



Town of Amherst
Committee of the Whole

Date: Monday, October 17, 2022
Time: 4:00 pm
Location: Council Chambers, Town Hall

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1. Call to Order	
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6.	In Camera	
6.1.	Approval of In Camera Agenda	
6.2.	Approval of In Camera Minutes	
6.2.1.	September 26, 2022	
6.2.2.	September 28, 2022	
6.3.	MGA 22(2)(c) - personnel matters	
6.4.	MGA 22(2)(c) - personnel matters	
6.5.	MGA 22(2)(e) - contract negotiations	
6.6.	MGA 22(2)(e) - contract negotiations	
7.	Adjournment	



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

Consent Agenda

MOTION:

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

- 1.3. Approval of Minutes**
- 4.3 Task Report**
- 5.1 Corporate Services Monthly Report**
- 5.2. Operations Monthly Report**
- 5.3. Police Department Monthly Report**
- 5.4. Fire Department Monthly Report**
- 5.5. Planning & Strategic Initiatives Monthly Report**
- 5.6. Community Well-Being Monthly Report**
- 5.7 Solid Waste Education and Enforcement Monthly Report**

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

Date: September 26, 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 (via Zoom)
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
Kimberlee Jones, Director of Corporate Communications and
Community Well Being
Sarah Wilson, Senior Accountant / Acting Treasurer
Krista Crossman, Acting Manager of Financial Services
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Deputy Clerk

1. Call to Order

Mayor Kogon called the meeting to order.

1.1 Approval of Agenda

Moved By Councillor Emery
Seconded By Councillor Baker
To approve the agenda as circulated.

MOTION CARRIED

1.2 Approval of the Consent Agenda

Moved By Councillor Davidson
Seconded By Councillor Landry
To approve of the consent agenda as circulated.

MOTION CARRIED

2. Council Direction Requests

2.1 Municipal Fire Inspector

Moved By Councillor Emery
Seconded By Councillor Baker
That Council forward the appointment of Marty Furlong as a Municipal Fire
Inspector for the Town of Amherst to the September 28, 2022 meeting of
Council.

MOTION CARRIED

Councillor Davidson took this time to recognize Chief Jones on his recent appointment of Director at Large for the Canadian Association of Fire Chiefs.

2.2 Year End Capital Financial Adjustments

Moved By Councillor Landry

Seconded By Deputy Mayor Christie

That Council forward approval of the following changes to the funding for the 2021/22 Water and General Capital Budget to the September 28, 2022 Council meeting for approval:

- 1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$122,000;**
- 2. Approval of the increase of General Operating capital from revenue from \$476,000 to \$493,340.64.**

MOTION CARRIED

2.3 Year End Reserve Transfers

Moved By Deputy Mayor Christie

Seconded By Councillor Baker

That Council forward approval of the following transfers from the Operating Reserve to General Operating to the September 28, 2022 Council meeting for approval:

- 1. Withdraw from the Operating Reserve – Reserve for Solid Waste of \$9,434.10 to fund the deficit in the Solid Waste department for the 2021/22 fiscal year.**
- 2. Withdraw from the Operating Reserve – Reserve for Mandatory Provincial Contribution Area Rate of \$20,761.80 to fund the deficit in the Mandatory Provincial Contribution Area Rate for the 2021/22 fiscal year.**

MOTION CARRIED

2.4 2022/23 Water Utility Capital Budget Amendment

Moved By Councillor Davidson

Seconded By Councillor Emery

That Council amend the 2022/23 Amherst Water Utility Capital Budget to increase the approved budget amount in the Water Capital budget for the purchase of Inline Turbidimeters for the PRV Chambers from \$20,000 to \$40,000 and forward to the September 28, 2022 regular meeting of Council for approval.

MOTION CARRIED

2.5 Town of Amherst Website

Moved By Councillor Landry

Seconded By Councillor Emery

That staff be directed to provide a report at the October Committee of the Whole on a project to re-vamp the Town of Amherst website, including web site content and structure, any IT issues, external resources required, staff training required, impact on any current web hosting agreements and cost and source of financing, with the idea of making the website more streamlined and content more accessible to the public.

MOTION CARRIED

- 2.6 **Letter of Support**
Moved By Councillor Emery
Seconded By Councillor Davidson
That Council direct staff to prepare a letter of support for the nomination of Gerard Veldhoven to the Order of Nova Scotia, posthumously.

MOTION CARRIED

- 2.7 **Request to Present - Cumberland County Museum**
Due to her involvement with the Cumberland County Museum, Councillor Emery declared a conflict of interest.
Moved By Councillor Baker
Seconded By Deputy Mayor Christie
That staff contact Darryl MacKenzie of the Cumberland County Museum and Archives about making a brief presentation to council at their regular meeting in September or Committee of the Whole in October.

MOTION CARRIED

3. Information Items

- 3.1 **Planning Advisory Committee Recommendation**
Information item only, approved as part of the consent agenda.

- 3.2 **Strategic Priority Update**
Information item only, approved as part of the consent agenda.

- 3.3 **Centennial Walking Trail**
Moved By Councillor Baker
Seconded By Deputy Mayor Christie
That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.

