added a picnic table and garbage can as requested (both of these items were on hand and did not need to be purchased). The before and after pictures are below.



**DISCUSSION:** Staff believe the pilot project would be a good way to gauge public interest for future similar projects. The entire project can be completed for minimal cost and is not overly labor intensive. Staff can complete the project without interfering with their other maintenance obligations. Staff will provide Council with a report on the outcomes of the project in the fall.

**FINANCIAL IMPLICATIONS:** The cost to till the soil for a flowerbed (10'x10'), add compost/mulch and plant an assortment of shrubs and perennials would be approximately \$500.

**SOCIAL JUSTICE IMPLICATIONS:** Green spaces and flowerbeds create a welcoming environment for all to enjoy.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications as a result of proceeding with this project

**COMMUNITY ENGAGEMENT:** If approved the project would be promoted via media release and social media.

**ALTERNATIVES:**

1. Do not approve the pilot project.
2. Construct the flowerbed and have staff weed, water and maintain it.
3. Find another municipal use for the property.

**ATTACHMENTS:** None.

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Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:



## COMMITTEE OF THE WHOLE

CDR# 2022044

Date: June 20, 2022

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

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

**DATE:** June 20, 2022

**SUBJECT:** Donation Request for the Amherst Little League Baseball and Cumberland County Military Museum from the Dr. & Mrs. H.E. Christie Community Foundation

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**ORIGIN:**

Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$13,120 to the Town provided that the Town, in turn, provides grants of \$8,000 to Amherst Little League Baseball and \$5,120 to the Cumberland County Military Museum.

**LEGISLATIVE AUTHORITY:**

Income Tax Act – Canada Revenue Agency Charity Guideline  
Registered municipalities are considered qualified donees by the Canada Revenue Agency and therefore can issue official donation receipts and are eligible to receive gifts from registered charities.

**RECOMMENDATION:**

That the request to receive a donation of \$13,120 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$8,000 to Amherst Little League Baseball and \$5,120 to the Cumberland County Military Museum, be referred to the June 27, 2022 regular meeting for Council's consideration.

**BACKGROUND:**

The Town of Amherst has accepted donations of this nature in the past and provided receipts to the donor and disbursed funds to the requested recipient. The key is that the disbursement is approved by Council and is for an expenditure which the municipality has the authority to spend.

**DISCUSSION:**

The Town received correspondence from the Dr. & Mrs. H.E. Christie Community Foundation advising that their board approved grants in the amounts of \$8,000 to Amherst Little League Baseball (for uniforms, hats, belts and equipment for a new Cumberland Girls baseball House League) and \$5,120 to the Cumberland County Military Museum (for a summer student). The Foundation is asking if Council will accept these donations from them in the above amounts, issue official tax receipts and provide grants to the Amherst Little League Baseball and the Cumberland County Military Museum.



**FINANCIAL IMPLICATIONS:**

There would be no financial implications for the Town in this transaction as the grants would be fully offset by donations.

**COMMUNITY ENGAGEMENT:**

No community engagement is contemplated in carrying out this request. The community engagement occurred between the Amherst Little League Baseball and Cumberland County Military Museum and the Dr. & Mrs. H.E. Christie Community Foundation.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications are anticipated with this business process.

**ALTERNATIVES:**

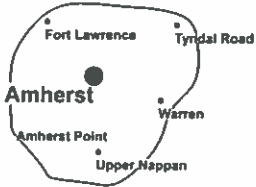
1. Refer the matter to the June 27, 2022 regular Council meeting for Council's consideration of accepting the donation from the Dr. & Mrs. H.E. Christie Community Foundation and providing grants to the Amherst Little League Baseball and Cumberland County Military Museum;
2. Decline this request.

**ATTACHMENTS:**

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: Amherst Little League.
- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: Cumberland County Military Museum.

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



Christie Fund

# Christie - Smith Community Fund

*consisting of*

**The Hugh E. Christie Fund and the Michael D. Smith Fund**

*administered by*

**The Dr. & Mrs. H.E. Christie Community Foundation**

P.O Box 986, Amherst, Nova Scotia B4H 4E1  
Phone:(902)667-9650 E-mail: [TCCF@eastlink.ca](mailto:TCCF@eastlink.ca)



Smith Fund

## Trustees:

David H. Christie

Morris J. Haugg

Jennifer Brennan

Barry MacLeod

Donna Fitzpatrick

Mark Carter

Linda Macleod

12 May, 2022

Town of Amherst  
98 Victoria Street East  
Amherst, NS  
B4H 1X6

Attn: Sarah Wilson

Dear Sarah,

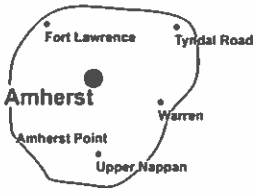
I am writing on behalf of the Dr. & Mrs. H.E. Christie Community Foundation. The Board of Trustees approved a grant of \$5,120.00 to support the Cumberland County Military Museum. James Goodwin from Hicks LeMoine has indicated the town has asked for a letter requesting council consider receiving this grant on behalf of the Museum.

I would ask that you have this request placed on the Agenda for the next Council meeting if possible. I will await their response to this request. I can be reached at 902 667 9650 or email [tccf@eastlink.ca](mailto:tccf@eastlink.ca)

Thank you for your assistance.

Sincerely,

Paul A. Mahaney  
Administrator



Christie Fund

# Christie - Smith Community Fund

*consisting of*

**The Hugh E. Christie Fund and the Michael D. Smith Fund**

*administered by*

**The Dr. & Mrs. H.E. Christie Community Foundation**

P.O Box 986, Amherst, Nova Scotia B4H 4E1  
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Smith Fund

## Trustees:

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Jennifer Brennan

Barry MacLeod

Donna Fitzpatrick

Mark Carter

Linda Macleod

12 May, 2022

Town of Amherst  
98 Victoria Street East  
Amherst, NS  
B4H 1X6

Attn: Sarah Wilson

Dear Sarah,

I am writing on behalf of the Dr. & Mrs. H.E. Christie Community Foundation. The Board of Trustees approved a grant of \$8,000.00 for Amherst Little League Baseball. In the past the Amherst Town Council has received funds for this group.

I would ask that you have this request placed on the Agenda for the next Council meeting if possible. I will await their response to this request. I can be reached at 902 667 9650 or email [tccf@eastlink.ca](mailto:tccf@eastlink.ca)

Thank you for your assistance.

Sincerely,

Paul A. Mahaney  
Administrator

# MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Jason MacDonald, CAO

Date: June 20, 2022

Subject: Provincial Notice of Actions to Potentially Decrease Municipal Revenue

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The attached letter is official 12-month notification of potential provincial legislation, regulation or administrative actions that could have the effect of decreasing municipal revenue.

The two most significant impacts could be the renegotiation of the MOU for the municipal – provincial service exchange agreement, and the municipal financial capacity grant (equalization). While this could very significantly impact our revenues there is hope that it could turn out to be revenue neutral or potentially increase revenues somewhat.

Staff will continue to monitor the situation and provide input where possible. Council will be kept up to date on any information we receive.



**Municipal Affairs and Housing  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

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May 2, 2022

Mayor Amanda McDougall  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8

Dear President McDougall:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs & Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice for such changes for fiscal year 2023-24 and beyond.

The Department of Municipal Affairs & Housing canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

**DEPARTMENT OF MUNICIPAL AFFAIRS & HOUSING (DMAH)**

Renegotiating the Memorandum of Understanding with the Municipalities

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *renegotiate the Memorandum of Understanding with municipalities*. The current Provincial-Municipal Service Exchange has been unchanged since 1995, and DMAH is reviewing all existing financial aspects associated with the provincial-municipal relationship, including: the Municipal Financial Capacity Grant, grants in lieu of municipal taxes, local roads, other departmental grants, education (including sewer and wastewater for schools), housing, policing, and mandatory contributions. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the result of consultations and negotiations.

Municipal Financial Capacity Grant (MFCG)

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *double the equalization payment [MFCG] for the first year, until a new Memorandum of Understanding can be reached*. Municipalities received this double payment in fiscal year 2021-2022. It is expected that the MFCG levels for 2022-23 will continue to reflect previous levels (\$30.4M) until a new MOU is negotiated.

Changes to Definition of Income for Housing Programs & Services

In 2021, DMAH completed a review of the income definition for public housing programs. Income definitions determine eligibility and rent levels for public housing, rent supplement, and home repair programs. As a result of the review, the Child Disability Benefit, the GST Tax Credit & Affordable Living Tax Credit, and the Veterans Disability Pension were all excluded from the definition of income for public housing programs and services effective December 2021.

Using calculations based on the Net Operating Losses (NOL) for public housing and services from 2021-22, as well as the number of current public housing clients that are in receipt of these excluded sources of income, it is estimated that the annual municipal share of NOL will be impacted by approximately \$8,000 beginning in 2022-23. It is important to note that the impact to the municipal share of NOL could experience minor annual changes depending on any changes to the number of public housing clients in receipt of the identified benefits. The summary of the 2023 impact is as follows:

<b>Municipal Name</b>	<b>Impact to Municipality</b>	<b>2021-22 NOL</b>	<b>% of NOL</b>
Cape Breton Regional Municipality	\$172	\$2,157,152	0.01%
County of Annapolis	\$201	\$132,593	0.09%
County of Cumberland	\$1081	\$222,121	0.49%
County of Kings	\$694	\$256,780	0.19%
County of Pictou	\$55	\$150,373	0.04%
District of East Hants	\$43	\$69,274	0.06%
District of Guysborough	\$198	\$85,101	0.23%
District of Shelburne	\$196	\$7,469	2.62%
Halifax Regional Municipality	\$2,920	\$4,003,185	0.03%
Region of Queens Municipality	\$281	\$142,247	0.20%
Town of Amherst	\$243	\$246,897	0.10%
Town of Annapolis Royal	\$176	\$23,695	0.74%
Town of Berwick	\$2	\$33,523	0.01%
Town of Bridgewater	\$537	\$63,564	0.84%
Town of Kentville	\$248	\$72,564	0.34%
Town of Middleton	\$13	\$75,428	0.02%
Town of New Glasgow	\$41	\$222,735	0.02%
Town of Pictou	\$433	\$115,797	0.37%
Town of Yarmouth	\$497	\$220,492	0.23%
<b>TOTAL</b>	<b>\$8,032</b>	<b>\$8,300,989</b>	<b>0.10%</b>

## Code of Conduct

Consultations for improving the regulations associated with codes of conduct for elected officials will be taking place in fiscal 2022-23. The process for addressing code of conduct issues will be developed with input from the municipalities and the NSFM. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the model regulations that are advanced as a result of consultations.

## **DEPARTMENT OF ENVIRONMENT & CLIMATE CHANGE (ECC)**

### Coastal Protection Act

It is possible that municipalities will incur incremental costs in implementing the Coastal Protection Act in the coming fiscal year. ECC is providing notice of changes that will be required in municipal building and development approval processes now that coastal protection legislation (Bill 106) has passed. The legislation will provide consistent province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation municipalities will be enabled to approve a building permit or development permit for construction within a coastal protection zone to be defined by regulation if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback determined by a designated professional. This will require minor modifications to municipal administrative processes for these types of permits.

It is expected that the responsibility for competent, accurate and objective determination of the horizontal setback will rest with the designated professional, using a methodology and forms prescribed in the regulations. Minimum building elevations will be prescribed by the Province for each of approximately 82 sections of coastline.

Subject to the final form of the regulations, if the act applies to a permit application, the municipality will be required to determine whether the proposed construction location is above the minimum building elevation and upland of the site-specific setback determined by the designated professional in an erosion risk factor assessment report the landowner will be required to submit to the municipality with the permit application and confirm the designated professional was a member in good standing of a professional body designated in the regulations at the time the erosion assessment was signed.

Specifics of which professional groups will qualify to determine the setback, standards and forms to be used and other administrative details will be set out in the regulations. Additional detail on the delineation of the coastal protection zone, restrictions and exemptions that apply within it will also be set out in regulations.

## DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS (IGA)

### Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be tendered unless subject to an exemption. Thresholds were last updated on January 1, 2022, and are as follows:

	<b>CETA Thresholds</b>	<b>CFTA Thresholds</b>
<b>Goods</b>	\$366,800	\$121,200
<b>Services</b>	\$366,800	\$121,200
<b>Construction</b>	\$9.1M	\$302,900

It is anticipated there will be new thresholds for CETA and CFTA for 2024-25. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. IGA will advise as soon as they receive updated information.

## DEPARTMENT OF JUSTICE

### Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2022-23 financial cost of this program is expected to stay the same at \$799,688 however the proration of the cost to municipalities will be reassessed upon DMAH's release of the "Uniform Assessment" for 2022-23.

### RCMP Collective Bargaining Agreement

The RCMP National Police Federation's collective bargaining agreement with the Government of Canada was signed on August 6, 2021. It included economic increases and market adjustments for the period April 1, 2017 to March 31, 2023, which the RCMP implemented according to the timelines stipulated in "Appendix C" of the collective bargaining agreement. The average cost increase to municipalities under the Provincial Police Service Agreement in the 2022-23 fiscal year is 11%.

### Amendments to the Part XX of the *Municipal Government Act*

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to *[a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner*. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy, Part XX of the *Municipal Government Act* will be updated at the same time, which may include resource

implications or increased legal costs. However, the financial implications associated with changes to part XX of the *Municipal Government Act* to give order-making power to the privacy commissioner are unknown at this time.

**DEPARTMENT OF LABOUR, SKILLS AND IMMIGRATION (LSI)**

Expansion of Firefighter’s Cancer Presumption under the *Workers’ Compensation Act (Firefighters’ Compensation Regulations)*.

Following consultation with the firefighting community, organizations that represent firefighters, and municipalities, the Province of Nova Scotia has approved LSI’s request to expand presumptive coverage for firefighters under the *Worker’s Compensation Act*. This added coverage for paid and volunteer firefighters will increase the number of presumptive cancer coverage from 6 to 19 and cover heart attacks that occur within 24 hours of an emergency call.

The Province of Nova Scotia also approved LSI’s request to extend financial support to help municipalities cover initial and annual liability costs for the next four fiscal years. Over this period, the Province of Nova Scotia will cover liability costs to a total of \$80.6 million. Municipalities will not incur any additional cost for the enhanced benefit until the fiscal year of 2025-26.

	<b>2021-2022</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Province paid portion</b>	\$67.4M	\$4.4M	\$4.4M	\$4.4M
<b>Associated costs covered</b>	Initial liability	Annual liability	Annual liability	Annual liability

The Department acknowledges that several items included in this letter have financial impacts that are unknown at this time. The Department will attempt to clarify these impacts and alleviate any issues during the implementation of these items in 2023-24. If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the Department for clarification.

Sincerely,

John Lohr  
Minister of Municipal Affairs & Housing

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# MEMORANDUM

TO: Mayor Kogon and Council  
From: Dwayne Pike, Chief of Police  
Date: June 20, 2021  
Subject: Marsh Walking Trail

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There have been recent concerns voiced about the issue of ATV's on the Marsh Walking Trail that runs from Laplanche Street to Derby Street along the edge of the Marsh. This concern has been brought up several times over the past few years as this trail is designated for walking only but has become a regular route for ATV's and other off-Road vehicles. Complaints come from both people who regularly use the walking trail and from property owners who have property adjacent to the trail.

The most obvious sign of regular ATV use of this trail is the damage done to the grass at the Robbs Complex on Laplanche Street. ATV's have worn very clear tracks into the grass heading towards the west entrance into the Marsh Trail. The ATV traffic is likely either coming from or going to Lower Laplanche Street and heading towards the train tracks. It appears from the tire tracks and the wear in the path that there is a fair amount of ATV traffic in the area between Laplanche Street and the Eddy Road. Attempts by the Town to discourage ATV use of the Marsh Trail have been unsuccessful as ATV's continue through despite physical barriers by driving around them, often going onto private property in the area, often causing damage. The town has placed barriers in 2 separate places near the west end of the Marsh Trail to discourage ATV's which includes large rocks in 2 spots, and also a gate which remains open.



Gates can also be found as you approach the Eddy Road and also at the end of Motor Avenue and again as the trail is about to cross Lamy Street. On the west side of the trail, on either side of the gates, concrete blocks and



traffic symbols along with signage line the sides of the gates to discourage ATV's from going around the gates and onto private property. It is clear that private property owners have

had issues with ATV's in the area and the problem has interfered with their private property. Gates are also located on the east side of Lamy Street, including more concrete blocks which appear once again to have been moved to interfere with their effectiveness. The last set of gates can be found at the bottom of Derby Street. To the side of the gates are very clear worn ATV tracks which indicate that ATV's are entering/exiting the trail at this point from Derby Street.

The gates installed by the Town of Amherst are not locked but can swing open. When closed, there is still enough room for a person to pass through single file. In the majority of cases, ATV's are able to drive around installed gates if they were closed, especially if there were no other materials used to block traffic.



Signage along the trail is limited. Between Laplanche Street and the

Eddy Road there are no signs posted that indicate that ATV's are prohibited from using the trail. There are some signs towards the Eddy Road side and along the Eddy Road that are on private property that state "No trespassing, no Dumping" and "no trespassing, no fishing", but there are no visible signs posted by the Town along this portion of the trail. The visible sign is located on the gate at the end of Motor Avenue. On each side of the gate is a sign that states "No motorized vehicles permitted" although one of the signs is damaged and unreadable. There are no



other signs visible again until Lamy Street, which consists of signs visible to traffic headed west only. Private signs and symbols are present at this location in efforts of deterring ATV users from going onto private property. Similar signs are also on the opposite (East) side of Lamy, but are visible only to those headed east. There are no other signs until one reaches Derby Street where signs are affixed on the gate at that entrance.

There are several means of discouraging ATV traffic on the Marsh Walking Trail which includes signs and physical barriers but can also include monitoring with cameras and education, most likely through social media.

### **Signs**

From an enforcement standpoint, aside from regular off-road vehicle use rules and regulations, police often rely on provincial statutes such as the "Protection of Property Act" (PPA) which enables property owners or their designate to determine who can enter or use their property as well as what activities are allowed on their property. Enforcement requires that 'notice' is provided, which can be established either verbally, in writing or by posted sign. Anyone in violation of the PPA and the posted signage can be fined by police. Section 3(1)(f) of the Protection of Property Act states:

*Every person who, without legal justification, whether conferred by an enactment or otherwise, or without the permission of the occupier or a person authorized by the occupier, the proof of which rests upon the person asserting justification or permission (f) engages in an activity which is prohibited on the premises by notice, is guilty of an offense and on summary conviction is liable to a fine of not more than five hundred dollars*

In the case of the use of ATV's, the signs should indicate that "use of All Terrain or motorized vehicles is not permitted" and that violators will be prosecuted under Sec 3(1)(f) of the Protection of Property Act. Signs should be at regular intervals, including exits and entrances to the Marsh Trail and be clearly visible to the public.

## Physical Barriers

The Town (and some private citizens) have utilized physical barriers such as rocks or concrete blocks to try and deter ATV use of the walking path. Despite this, it appears that ATV's continue to use the path fairly unhindered and on some occasions have regularly entered onto private property to avoid such barriers.

There are many kinds of physical barriers that can be used to discourage this behaviour, but they require consistent and repeated use throughout the trail. Even if ATV's can get past one barrier, they are stopped by a second and then a third. There are different kinds of barriers that can be used for this purpose, each of which has their own advantages and disadvantages.

**Jersey or concrete barriers:** Can be placed perpendicular to the path, with one end extending into a natural barrier such as trees, foliage, a ditch or other obstacle.



**Concrete Bollards:** can be used at regular intervals to block the path. These cannot be moved as easily as concrete barriers and are rooted deep in the ground.

**Fencing:** Fencing can be used at regular intervals to narrow the trail. Fencing can be wooden or chain link and can utilize the physical landscape to improve effectiveness



**Stairs/boardwalks:** Can be built in certain areas to limit how wide the path is, limiting it to pedestrian traffic only. Stairs can be built on ascending or descending ground with other physical obstacles on either side to discourage ATV's from going around.

**Physical landscape alterations:** Planting of trees and utilizing other natural obstacles to narrow the path can be effective in limiting access to the Marsh Trail. This can also include using rocks or other landscaping ideas to discourage the use of motorized vehicles.



## Cameras

Trail cameras and other forms of surveillance are effective means of monitoring problem areas, especially in areas where there is an expectation of problems which can include damage to the trail or removal of barricades.

Trail cameras can be hidden in the trees and pictures can be forwarded to a cell phone or similar receiver. Use of cameras will not only show how often this is an issue, but may also provide peak times that these activities are occurring. If cameras are used, signage should also be displayed along the trail indicating that the marsh trail utilizes camera surveillance without providing the specific locations of the cameras.

## Education and social media

Essential to any action plan is education with social media being the most effective medium. A social media plan could not only include specifics in regards to the use of ATV's on the Marsh Trail and the efforts by the Town to deal with such activities, but can also include some information on the regulations

regarding ATV use as well as ATV safety tips. This can be posted on social media such as Facebook, Twitter and Instagram as well as to regular media outlets.

### **Next Steps**

The next steps towards addressing these issues includes developing a plan and a budget for signage, education, enforcement and barrier improvements. Many of the ideas presented will come at a cost and planning includes balancing costs with the projected outcomes and potential for success. Such an endeavour should include the input and expertise of Police, Public Works, Recreation and Town of Amherst Corporate Communications. Where immediate actions can be undertaken within the existing budget this will be completed.

# MEMORANDUM

TO: Mayor Kogon and Council  
From: Dwayne Pike, Chief of Police, Traffic Authority for the Town of Amherst  
Date: June 20, 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 our Corporate Communications Officer Tom McCoag to ensure that proper messaging regarding the changes will be communicated to the public.