MOTION CARRIED

- 3.4 **Homelessness**
Moved By Councillor Davidson
Seconded By Deputy Mayor Christie
That staff be directed to prepare an inventory of all incentives and activities that the Town is involved with related to homelessness and poverty with the view of communicating this to the public through the most reasonable means necessary, and further that Chief Pike's report on homelessness included as part of the agenda package be made available to the public.

MOTION CARRIED

5. **In Camera**
Moved By Councillor Landry
Seconded By Councillor Emery
That the Committee move to an In Camera session.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor



COMMITTEE OF THE WHOLE

CDR# 2022070

Date: October 17, 2022

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: October 17, 2022

SUBJECT: Donation Request for the Cumberland County Minor Hockey Association from the Dr. & Mrs. H.E. Christie Community Foundation

ORIGIN:

Correspondence from the Dr. & Mrs. H.E. Christie Community Foundation that they will donate \$12,000 to the Town provided that the Town, in turn, provides a grant of \$12,000 to the Cumberland County Minor Hockey Association.

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 \$12,000 from the Dr. & Mrs. H.E. Christie Community Foundation to fund a corresponding grant of \$12,000 to the Cumberland County Minor Hockey Association, be referred to the October 24, 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 a grant in the amount of \$12,000 to the Cumberland County Minor Hockey Association. The Foundation is asking if Council will accept this donation from them in the above amount, issue an official tax receipt and provide a grant to the Cumberland County Minor Hockey Association.

FINANCIAL IMPLICATIONS:

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



COMMUNITY ENGAGEMENT:

No community engagement is contemplated in carrying out this request. The community engagement occurred between the Cumberland County Minor Hockey Association 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 October 24, 2022 Regular Council meeting for Council's consideration of accepting donation the from the Dr. & Mrs. H.E. Christie Community Foundation and providing a grant to the Cumberland County Minor Hockey Association;
2. Decline this request.

ATTACHMENTS:

- Letter from Dr. & Mrs. H.E. Christie Community Foundation re: Cumberland County Minor Hockey Association.

Report prepared by: Sarah Wilson, Director of Finance

Report and Financial approved by:

Christie - Smith Community Fund

consisting of

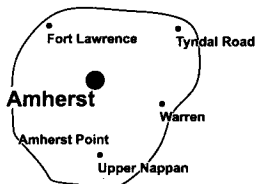
The Hugh E. Christie Fund and the Michael D. Smith Fund

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



Christie Fund



Smith Fund

Trustees:

David H. Christie

Morris J. Haugg

Jennifer Brennan 23 September, 2022

Barry MacLeod

Donna Fitzpatrick 98 Victoria Street East

Mark Carter

Linda Macleod

Town of Amherst

98 Victoria Street East

Amherst, NS

B4H 1X6

Attn: Sarah Wilson

Dear Sarah,

I am following up on our conversation yesterday regarding a request from the Foundation for the Amherst Town Council to accept a grant of \$12,000.00 for the Cumberland County Minor Hockey Association.

I understand the process you have to follow with the two meetings required to get approval and that it will be late October before a decision is made.

Once a decision has been reached, please contact the Foundation by email at tccf@eastlink.ca or phone the new administrator, John Matthews, at 902 667 3209 or 902 664 9779.

Thank you for your assistance.

Sincerely,

Paul A. Mahaney
Administrator

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Greg Jones, Director of Fire Services

DATE: October 17, 2022

SUBJECT: *Flag protocol policy 2300-04 - Proposed amendment*

ORIGIN: Created in 2018 to provide clarification on the presentation of flags at Town of Amherst facilities.

LEGISLATIVE AUTHORITY: MGA sections 47 and 48 authorize council to make, amend and repeal bylaws and policies.

RECOMMENDATION: It is recommended that amendments to “Policy 02300-04 – Flag Protocol” be forwarded to the October Council meeting for acceptance.

BACKGROUND: This policy was approved in 2018 to provide a protocol on how flags shall be flown when displayed at Town of Amherst events or on flag poles, which are owned or used by the Town of Amherst. Creation of this policy is in line with the established flag etiquette as defined by the Government of Canada and provides the requirements for displaying flags, maintenance of flags and flying flags at half mast.

DISCUSSION: With the recent changes at the YMCA flag pole location it is important that the flag protocol be amended to provide clear direction on the placement of flags in a semi-circle configuration.

Following the Government of Canada requirements, this proposed change has been developed to incorporate the flying of more than three flags in a semi circle configuration. Therefore Section 2 (e) (ii) of the flag protocol has been amended to only define the requirements for flying more than three flags in a straight line.

Further, the addition of section 2 (e) (iii) in the protocol is only to define the requirements for flying more than three flags in a semi-circle configuration.

FINANCIAL IMPLICATIONS: Acceptance of this policy will have no financial implications on the Town of Amherst.

SOCIAL JUSTICE IMPLICATIONS: Acceptance of this policy will have no social justice implications on the Town of Amherst.





COMMITTEE OF THE WHOLE

CDR# 2022071

Date: October 17, 2022

ENVIRONMENTAL IMPLICATIONS: Acceptance of this policy will have no environmental implications on the Town of Amherst.