1. Milford Street at Allison Avenue
2. Durley Street at Lamy Street
3. Harding Avenue at Lamy Street
4. Summit Avenue at Lamy Street

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Aaron Bourgeois, Director of Operations  
**Date:** June 20, 2022  
**Subject:** Crosswalk Signage

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At the May 16, 2022 Committee of the Whole meeting council directed staff to provide a report on regulations associated with crosswalk signage and the costs of replacing the existing crosswalk signs with new yellow crosswalk signs.

## **Costs**

There are 112 crosswalks in the Town of Amherst, 46 of these crosswalks are marked with pedestrian crosswalk signs. Each of the marked crosswalks requires 4 signs and the cost of a single sign is approximately \$60.00. The cost per crosswalk would be \$240.00 each or \$11,040 to change the signage on all 46 crosswalks.

## **Regulations**

The placement and use of traffic signs and other traffic control devices is the responsibility of the Town's Traffic Authority (Chief Pike) and is regulated by legislation, regulations and industry best practices.

### **Legislation**

The Nova Scotia Motor Vehicle Act Part V Section 89(2) states; no traffic authority shall place or erect any traffic signs, signals or markings unless of a type conforming to specifications approved by the Department. The Department is the Nova Scotia department of Public Works.

### **Regulations**




Nova Scotia Traffic Sign Regulations made under Section 88 of the Motor Vehicle Act. The regulations set standards for what are referred to as official or regulatory signs.




### **Best Practices**

The Manual of Uniform Traffic Control Devices for Canada (The Manual), published by the Transportation Association of Canada. The purpose of the manual is to encourage and promote uniformity in the use of traffic control devices (signs, traffic lights, lane markings) throughout Canada. Any signage that is not included in the regulations must conform to the specifications of the Manual. For the most part these would be information and warning signs.

## Signage

The following table outlines the standards with respect to pedestrian crossing signage;

Sign	Reference Document	Standards
<p>Pedestrian Crosswalk</p> 	<p>NS Traffic Sign Regulations</p>	<ul style="list-style-type: none"> <li>• Must have a black symbol of a pedestrian on a white background</li> <li>• Must be oriented so that the symbol shows the pedestrian walking toward the centre of the roadway</li> </ul>
<p>School Crosswalk</p> 	<p>NS Traffic Sign Regulations</p>	<ul style="list-style-type: none"> <li>• Must have a black symbol of a walking schoolboy and schoolgirl on a white background</li> <li>• Must be oriented so that the symbol shows the pedestrians walking toward the centre of the roadway</li> </ul>
<p>Overhead Pedestrian Crosswalk</p> 	<p>NS Traffic Sign Regulations</p>	<ul style="list-style-type: none"> <li>• Must have a white symbol of a pedestrian on a black background</li> <li>• Must be mounted above the crosswalk and oriented so that the symbol shows the pedestrian walking toward the centre of the roadway</li> <li>• Must be internally illuminated</li> </ul>

Sign	Reference Document	Standards
<p data-bbox="321 268 474 296">School Zone</p> 	<p data-bbox="651 268 971 296">NS Traffic Sign Regulations</p>	<ul data-bbox="1078 268 1398 583" style="list-style-type: none"> <li>• Must have a black symbol of a walking schoolboy and schoolgirl on a fluorescent yellow-green background</li> <li>• Must be used to indicate the beginning of a school zone</li> </ul>
<p data-bbox="253 674 542 701">School Crosswalk Ahead</p> 	<p data-bbox="651 674 971 701">NS Traffic Sign Regulations</p>	<ul data-bbox="1078 674 1382 1276" style="list-style-type: none"> <li>• Must have a black symbol of a walking schoolboy and schoolgirl on a fluorescent yellow-green background</li> <li>• Used where there is limited visibility of a school crosswalk and oriented so that the symbol shows the pedestrian walking toward the centre of the roadway</li> <li>• Must only be used in advance of a school crosswalk</li> </ul>
<p data-bbox="228 1325 566 1352">Pedestrian Crosswalk Ahead</p> 	<p data-bbox="651 1325 971 1388">Manual of Uniform Traffic Control Devices for Canada</p>	<ul data-bbox="1078 1325 1414 1780" style="list-style-type: none"> <li>• Must have a black symbol of a pedestrian on a yellow background</li> <li>• Used where there is limited visibility and oriented so that the symbol shows the pedestrian walking toward the centre of the roadway</li> <li>• Must not be used in advance of a school crosswalk</li> </ul>

### Retro-reflectivity

Retro-reflectivity refers to the property of a traffic sign to reflect light back to the driver. Retro-reflective traffic signs are used to increase sign visibility at night. Until approximately 5 years ago the only signage purchased by the town with retro-reflective properties were stop signs as there was a significant difference in price of an “engineer grade” sign vs. a “high intensity” reflective sign. The price difference is now minimal (\$3.00 per sign) and all traffic signs replaced in the past 5 years are high intensity reflective. High intensity reflective signs are easy to identify as you can see the checkerboard or honeycomb reflective pattern. While the majority of the signs have been upgraded, close to 80%, there are still some engineer grade crosswalk signs still in service. An example of crosswalk with engineer grade signage - South Albion Street, the first crosswalk south of Frank and Gino’s. An example of crosswalk with high Intensity Signage – Victoria Street, mid block crosswalk at Town Hall. Example below shows the difference between engineer grade and high intensity signs, at night.



### Summary

While some Municipalities have decided to use yellow or fluorescent yellow-green crosswalk signs and an argument can be made that they are more visible to motorists, the existing regulations are specific with respect to sign shape, size and colors used.

### Recommendation

Staff are recommending the following:

1. The Town continues to follow the requirements of the Nova Scotia Traffic Sign Regulations and The Manual of Uniform Traffic Control Devices for Canada with respect to all traffic signage.
2. To promote crosswalk safety, staff prepare a social media campaign directed at motorists and pedestrians. The message being - **crosswalk safety is a shared responsibility.**

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Aaron Bourgeois, Director of Operations  
**Date:** June 20, 2022  
**Subject:** Update on February 2022 Flooding Event

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This memo is being provided to council as an update on the actions to date with respect to the February 2022 flooding experienced by residents in the Dickey Street and Ralston Place area.

1. Video inspection of Ralston Place sanitary sewer main and service laterals

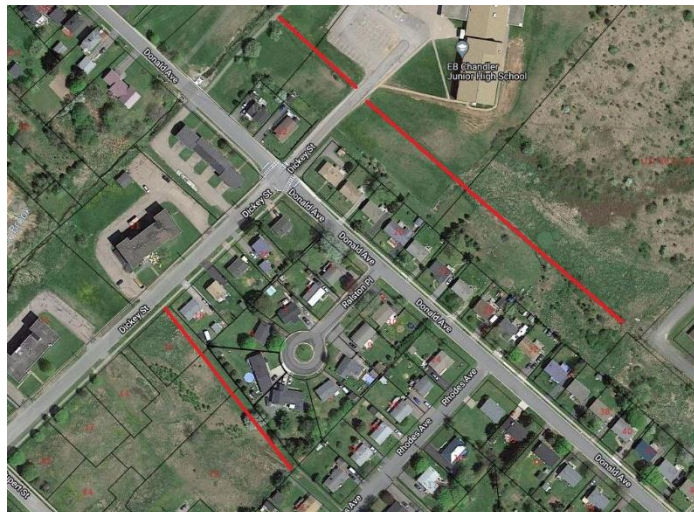
Mac Vac Environmental completed a video inspection of the sanitary sewer main and all service laterals connected to the main on Ralston Place. The video inspection did not identify any sources of storm water infiltration or issues with the main that would have caused the flooding. The lateral videos only identified one home with a back water valve however the flap was missing.

2. Provincial Capital Assistance Program (PCAP) application submitted

Staff submitted a PCAP funding application on May 6, 2022. The application was for 50% funding up to \$50,000 for a stormwater management study. As of June 9, 2022 the application has yet to be approved.

3. Ditch clearing / cleaning

To be completed over the summer at 2 locations, shown below.



Cleaning the ditches in these locations will remove any accumulated silt, debris and vegetation that may interfere with the proper flow of stormwater in the ditch.

4. Delineate the Sanitary Sewershed and Investigate Sources of Inflow

This work will be ongoing throughout the summer and into the fall.

A sewershed is the area of land where all the sewers flow to a single point, a manhole in this case. Sewersheds can be large or small, for example the sewershed for our wastewater treatment facility is the Town of Amherst.

Part of this process is to identify obvious sources of stormwater inflow into the sanitary sewer. These would be things such as sanitary sewer manholes with grated covers and catch basins directly connected to the sanitary sewer. Staff will also perform dye testing to check for cross connections with the storm and sanitary sewers.

To fully understand the scope of the project, a preliminary map of the sewershed area being investigated is attached on the next page.



5. Short Term Solution

Currently researching the cost and possibility of installing an inline check valve on the downstream end of the Ralston Place sanitary sewer. This may be a short-term solution to prevent the sewer from surcharging in a future intense rainfall event.

# MEMORANDUM

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

**From:** Aaron Bourgeois, Director of Operations

**Date:** May 24, 2022

**Subject:** Municipal Water Supplies – Requirements for Lead and Copper Management

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## **What is the Program and why is it taking place?**

New testing requirements have been put in place by the provincial government for municipal water utilities in Nova Scotia. As part of ensuring we meet these new requirements, the Town of Amherst will undertake efforts to both identify and mitigate any sources of excessive lead or copper contamination in household drinking water in the community. Residents will be asked for their assistance in advancing these efforts.

## **Water quality and testing**

The Town of Amherst Water Utility delivers high quality water to all customers connected to the distribution system. We ensure that quality by employing a robust sampling program. Our water is regularly tested by an independent lab to ensure it meets the Canadian drinking water quality standards. Test results consistently show Canadian standards are met for all quality parameters including metals that have negative health effects such as lead and copper. Results demonstrate the quality of the water throughout the distribution system and up to the public/private property water supply line.

Although the Town's water supply is virtually lead-free when it leaves the treatment facility from which it's sourced, it may collect trace amounts (or higher) of lead as it's transported through individual lead service lines connecting private homes to our water mains. There are no lead water mains, our water mains are a combination of cast iron, ductile iron and PVC.

## **Is lead dangerous in drinking water? Should I be concerned?**

If concentration levels are high enough, the presence of lead in drinking water can pose some harm to human health. Those most at risk include pregnant women and youth under six years old. In adults, lead exposure can result in kidney problems and increased blood pressure, and in developing children, it can impact behaviour, intelligence, and other aspects of a child's overall neurodevelopment.

It is important to note that lead cannot enter the body through the skin, nor by breathing in vapours generated while bathing or showering. Boiling water will not reduce the amount of lead in drinking water.

### **Where does the lead come from?**

Water flowing through pipes, fittings and fixtures that contain lead can cause this metal to dissolve and leach into the water.

The primary source of lead that results in lead being detected in drinking water at the household tap is from lead service lines that supply some homes built in the 1970s or earlier. The service line is the section of small diameter pipe from the municipal water main beneath the street to the home. The service line is further broken down into 2 segments; the public side – from the main to the property line and the private side - from the property line to the home.

Other sources are plumbing components such as lead solder and brass fittings used in household plumbing. The National Plumbing Code allowed the use of lead pipes until 1975 and lead solder until 1986.

### **What role do our residents have in the program?**

Ultimately, we need help to determine whether or not a residents household water supply contains an excessive amount of lead or copper contamination. Houses built in the 1970s or earlier are most at risk and Laboratory testing of water from the tap is the only way to determine the lead levels in drinking water. You cannot see, smell or taste lead in water.

If the water supply is found to exceed the maximum acceptable concentration levels of 0.005 mg/l for lead and 2.0 mg/l for copper, the Utility will help explore and initiate a solution in accordance with the various options that are available.

If a resident has a known lead service line, or lives in a home built before 1986 there may be internal plumbing that contains lead, or if they suspect their drinking water may contain lead, they will be encouraged to participate in our voluntary lead monitoring program. The program will be promoted via social media, on our website and pamphlets in the mail. Those who would like to participate can fill out a registration form or call town hall to register.

If interest in the program is high, and most likely it will be, the Town will not be able to sample all participant's homes in the year of registration. However, this is an ongoing annual program and will continue over a number of years. Priority will be given to homes in the following order;

1. Built prior to 1975 (highest probability of having a lead service line)
2. Built after 1975, but before 1986
3. Built after 1986

Selection of sample sites also needs to be representative of the whole community, all samples cannot come from the same street or neighborhood.

### **Sampling requirements**

Following Nova Scotia Department of Environment and Climate Change's guidelines, samples must be collected between May 1 and September 30 when temperatures are warmer. The Town is required to collect 30 samples annually based on population served, our samples will be collected in August. The cost for each sample analyzed at the lab is approximately \$40.00.

## Sampling protocol

The method used for initial lead/copper testing is referred to as random daytime testing (RDT) and the process is fairly simple.

- The sample may be collected by the owner or occupant, samples do not need to be collected by the Utility.
- Samples shall be collected from the kitchen cold water faucet as this is the location most often used to obtain water for cooking and drinking purposes.
- Samples collected must be first draw, no prior flushing of the service line.
- If there is a point-of-use treatment device (filter) on the kitchen faucet an alternate location such as the bathroom cold water faucet shall be used.
- Samples shall be collected in a 1 litre wide mouth bottle (provided by the Utility) without removing the faucet aerator or screen at an uninterrupted flowrate representative of typical household use.
- Do not collect samples from residences that have a point-of-entry treatment device such as a water softener.
- Participants in the program need to be advised that the sampling data and some personal information will be shared with Nova Scotia Department of Environment and Climate Change.

## Reporting sample results

Samples will be analyzed for total lead and copper by an approved laboratory. Both lead and copper can be analyzed from the same sample.

The Town will receive the results from the lab and in return will provide the homeowner with the sample results regardless of the lead or copper concentration.

If there is no exceedance of the lead or copper Maximum Acceptable Concentrations (MAC), the home owner will be notified of their sample results by mail or email **within 30 days** of receiving the results from the lab.

If there is an exceedance of the lead or copper MAC, the Utility shall notify DOE by telephone immediately upon becoming aware of the sample results from the lab and provide the results to DOE by email. In addition, the Utility shall notify the home owner of their sample results **within 14 days** of receiving the results from the lab.

## Result exceeds limits for lead or Copper

In addition to notifying DOE and the home owner of the exceedance for lead, the Utility must recommend measures the home owner or occupant can take to reduce their exposure.

The following recommendations shall be included in the letter or email notification from the Utility to the home owner to outline how they can reduce their exposure to lead;

- Flush pipes by running the water until it is cold (about a minute) after water has been sitting in pipes for several hours (e.g. first thing in the morning, after work, etc.)

- Use a drinking water treatment device certified to meet the National Sanitation Foundation (NSF) standards 53 or 58 (reverse osmosis units) for the removal of lead and copper. While a faucet mounted unit is preferred, pitcher style filters are also acceptable
- Inspect and clean faucet aerators or screens monthly. If there is debris, inspect and clean more frequently to remove particles that may contain lead
- Replace brass faucets and valves with those certified to have a low lead content
- If the private side of the service line is composed of lead, replace it.

### **What investigation will take place?**

Note: There is no requirement to investigate the source of copper as it is an acceptable plumbing material and there is no requirement to investigate the source of lead if the service line material is known to be lead. The Utility will replace the utility owned portion of a lead service lateral at no expense to the home owner.

If the service line material (public or private) is unknown, then the following investigation will take place:

For a location that exceeds the MAC for lead, the Utility shall submit a plan to DOE on or before October 31st of the same year in which the initial sample was collected. The plan shall outline how the Utility plans to determine the source of lead and include a schedule for implementation.

If acceptable to the home owner, the Utility shall conduct profile sampling at each home that exceeded the lead MAC to determine the source (i.e. household plumbing versus lead service line). Profile samples are generally collected using the same protocols as the RDT, profile samples must also include the following protocols:

- Allow water to stagnate in pipes for a minimum of 6 hrs.
- Collect a minimum of four 1-L bottles and label them in the order they will be filled.

Profile samples may be collected at any time during the year.

In lieu of profile sampling, the Utility may excavate or use hydro-excavation to determine the presence of a lead service line.

If the Utility selects an alternate method to determine the source of lead, the method shall be reviewed and accepted by DOE prior to implementation.

If the home owner will not allow the Utility to carryout the investigation outlined above, the Utility will be considered in compliance if the following assessment is completed to rule out the source of lead is from the distribution system infrastructure:

- Verify the lead and copper concentrations leaving the treatment facility are below the MAC
- Verify the lead and copper concentrations at a nearby location in the distribution system are below the MAC. An acceptable nearby location may be a fire hydrant, or closest approved microbiological or corrosion monitoring location

The most effective actions to reduce public exposure to lead and copper are the removal of lead service lines.

## **Record Keeping and Annual Reporting**

The Utility's annual sampling plan shall include the following information from the lead and copper management program:

- Lead and copper sampling method (e.g. RDT)
- Number of residences that will be targeted for sampling (minimum of 30)
- Rationale for selecting the residence (e.g. known lead service line, date of construction)
- Methods implemented and/or planned to obtain participants. (webpage, social media, letter)
- The Utility shall submit the annual sampling plan to DOE on or before October 1st of each year.

The Utility shall report the following information to DOE in the annual municipal drinking water supply report on or before April 1st of each year.

- Population served
- Number of samples collected for lead and copper
- Civic address of sample location or unique identifier
- Service line material (public and private side)
- Sample date
- Initial sample protocol (e.g. RDT)
- Sample location (e.g. kitchen faucet)
- Initial lead and copper sample results
- Date owner was notified of sample results (include an example copy of communication).

If the minimum number of program participants is not obtained, include information on the number of sample locations targeted and why the locations were selected. Provide a copy of the public communications including the date sent and method of communication.

In addition, the Utility shall report the following information for each location that exceeds the lead MAC:

- Investigation method used to determine the source of lead (e.g. profile sample, hydro excavation)
- Profile sample results, if applicable
- Date owner(s) notified of the results of the investigation including profile sample results if applicable (include an example copy of communication)
- Lead service line identified at location (yes or no).

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** June 20, 2022  
**RE:** **Council Strategic Priorities – June 2022 update**

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

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

A project launch meeting took place on June 13<sup>th</sup> with the steering committee and the consultant. The purpose of the meeting was to set the context of the study, confirm the scope and work plan, and discuss the project schedule. Immediate next steps will be sharing data and information with the consultant, and establishing a stakeholder engagement process and schedule.

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

The online public engagements for the MPS renewal project is now wrapping up. The consultant will now be pulling the information gathered so far into an Issues Report discuss with Council and the PAC tentatively scheduled for July 18th. Updates and related documents remain available at [planamherst.ca](http://planamherst.ca)

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. This list will be prioritized over the summer months.

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 potential seller asking for an update and to confirm their interest in selling, but have yet to receive a response. Staff have had discussions with related parties to explore other options, and will develop alternate path forward for Council's review.

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 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. Negotiation of a new Cumberland Business Connector contribution agreement is ongoing.

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

The 2022 Gritty to Program commenced with the newsletter release by the Amherst and Area Chamber of Commerce on May 4, 2022. An additional funding component for the purchase of Street Furniture is included in the program. Due to the program funding hiatus in 2022, a second round of funding for this year was recently awarded under the program. The BDO has been meeting with the business community extensively to explain the program and encourage participation.

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 held a successful Job Fair on June 1<sup>st</sup> at the Amherst Stadium with over 40 area businesses participating and 300 participants attending. The TOA participated 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. Procurement and project scheduling has begun.

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. We return to our traditional July 1<sup>st</sup> festivities including a fireworks display at dusk. A Community Expo and a successful childrens bike rodeo also took place this month.

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**

Staff met with local non-profit organizations to explain the opportunity to acquire 4 Sackville Road and 8 Prince Arthur Street. Cumberland Cornerstone is making arrangement to have an engineer further investigate the building envelope at 8 Prince Arther. It does not appear there is interest in acquiring 4 Sackville. Staff will be reviewing this property and will come back to Council with some go-forward options in September.

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. One 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.

Also, on the in-cameral agenda, will be additional requests for decisions regarding town-owned land that address this priority. And updates on other potential property development.

# MEMO

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

**FROM:** Emily Wainwright, Dangerous & Unsightly Premises Administrator

**DATE:** June 20, 2022

**RE:** **Dangerous & Unsightly Premises Semi-Annual Report**

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As per the Municipal Government Act, Section 345 (3), the administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this.

Attached is a report detailing all dangerous and unsightly properties between January 1, 2022 and May 31, 2022. During this period, we received 22 complaints, completed 61 site visits, and closed 15 files. From these 22 complaints, 13 of them were rectified by the property owners after the first or second contact, and 2 were rectified by the property owners once an order had been posted to the property.

We issued 6 orders which included: an order for owner to hire a contractor to assess the condition of the property at 14-16 Cornwall Street, two orders to remove all junk and solid waste from the property at 21 Crescent Avenue, an order to secure the building at 1 McCully Street, an order to demolish the building at 1 McCully Street, and an order to demolish the building at 52 Hickman Street. The orders for demolition at 1 McCully Street and 52 Hickman Street expire on July 31, 2022 and November 10, 2022 respectively.

From the 6 orders issued, the owner at 21 Crescent complied with both orders, the 2 demolition orders have yet to expire, and the order for 14-16 Cornwall Street was rescinded as the owner is now demolishing the building. As the owner of 1 McCully Street did not comply with the order to secure the building, the Town hired a contractor to secure the building, with all costs being charged to the property owners tax account.

As of May 31, 2022, we have 22 open files which include 9 files relating to garbage/unsightly issues, 8 vacant building complaints (including pending demolition orders), 2 illegal dumping complaints, 2 complaints regarding buildings that are not weathertight, and 1 complaint which was determined to be invalid as a site visit showed the property did not meet the definition of dangerous or unsightly under the MGA.

# Bylaw Report

For Period: January 01 2022 To May 31 2022

AppType = US

Processes	Total
610110 Received Unsightly Complaint	22
610120 Site Visit	61
610210 No Action Required	7
610230 First Notice	15
610240 First Warning	1
610250 Followup Inspection	1
610260 Second Notice	5
610310 Issue Order	6
610440 Close File	15
<b>Total</b>	<b>133</b>

Bylaw Types	Total
Dangerous Unsightly	133
<b>Total</b>	<b>133</b>

File No	File Type	Process	Date Entered	Location
US2022-008	US	610110 Received Unsightly Complaint	05-Jan-2022	30 Laplanche St, Amherst
US2021-054	US	610120 Site Visit	05-Jan-2022	118 South Albion St,
US2022-008	US	610120 Site Visit	07-Jan-2022	30 Laplanche St, Amherst
US2022-008	US	610230 First Notice	10-Jan-2022	30 Laplanche St, Amherst
US2022-008	US	610120 Site Visit	11-Jan-2022	30 Laplanche St, Amherst
US2022-015	US	610120 Site Visit	11-Jan-2022	2 York St, Amherst
US2022-027	US	610120 Site Visit	19-Jan-2022	6 South Albion St, Amherst
US2021-050	US	610440 Close File	01-Feb-2022	8 Prince Arthur St, Amherst
US2022-008	US	610120 Site Visit	07-Feb-2022	30 Laplanche St, Amherst
US2022-008	US	610120 Site Visit	15-Feb-2022	30 Laplanche St, Amherst
US2022-013	US	610110 Received Unsightly Complaint	23-Feb-2022	13 Crescent Ave, Amherst
US2022-027	US	610230 First Notice	24-Feb-2022	6 South Albion St, Amherst
US2022-006	US	610110 Received Unsightly Complaint	25-Feb-2022	52 Willow St,
US2022-006	US	610120 Site Visit	28-Feb-2022	52 Willow St,
US2022-009	US	610110 Received Unsightly Complaint	01-Mar-2022	250 Church St, Amherst
US2022-007	US	610110 Received Unsightly Complaint	02-Mar-2022	250 Church St, Amherst
US2022-009	US	610120 Site Visit	04-Mar-2022	250 Church St, Amherst
US2022-007	US	610120 Site Visit	04-Mar-2022	250 Church St, Amherst
US2022-007	US	610230 First Notice	04-Mar-2022	250 Church St, Amherst
US2021-053	US	610210 No Action Required	04-Mar-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	04-Mar-2022	1 Mccully St, Amhest
US2021-025	US	610210 No Action Required	04-Mar-2022	52 Hickman St, Amherst
US2021-058	US	610260 Second Notice	08-Mar-2022	16 Cornwall St, Amherst
US2022-015	US	610110 Received Unsightly Complaint	08-Mar-2022	2 York St, Amherst
US2022-015	US	610120 Site Visit	09-Mar-2022	2 York St, Amherst
US2022-015	US	610120 Site Visit	09-Mar-2022	2 York St, Amherst
US2022-009	US	610230 First Notice	10-Mar-2022	250 Church St, Amherst
US2022-012	US	610110 Received Unsightly Complaint	10-Mar-2022	4 Queen St, Amherst
US2022-012	US	610120 Site Visit	10-Mar-2022	4 Queen St, Amherst
US2022-017	US	610110 Received Unsightly Complaint	14-Mar-2022	21 Crescent Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-017	US	610210 No Action Required	14-Mar-2022	21 Crescent Ave, Amherst
US2022-021	US	610120 Site Visit	14-Mar-2022	14 Acadia St, Amherst
US2022-014	US	610110 Received Unsightly Complaint	14-Mar-2022	10 Dickey St, Amherst
US2022-014	US	610120 Site Visit	14-Mar-2022	10 Dickey St, Amherst
US2022-017	US	610210 No Action Required	15-Mar-2022	21 Crescent Ave, Amherst
US2022-008	US	610120 Site Visit	16-Mar-2022	30 Laplanche St, Amherst
US2022-014	US	610120 Site Visit	16-Mar-2022	10 Dickey St, Amherst
US2022-021	US	610230 First Notice	18-Mar-2022	14 Acadia St, Amherst
US2022-013	US	610440 Close File	21-Mar-2022	13 Crescent Ave, Amherst
US2022-014	US	610440 Close File	21-Mar-2022	10 Dickey St, Amherst
US2022-017	US	610230 First Notice	22-Mar-2022	21 Crescent Ave, Amherst
US2021-058	US	610120 Site Visit	25-Mar-2022	16 Cornwall St, Amherst
US2021-058	US	610310 Issue Order	25-Mar-2022	16 Cornwall St, Amherst
US2022-009	US	610120 Site Visit	01-Apr-2022	250 Church St, Amherst
US2022-010	US	610110 Received Unsightly Complaint	04-Apr-2022	19 Palmer St, Amherst
US2022-010	US	610120 Site Visit	05-Apr-2022	19 Palmer St, Amherst
US2021-052	US	610440 Close File	05-Apr-2022	9 West Victoria St, Amherst
US2021-058	US	610230 First Notice	07-Apr-2022	16 Cornwall St, Amherst
US2022-017	US	610310 Issue Order	07-Apr-2022	21 Crescent Ave, Amherst
US2022-017	US	610120 Site Visit	07-Apr-2022	21 Crescent Ave, Amherst
US2022-017	US	610250 Followup Inspection	07-Apr-2022	21 Crescent Ave, Amherst
US2022-022	US	610110 Received Unsightly Complaint	07-Apr-2022	12 Belmont St, Amherst
US2022-017	US	610120 Site Visit	08-Apr-2022	21 Crescent Ave, Amherst
US2022-011	US	610110 Received Unsightly Complaint	08-Apr-2022	1 Admore Ave, Amherst
US2022-011	US	610120 Site Visit	08-Apr-2022	1 Admore Ave, Amherst
US2022-022	US	610120 Site Visit	08-Apr-2022	12 Belmont St, Amherst
US2022-022	US	610230 First Notice	11-Apr-2022	12 Belmont St, Amherst
US2022-009	US	610120 Site Visit	13-Apr-2022	250 Church St, Amherst
US2022-008	US	610120 Site Visit	19-Apr-2022	30 Laplanche St, Amherst
US2022-008	US	610440 Close File	19-Apr-2022	30 Laplanche St, Amherst
US2022-009	US	610440 Close File	19-Apr-2022	250 Church St, Amherst
US2022-010	US	610440 Close File	19-Apr-2022	19 Palmer St, Amherst
US2022-011	US	610440 Close File	19-Apr-2022	1 Admore Ave, Amherst
US2022-012	US	610440 Close File	19-Apr-2022	4 Queen St, Amherst
US2022-015	US	610120 Site Visit	19-Apr-2022	2 York St, Amherst
US2021-051	US	610440 Close File	20-Apr-2022	52 Albion St, Amherst
US2022-017	US	610310 Issue Order	20-Apr-2022	21 Crescent Ave, Amherst
US2022-017	US	610120 Site Visit	20-Apr-2022	21 Crescent Ave, Amherst
US2022-023	US	610110 Received Unsightly Complaint	20-Apr-2022	1 Dale St, Amherst
US2021-053	US	610210 No Action Required	21-Apr-2022	1 Mccully St, Amherst
US2021-025	US	610210 No Action Required	21-Apr-2022	52 Hickman St, Amherst
US2021-053	US	610120 Site Visit	21-Apr-2022	1 Mccully St, Amherst
US2022-023	US	610120 Site Visit	21-Apr-2022	1 Dale St, Amherst
US2022-023	US	610230 First Notice	21-Apr-2022	1 Dale St, Amherst
US2022-006	US	610440 Close File	25-Apr-2022	52 Willow St,
US2022-007	US	610440 Close File	25-Apr-2022	250 Church St, Amherst
US2022-015	US	610110 Received Unsightly Complaint	26-Apr-2022	2 York St, Amherst
US2022-015	US	610230 First Notice	28-Apr-2022	2 York St, Amherst
US2022-015	US	610120 Site Visit	28-Apr-2022	2 York St, Amherst
US2022-016	US	610110 Received Unsightly Complaint	02-May-2022	4 Queen St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-016	US	610120 Site Visit	02-May-2022	4 Queen St, Amherst
US2022-016	US	610230 First Notice	02-May-2022	4 Queen St, Amherst
US2021-053	US	610310 Issue Order	03-May-2022	1 Mccully St, Amherst
US2021-025	US	610310 Issue Order	03-May-2022	52 Hickman St, Amherst
US2021-025	US	610120 Site Visit	03-May-2022	52 Hickman St, Amherst
US2022-016	US	610260 Second Notice	04-May-2022	4 Queen St, Amherst
US2022-016	US	610120 Site Visit	09-May-2022	4 Queen St, Amherst
US2022-019	US	610120 Site Visit	09-May-2022	3 Douglas Ave, Amherst
US2021-053	US	610310 Issue Order	09-May-2022	1 Mccully St, Amherst
US2021-053	US	610120 Site Visit	09-May-2022	1 Mccully St, Amherst
US2022-020	US	610110 Received Unsightly Complaint	09-May-2022	3 Lennox Ave, Amherst
US2022-020	US	610120 Site Visit	09-May-2022	3 Lennox Ave, Amherst
US2022-025	US	610110 Received Unsightly Complaint	09-May-2022	83 Havelock Ave, Amherst
US2022-025	US	610120 Site Visit	09-May-2022	83 Havelock Ave, Amherst
US2022-025	US	610230 First Notice	09-May-2022	83 Havelock Ave, Amherst
US2021-058	US	610260 Second Notice	10-May-2022	16 Cornwall St, Amherst
US2022-017	US	610120 Site Visit	10-May-2022	21 Crescent Ave, Amherst
US2022-015	US	610120 Site Visit	10-May-2022	2 York St, Amherst
US2022-016	US	610440 Close File	12-May-2022	4 Queen St, Amherst
US2022-019	US	610440 Close File	12-May-2022	3 Douglas Ave, Amherst
US2022-017	US	610440 Close File	12-May-2022	21 Crescent Ave, Amherst
US2022-018	US	610110 Received Unsightly Complaint	12-May-2022	112 Cordova St, Amherst
US2022-018	US	610120 Site Visit	12-May-2022	112 Cordova St, Amherst
US2022-018	US	610120 Site Visit	12-May-2022	112 Cordova St, Amherst
US2022-018	US	610210 No Action Required	12-May-2022	112 Cordova St, Amherst
US2022-023	US	610120 Site Visit	13-May-2022	1 Dale St, Amherst
US2021-053	US	610120 Site Visit	16-May-2022	1 Mccully St, Amherst
US2022-028	US	610110 Received Unsightly Complaint	18-May-2022	42 West Pleasant St, Amherst
US2022-028	US	610120 Site Visit	18-May-2022	42 West Pleasant St, Amherst
US2022-023	US	610120 Site Visit	18-May-2022	1 Dale St, Amherst
US2022-022	US	610120 Site Visit	18-May-2022	12 Belmont St, Amherst
US2022-024	US	610240 First Warning	19-May-2022	60 Summit Ave, Amherst
US2021-053	US	610120 Site Visit	19-May-2022	1 Mccully St, Amherst
US2022-024	US	610110 Received Unsightly Complaint	19-May-2022	60 Summit Ave, Amherst
US2022-024	US	610120 Site Visit	19-May-2022	60 Summit Ave, Amherst
US2022-015	US	610120 Site Visit	20-May-2022	2 York St, Amherst
US2022-028	US	610230 First Notice	24-May-2022	42 West Pleasant St, Amherst
US2021-053	US	610120 Site Visit	24-May-2022	1 Mccully St, Amherst
US2022-029	US	610110 Received Unsightly Complaint	24-May-2022	4 Queen St, Amherst
US2022-030	US	610110 Received Unsightly Complaint	24-May-2022	82 Church St, Amherst
US2022-025	US	610260 Second Notice	25-May-2022	83 Havelock Ave, Amherst
US2022-019	US	610120 Site Visit	25-May-2022	3 Douglas Ave, Amherst
US2022-029	US	610230 First Notice	26-May-2022	4 Queen St, Amherst
US2022-023	US	610120 Site Visit	26-May-2022	1 Dale St, Amherst
US2022-023	US	610260 Second Notice	26-May-2022	1 Dale St, Amherst
US2022-030	US	610120 Site Visit	26-May-2022	82 Church St, Amherst
US2022-015	US	610120 Site Visit	26-May-2022	2 York St, Amherst
US2022-029	US	610120 Site Visit	26-May-2022	4 Queen St, Amherst
US2022-018	US	610120 Site Visit	26-May-2022	112 Cordova St, Amherst
US2022-018	US	610230 First Notice	26-May-2022	112 Cordova St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2021-053	US	610120 Site Visit	31-May-2022	1 Mccully St, Amhest
US2022-029	US	610120 Site Visit	31-May-2022	4 Queen St, Amherst
US2022-022	US	610120 Site Visit	31-May-2022	12 Belmont St, Amherst

Total: 133

# Monthly Report

## Corporate Services

June 2022

### CORPORATE SERVICES

The Operating (General Rate, Sewage, Solid Waste, Water Utility and Community Support Area Rate) budgets and Capital (General and Water) budgets were approved on June 8, 2022. The 2022/23 Operating and Capital Budget Report can be found on the Town website at [www.amherst.ca/budgets.html](http://www.amherst.ca/budgets.html)

Staff have started some of the year end review which will continue into July. The year end audit is anticipated to begin in July. The deadline for the annual financial statements to be submitted to the Province and the Utility and Review Board is September 30.

The Interim Annual Expenditure Report and the Pre-Construction Report (for the Canada Community Building Fund, formerly Gas Tax Fund) were submitted in May and June.

### 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.

**Tax Certificates** – There were 31 tax certificates requested in the month of May 2022.

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

**Water/Sewer Disconnection Notice** – 130 notices were sent out to customers with 2+ quarterly billings outstanding on May 18 with a response date of May 31, 2022 to either pay in full or make a payment arrangement. Another 165 statements were sent out May 19 to customers with 1 quarterly billing outstanding.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Jun 1/22	Pending as of Jun 1/22	Withdrawn as of Jun 1/22	Outstanding Appeals as of Jun 1/22	Appeals Successful as of Jun 1/22	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	51	\$21,468,300	14	0	1	36	2	\$ 16,500	\$ 276	0
Commercial	9	\$7,246,500	0	0	0	9	0	\$ -	\$ -	0
<b>TOTAL</b>	<b>60</b>	<b>\$28,714,800</b>	<b>14</b>	<b>0</b>	<b>1</b>	<b>45</b>	<b>2</b>	<b>\$16,500</b>	<b>\$276</b>	<b>0</b>

## CUSTOMER SERVICE TRACKING – E11

There was a total of 118 opened cases in May and 80 cases closed. The categories with the most opened/closed cases in May were related to applications for development/building permits.

## HUMAN RESOURCES

**Active Living Coordinator:** the selection process for this competition is currently in progress. Staff are in the reference-checking stage of the hiring process and are expected to have a candidate approved in the latter part of June.

**GIS Technician:** the selection process is currently underway.

**Firefighter & Firefighter/Fire Inspector:** The selection process is currently underway with the first round of successful candidates moving onto phase 2 of the selection process, which includes the completion of practical evaluation.

**Land Use Planner:** the selection process for this competition is currently in progress. The competition closed on June 3, 2022.

**Seasonal Operator (Public Works):** this competition is currently in progress. The competition closed on June 13, 2022.

## PROCUREMENT

<b>Released/Brought for Review and PAR:</b>	Industrial Park Signage	Capital
	Watchguard Security	Operational
	Gravel 2022	Operational
	Asphalt Patching	Operational
<b>PAR/Council Approval:</b>	Engineering Services – Infrastructure Renewal	Capital
	Watchguard Security	Operational
	Asphalt Patching	Operational
	Hazardous Household Waste Removal	Operational
	Interactive Board – APD	Capital
	Gravel 2022	Operational
<b>Evaluation In Process:</b>	Body Armour	Capital
	Aerial Platform Fire Truck	Capital
<b>Scope Received/ Draft Process Underway:</b>	Hazardous Household Waste Removal	Operational
	Wind Turbine Maintenance & Repairs	Operational
	HVAC Maintenance & Repairs	Operational
	General Insurance & Risk Management	Operational
	Watchguard Security	Operational
	Vehicle Sale by Tender	Operational
	Demolition – 1 McCully	Operational
	Demolition – 52 Hickman	Operational
Sewer Main Cleaning & Video Inspection	Operational	

Staff continues with preparing, coordinating and completing the procurement process for both capital projects and operational requirements.

Continued maintenance on Vendor File Management and vendor insurances, WCB, and safety certifications for current projects ongoing.

## INSURANCE

The renewal process for 2022 coverage was finalized after several weeks of negotiations with the insuring company(ies). A five-year (single-year extensions) RFP to be complete in the Fall.

There was ongoing, clerical maintenance for the 11 claims filed in February 2022 and two new claims filed since April 1. Project work such as Certificates of Insurance for our fuel licenses, answering policy questions, etc., and the process of adding summer employees to policy underway.

## 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. Installed a new Firewall at the Maccan Water Shed on Trider Rd.

### IS Cases/Incidents Stats

	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
Opened	9	2	1	1	4	13	4	14	4	5	6	3
Closed	10	3	1	0	3	11	7	10	9	5	4	3

# Monthly Report

## Operations

June 2022

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

### **RECREATION & HORTICULTURE**

- Hanging baskets have arrived and were put up on June 8<sup>th</sup>.
- The bedding plants should arrive on June 14, planting will be ongoing for 2-3 weeks.
- The Amherst Stadium hosted the Relay for Life on June 11<sup>th</sup>, and the Benjamin Circus on June 27<sup>th</sup>.
- With assistance from Public Works the Robb Complex bullpen is being reconstructed.
- Cenotaph restoration project is complete.
- Beacon Street Park volleyball court will have posts for the netting installed by June 20<sup>th</sup>.
- Sports fields were aerated with the new aerator purchased last year.
- Elm Tree in Christie Park was injected with Dutch Trig, an organic vaccine, by an arborist from the Maritime Elm Protection Initiative Pilot Project. The inoculation is done annually in the spring as the tree adds new rings each year.

### **PUBLIC WORKS & ENGINEERING**

- Asphalt patching tender was awarded and repairs to service cuts and spreader patching are underway.
- The new street sweeper was delivered on June 9<sup>th</sup> and put into operation.
- A water leak on Havelock Street was repaired, the source of the leak was 2 abandoned lead service laterals. The lead lines were disconnected from the water main.
- Traffic line marking has been delayed due to supply issues, another supplier has been sourced and delivery is expected by June 15<sup>th</sup>.
- Surplus fleet equipment and police vehicles are ready for sale by public tender.
- Sewer department have repaired several “sinkholes” caused by localized failure of corrugated steel storm sewers.
- Investigation into the root cause of the February 2022 Dickey Street and Ralston Place flooding is ongoing.
- Water utility staff made repairs to the wellfield chlorination system.
- Engineering summer student has been preparing a list of known locations of lead service laterals, data taken from the water service index cards.

Upcoming / Ongoing projects:

- Street banner changes (pride, indigenous peoples and Canada day)
- APD / Town ball hockey league starting on July 5<sup>th</sup>.
- Quarterly water meter reading will start on July 4<sup>th</sup>.

# Monthly Departmental Report

## Police Services

June 2022

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### TRAINING

**Advanced Pistol Instructor:** Our firearms instructors, Cpl Jeff Walsh and Cpl Derek Hebert attended the advanced pistol instructor course in Truro from May 9<sup>th</sup> to May 13<sup>th</sup>. During this training they learned advanced techniques for training other officers in 9mm, carbine and shotgun.

**Upcoming Training – June 2022:** Several training opportunities have been scheduled for the coming month, including:

- **Drug Recognition Expert:** From June 2<sup>nd</sup> to the 7<sup>th</sup>, Cst Jeff Goodwin was scheduled to complete his DRE certification in Jacksonville Florida which includes doing in-person assessments of persons who are under the influence of various drugs and controlled substances. This course is paid for by the Department of Justice.
- **Crisis Intervention Team Training:** This training was postponed due to covid restrictions several times but was scheduled for June 6<sup>th</sup> to the 9<sup>th</sup> 2022 and will provided certification for up to 8 APD members and members of the Cumberland RCMP. The training was hosted 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 is scheduled for our members during the week of June 13<sup>th</sup> to the 17<sup>th</sup>. Members for Halifax Regional Police will be instructing on this course which will focus on treatment and techniques that can be specific to police officers.

### PERSONNEL

Cadet Lauren Millard began her on-the-job training with the Amherst Police Department on May 30<sup>th</sup>, 2022. A resident of Amherst, Cadet Millard is attending the Atlantic Police Academy and has been assigned primarily to B Platoon with Cpl Jeff Walsh as her Coach Officer.



### OPERATIONAL

**Firearms Charges:** A 23-year-old Moncton man has been charged in relation to the discharge of a firearm inside a local residence on or about May 1<sup>st</sup>, 2022. Amherst Police became aware after the incident had occurred and with the assistance of the Codioc Regional RCMP, APD MCU members were able to search a residence in Moncton and recovered a sawed-off shotgun that had allegedly been used in the incident. A second person has also been charged in relation to the incident and faces several firearms related charges.

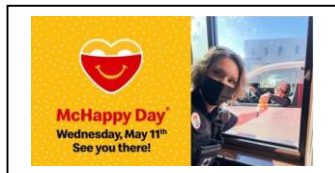
**Trespassing at Night/Theft Charges:** A man and woman are facing charges following an incident that occurred in Amherst during the early morning hours of Thursday, May 26, 2022. The 37-year-old man and 28-year-old woman were arrested by members of the Amherst Police Department after they were observed by officers cutting through backyards in the Charles Street area. After the arrest, police discovered vehicles in the area had been rummaged through. The woman is charged with trespassing at night. She was released on an undertaking to appear in at a later date. The man was charged with theft, trespassing at night, possession of property obtained by crime and failing to comply with a release order. He was held in custody for a court appearance on May 26.

**Mass Shooting Condolences:** Members and staff of the Amherst Police Department took a moment to bow their heads as the flag outside their headquarters is lowered to half-mast in tribute, to show respect and honour for the 19 students and two teachers who were killed when a gunman attacked Robb Elementary School in Uvalde, Texas. The department and the Town of Amherst offer their deepest condolences to the families of the victims.



**COMMUNITY, 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. Over the past month, they worked together on several initiatives with the assistance of other APD members and our community partners. This included the Police Week Display in Springhill on May 20<sup>th</sup> as well as Senior Safety Academy.

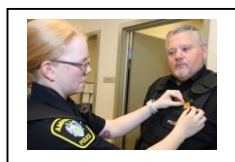


Constable Harrison has a busy month which included many of her regular meetings and time spent at the schools in town. On May 11<sup>th</sup>, Cst Harrison and Dispatcher/Volunteer Fire Fighter Ian Smith were among other Town of Amherst employees, council members and volunteers who helped the local

McDonald's Restaurant by serving and preparing meals on McHappy Day, a day in which the restaurant raises money to support Ronald McDonald House Charities, families and other local children's charities. On May 26<sup>th</sup>, Cst Harrison gave a presentation on Human Trafficking Awareness to the staff at one of our local hotels. This issue is far more prevalent locally, than many of us are aware.

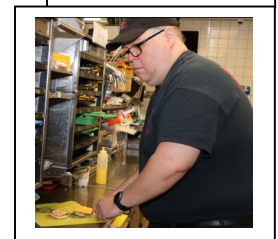
[#humantraffickingawareness](#) [#ifyouseesomethingsaysomething](#)

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.



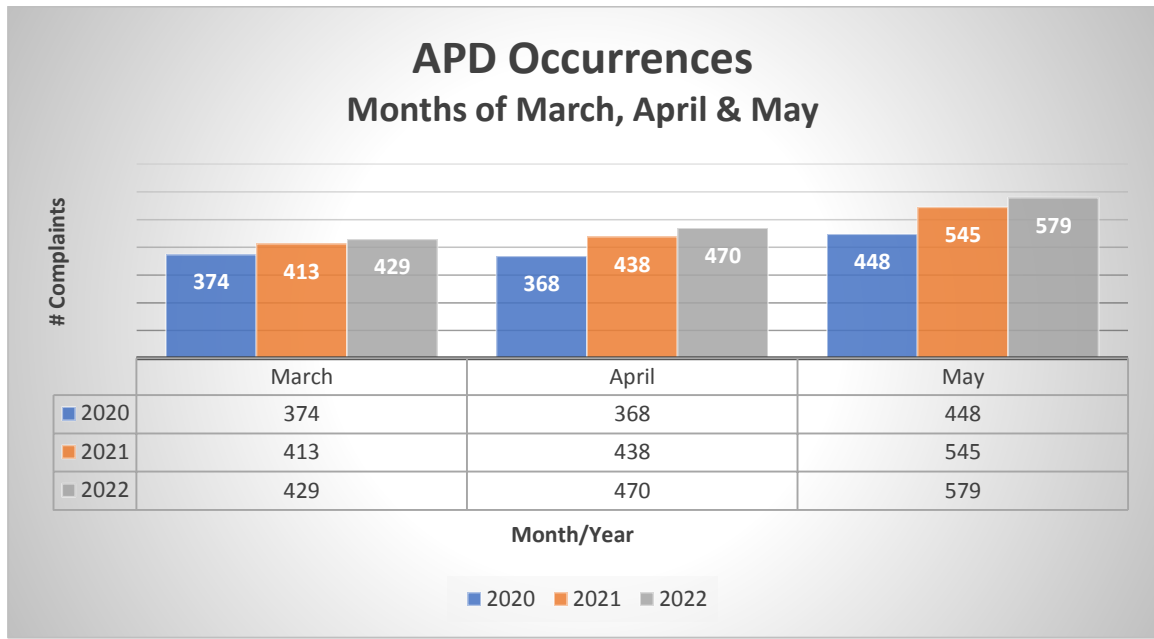
Cst. Caitlin MacKenzie adjusts a piece of moose hide on the vest of S/Sgt. Brian Gairns. The moose hide was worn by Amherst police officers on May 12, 2022, to signify their support of the Moose Hide Campaign, a grassroots movement of Indigenous and non-Indigenous men and boys who are standing up against violence towards women and children.

Wearing the moose hide signifies a person's commitment to honour, respect and protect women and children.

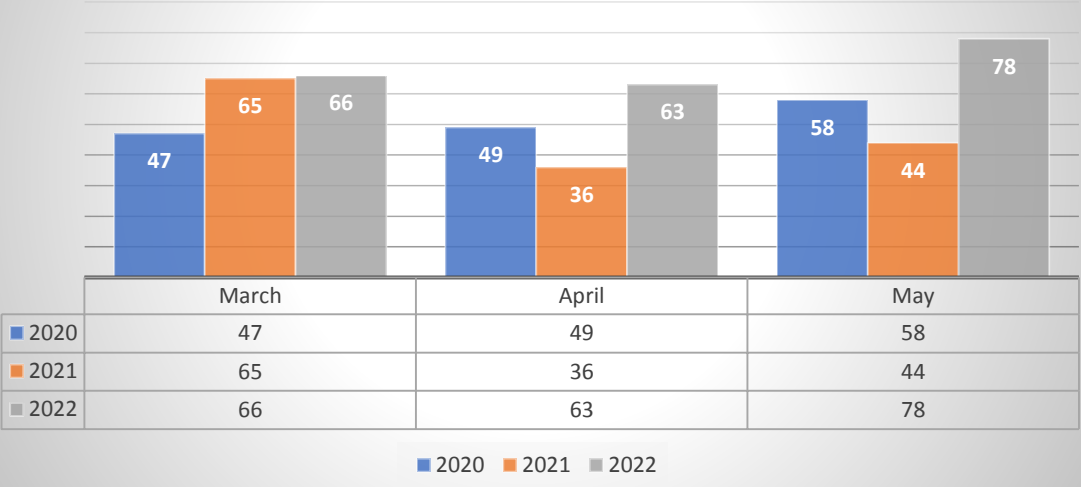


**OPERATIONAL STATS – MAY 2022**

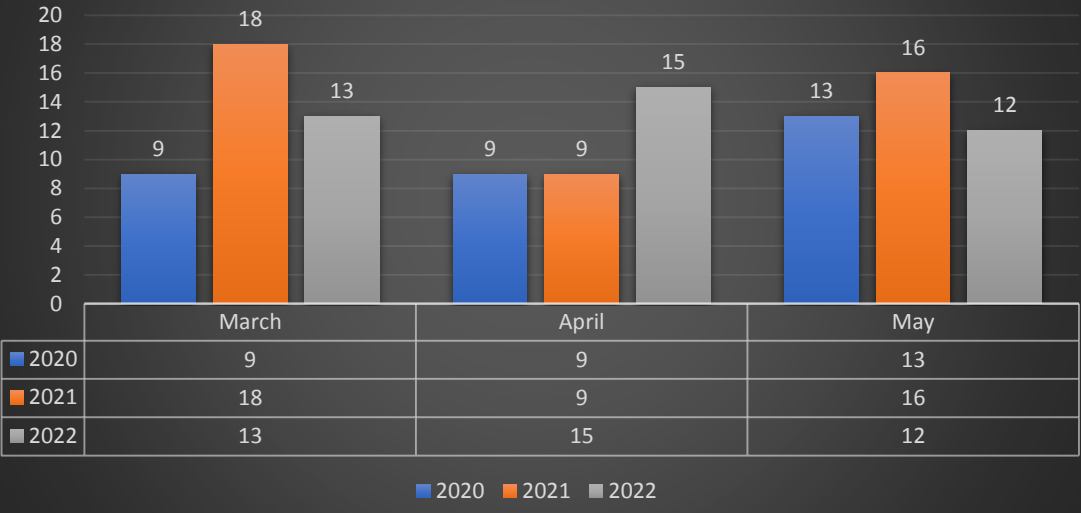
Occurrences:	579	Criminal Code Charges:	78
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	0	CBCA:	1
Traffic Tickets:	39	PPA:	2
HPA:	0	Traffic Written Warnings:	16
Vehicle Checks:	132	LCA:	13
Foot Patrol Hours:	13 hrs 59 min	Bike Patrol Hours:	0



## APD - Criminal Charges March, April & May



## Prisoners Held March April & May



# Monthly Departmental Report

## Fire Department

### June 2022

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#### RESPONSE #'s (May)

##### Town of Amherst – 19 events

- 4 Dumpster fire
- 1 Structure fire
- 9 Monitored alarm activations
- 1 Motor vehicle accident
- 1 Playground rescue
- 2 Smell of smoke / Air quality check
- 1 Vehicle fire

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

- 2 Monitored alarm
- 1 Wood burning appliance
- 1 Wildland fire / open land
- 3 Structure fire
- 1 Elevator rescue
- 1 Sprinkler head failure

#### WEEKLY TRAINING & PROFESSIONAL DEVELOPMENT

Thursday night training: The department continues to focus its training on leadership and operational development. The members of the department continue to have regular training on Thursday evenings while being cautious of the pandemic environment.

Virtual training: Numerous members have been attending virtual training sessions over the last month with the Nova Scotia fire fighter's school. This training included Hazardous Materials Awareness, Hazardous Materials Operations training and Fire Investigation for first responders.

Recruit fire fighter training: Our recruit firefighters have completed all of the required curriculum of the basic fire fighter training program. Their final testing will take place over the next few months.

#### FIRE PREVENTION

The fire prevention committee is focusing on the fire prevention plan for 2022. This year's plan will be developed to provide primarily in-person session.

#### UPCOMING EVENT

Fire Fit Competition: The members of the Amherst Fire Fighters Association are finalizing plans for the upcoming fire fit competition, taking place in Amherst from July 23<sup>rd</sup> to July 25<sup>th</sup> at the Atlantic Superstore parking lot. The organizing committee is looking for volunteers to assist with various positions to make this event a huge success. If you are interested in volunteering for this event please call or text 902-694-6382.

# Monthly Departmental Report

## Planning & Strategic Initiatives

June 2022

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

The PAC met June 6<sup>th</sup> to review information related to the potential demolition of the accessory buildings located 112 Cordova Street, and provided an opportunity for the subject property owners to discuss the status of their property with the committee. A decision with respect to this property will be on the agenda of the PACs July meeting. The committee also ordered the demolition of the buildings located at 14/16 Cornwall Street by September 30, 2022, and 2 Pearl Place within 90 days.

With regard to planning matters, Council held a Public Hearing for a proposed development agreement to allow a youth support housing (group home) at 27 West Pleasant Street. Council will be asked to consider second reading of the agreement at the June 27, 2022 regular meeting. With regard to the apartment complex application south of E.B. Chandler School, the proponent has addressed all components of PAC's request for additional information except the traffic impact study. This work is currently underway.

The online public engagements for the MPS renewal project are wrapping up. The consultant will now be pulling the information gathered so far into an Issues Report to discuss with Council and the PAC tentatively scheduled for July 18<sup>th</sup>. This discussion will guide the development of policies that will go into a draft MPS. Updates and related documents remain available at [planamherst.ca](http://planamherst.ca)

With regard to Business Development, the NS Works Job Fair was held on June 1<sup>st</sup> at the Amherst Stadium with over 40 area businesses participating. Over 300 area residents and 60 students attended the event. Some companies were able to hire employees during the fair itself while most had a large collection of potential candidates for future follow up. The consensus felt by all participants was the fair was a great success.

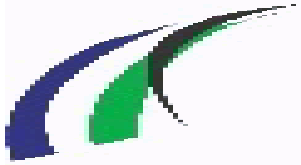
New Business Recognition certificates were presented to 2 new businesses, BFL Canada and Got Item! Games. They received certificates from members of council and their businesses were promoted on social media.

Business Retention and Expansion initiatives continue with a meeting with Gordon Food Services to discuss labour concerns and future growth. On-going Business community engagements also continue by presenting available funding opportunities the business community may be eligible for, and programs such as Nitty to Gritty they can participate in. Community event activities such as Canada Day and PRIDE week are also promoted for their involvement.

The 2022 Gritty to Program has been introduced to the business community with over 20 potential participants. The BDO continues to engage with these businesses to explain the program and encourage participation. It is intended to have the final participant list by mid July.

The Electric Vehicle Charging Station, EV Boost project, has commenced with a kick-off meeting to review contractual terms and project deliverable timelines. Procurement has been initiated for equipment deliveries and labor booking.

Work continues with local non-profit organization Cornerstone Housing for the consideration of renovation of 8 Prince Arthur St. for affordable housing purposes. Their Board of Directors has instructed their project manager to arrange a structural engineer to assess its condition in the coming weeks.



## PERMIT APPLICATIONS

For the Month of May

<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>
C2022-027	25462078	50 Rosewood Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	110,000.00
D2022-026	25001397	29 Westminster Ave	0	Construction	Garage/Carport/Shed	Shed	50.00	4,000.00
C2022-028	25000829	22 Cumberland Ridge Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	110,000.00
C2022-029	25000837	48 Kent Dr	1	Relocate	Single Detached Dwelling	Moble/Mini Homes	75.00	10,000.00
C2022-030	25022765	4 Lamy St	0	Construction	Garage/Carport/Shed	Deck	63.00	5,000.00
C2022-031	25020439	23 Franklyn St	0	Construction	Garage/Carport/Shed	Deck	86.00	25,000.00
C2022-032	25011016	2 Arlington Ave	0	Construction	Garage/Carport/Shed	Deck	60.00	1,700.00
C2022-033	25033291	8 Townshend Ave	0	Construction	Garage/Carport/Shed	Deck	56.00	4,500.00
B2022-034	25028390	29 Queen St	0	Renovate	Single Detached Dwelling	Roof	87.00	15,000.00
D2022-036	25035296	57 South Albion St	0	Construction	Commercial	Ground Sign	50.00	1,200.00
C2022-035	25462110	20 Anson Ave	0	Construction	Garage/Carport/Shed	Porch/Patio	63.00	20,000.00
C2022-037	25032202	113 Spring St	0	Construction	Garage/Carport/Shed	Deck	60.00	6,000.00
C2022-017	25491895	10 Mitchell Crt	4	Construction	Apartments	Row House	685.00	650,000.00
C2022-038	25000829	26 Cumberland Ridge Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	110,000.00
<b>Total</b>	<b>14</b>		<b>8</b>				<b>1,911.00</b>	<b>1,072,400.00</b>

D I S T R I C T S

<i>Building Type</i>		Total
<b>Apartments</b>	1	1
<b>Commercial</b>	1	1
<b>Garage/Carport/Shed</b>	7	7
<b>Single Detached</b>	5	5
Total	14	14

*Summary of Estimated Value by District*

	<b>1,072,400.00</b>
Total	<b>1,072,400.00</b>

*Summary of Estimated Value by Building Type*

Apartments	<b>650,000.00</b>
Commercial	<b>1,200.00</b>
Garage/Carport/Shed	<b>66,200.00</b>
Single Detached Dwelling	<b>355,000.00</b>
Total	<b>1,072,400.00</b>

# Monthly Departmental Report

## Community Well Being

June 2022

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### Active Living

- In collaboration with Cumberland, bike week took place from June 1 – 10. Videos were made about the bike rodeo and to promote bike safety, and bike to work and bike to school day. The students created a bike quiz for social media.
- 3 Summer students have been onboarded to start planning summer programming. The other two will begin on June 30.
- ParticipACTION is in full swing. Community groups have been contacted and encourage to participate. The Town is competing with Sackville NB during the second week and will be promoted on Facebook and Instagram.
- With APD, the town ran a successful bike rodeo on June 1, there were about 40 kids with bikes who ran the course and families enjoyed bbq hotdogs.
- There is a free Try Tennis session happening in June with Tennis NS as a lead up to our summer tennis program. A free Try Pickleball session will be held June 30 with a certified instructor from Truro.
- PiYo (pilates and yoga) is taking place Wed evenings at Victoria Square in conjunction with the YMCA. These sessions are free to the public.
- Summer programming planning is in full swing. We will be having park days on Monday, Wednesday, and Friday with tennis, ball hockey, and volleyball taking place on Tuesdays and Thursdays.
- Make your Move campaign underway with the Healthy Tomorrow Foundation. The assessment of the pilot program will be underway soon.

### Culture, Marketing & Events.

- Partnered with the Legion to host a Cenotaph re-dedication in conjunction with the D- Day Ceremony in Victoria Square on June 6<sup>th</sup>. Approximately 50 people were in attendance.
- Working with Indigenous Affairs on upcoming Mawio'mi Celebration to be held in Victoria Square on June 24<sup>th</sup>
- Working with the Pride Committee on upcoming Pride Celebrations and Parade
- Attended and promoted the Nova Scotia Works Job Fair
- Canada Day Planning - Marketing campaign, vendor recruitment, booking entertainment, finalizing opening ceremony

### Community Well Being

#### Accessibility

- Worked to get the documents together for the NS accessibility week including the proclamation, new releases, FB posts and info for the radio. Also secured the speaker for the flag raising ceremony and assisted with the script. Did two radio interviews with CFTA and CKDH
- Finalized the accessibility survey which was launched the 2<sup>nd</sup> of June with an update to the website.
- Attended the two day virtual conference of the Canadian Congress on Disability Inclusion.
- Plans are underway to meet with local stakeholders/groups to promote our committee and encourage participation

#### Inclusion, Diversity and Equity

- Coordinated with the local pride committee for Pride Week celebrations and Parade. Pride Week 2022 is June 13-19th

- Attended Diversity committee meeting, researched areas around other municipal diversity programs and also UNESCO meetings/proclamations.
- A Community Expo has been organized for June 14<sup>th</sup> to showcase local groups, organizations and volunteer opportunities.

The IDE committee also adopted a new, more inclusive Territorial Acknowledgement to be read and the beginning of their committee meetings:

*I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi'kmaw people*

*I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotian whose legacy and contributions date back over 400 + years predating confederation of this land.*

*We are all treaty people.*

### **Community Partnerships**

- Attended the Cansa Job Fair, D Day celebrations, Scooter safety presentation with the Senior Safety Coordinator/APD and attended three meetings with the Youth Housing initiative, Cumberland Partners and Rotary New Settlers Committee for Ukrainian refugees

# Monthly Departmental Report

## Solid Waste Report

### June 2022

#### Social Media

The focus for the month of May was on green cart tips, leave & yard waste collections, and our Household Hazardous Waste Events.

**Green Cart Tips**

**Reducing odour to keep the pests**

- Use boxes or paper bags to keep your green cart lined with newspaper or use also helps to place food items in a container.
- Freeze it**: During the summer months freeze organics in the cart on your curb.
- Any amount will do**: Place your cart to the curb every organics even if it's not full. The longer your cart sits on the curb, the more it's going to smell.

**Household Hazardous Waste Event**

Saturday, June 18  
9:00 a.m. - 12:00 p.m.  
Amherst Fire Hall Parking Lot

What's Accepted			What's Not Accepted
Acids	Batteries	Pesticides	Explosive waste
Aerosols	Gasoline	Pool cleaners	PCB containing products
Antifreeze	Herbicides	Propane tanks	Pathological & radioactive

**REMINDERS**

NO COMMERCIAL WASTE WILL BE ACCEPTED. Leftover paint must be taken to your local ENVIRO-DEPOT (if the can is not accepted, bring it to the event).

**Leaf & Yard Waste**

**Amherst- May 24<sup>th</sup>**  
Branches must be tied in a bundle that does not exceed 1.5m in length or 25kgs in weight. Individual branches must not exceed 5cm in diameter. Plastic bags will NOT be collected. Materials must be placed curbside by 7:00 a.m. on Tuesday.

**Springhill- May 27<sup>th</sup>**  
Branches must be tied and bundled. Plastic bags will NOT be collected. Materials must be placed curbside by 6:30 a.m. on Friday.

**Parrsboro- May 27<sup>th</sup> & 28<sup>th</sup>**  
Leaf and yard waste will be accepted at the former Swan Creek Road Landfill between the hours of 8 a.m. and 5 p.m. Materials can be loose or bagged, however, bags must be emptied on site. An attendant will be on duty to ensure compliance with these guidelines.

Never miss another collection day, download our free mobile app [Cumberland County Solid Waste](#)

#### Household Hazardous Waste (HHW) Summer Events

The first HHW event was held on June 11<sup>th</sup> in 4 locations (Parrsboro, Pugwash, Oxford, and Springhill). The events were well attended by residents in both the County and Amherst. The next event is scheduled for June 18<sup>th</sup> from 9:00 a.m. – 12:00 p.m. at the Amherst Fire Hall.

#### Education & Enforcement Contracts/Agreements

The education and enforcement workplans have been submitted to Divert NS for approval.

#### Cobequid Housing Apartment Visits

Staff visited the 10 buildings in Amherst to meet with tenants to discuss source separation. The remaining buildings in Cumberland County will be visited over the summer months.

#### Enforcement

98 solid waste audits took place in May.

#### Solid Waste Hotline

The Solid Waste Hotline has been very busy and received over 500 calls in the month of May.