COMMUNITY ENGAGEMENT: Not required

ALTERNATIVES: Council may choose to not accept this policy change.

ATTACHMENTS: Town of Amherst Policy "02300-04 – Flag Protocol (proposed change 20221011)"

Report prepared by: Greg Jones, Director of Fire Services
Report and Financial approved by:



DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

1 PURPOSE

The purpose of this policy is to provide guidance as to which stationary flags on Town of Amherst properties shall be flown and how they will be presented at half-mast.

2 DISPLAY AND MAINTENANCE OF FLAGS

- a. All flags shall be maintained in a condition fitting their significance. Frayed flags shall be replaced and/or repaired as soon as possible. Any flag that is removed from service shall be destroyed in a dignified manner.
- b. When the Canadian flag is displayed on a speaker's platform, it should be placed on a flag pole on the left (from the point of view of the audience) and when it is displayed in an auditorium, it should be placed on a flag pole on the right (from the point of view of the audience).
- c. At no time shall any flag touch the ground or be displayed at a level higher than the Canadian flag.
- d. When the Canadian flag is flown alone on top or in front of a building where there are
 - i. Two flagpoles - the Canadian flag shall be flown on the flagpole to the left.
 - ii. More than two flagpoles - the Canadian flag should be flown as near as possible to the center
- e. When the Canadian flag is flown in a line of flags
 - i. Three flags - the Canadian flag shall be displayed in the center, with the other flags being placed from left to right in order by the level of government that they represent (For example: Canadian flag (Center) > Provincial flag (Left side) > Municipal flag (Right side))
 - ii. More than three flags displayed in a straight line - the Canadian flag shall be displayed on the left side, with the other flags being placed from left to right in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag > Other countries > Provincial flags > Municipal flags > All other flags)
 - iii. More than three flags displayed in a semi-circle - the Canadian flag shall be displayed in the center, with the other flags being placed in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag (Center) >

DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

Provincial flags (Immediately left side of the Canadian flag) > Municipal flags (Immediately right side of the Canadian flag) > All other flags)

i.

f. Town of Amherst flag locations

~~▪ Town hall~~

▪ Amherst Fire Station

▪ Amherst Stadium

▪ Amherst Police Department

▪ Community Credit Union Business Innovation Center

▪ Community flag poles (In front of YMCA)

▪ Victoria square

3 FLYING FLAGS AT HALF MAST

a. The CAO's office will arrange for the half-masting of the flags at all Town of Amherst Facilities, and will advise the Mayor, Council and staff of the Town's Administrative offices, of the name of the individual, and any known details of the funeral or memorial service for the individual. In addition, the CAO's office will define the date and time in which all flags will be placed back to full mast. Regardless of the situation, the Canadian flag shall be at full mast on Victoria Day and Canada ~~Day~~.

b. Recognition of Prominent Public Figures and Others

The flag will be flown at half-mast to mark the passing of any of the following individuals, for a period beginning when the Town is notified of the individual's death, until and including the date of the funeral or memorial service, or at the discretion of the CAO:

i. Canadian and Abroad

- The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
- The Governor General or a former Governor General of Canada;
- The Prime Minister of Canada.

ii. Nova Scotia

- The Lieutenant Governor;
- The Premier.

iii. Town of Amherst

- The Mayor, or a former Mayor of the Town;
- A Councilor, or a former Councilor of the Town;
- A Town of Amherst employee

DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

- A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town;
 - A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town.
- iv. Protective Services Personnel
- Individuals from the Town of Amherst whose duties can be described as “Protective Services”, who have died in the line of duty, including but not limited to police, fire, emergency health services, DNR Conservations Officers and Fisheries Officers.
- v. Canadian Military Personnel
- Members of the Canadian Armed Forces from the Town of Amherst or surrounding area who have died while on a peacekeeping or combat mission.
- c. Other Circumstances
- All Town of Amherst flags may be lowered to half-mast from sunrise to sunset for the following events:
- April 28th – Day of Mourning for Persons Killed or Injured in the Workplace
- November 11th - Remembrance Day
- December 6th – National day of Remembrance and Action on Violence
Against Women
- i. The flag may be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Nova Scotia but will be at the discretion of the CAO.
- ii. Other individuals and events may be recognized by lowering the flag at the direction of the CAO.
- d. Any citizen, councilor or staff member of the Town of Amherst, who becomes aware of an individual whose passing should be recognized under this Policy, should contact the CAO’s office as soon as possible.
- e. The CAO will determine if the request conforms to the criteria of the Policy.

DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

4 PROCEDURE FOR LOWERING FLAGS TO HALF MAST

a. LOWERING FLAGS AT HALF MAST

Upon receiving authority to lower the flags to half mast the following shall occur:

- i. All flags shall be first raised to the top of the mast and then slowly lowered to half mast
- ii. All flags which are flown together will be lowered to half-mast. The Canadian flag shall be the last one to be lowered.
- iii. Only those flags that have halyards and pulleys will be flown at half-mast;

b. PLACING FLAGS BACK TO FULL MAST

At the assigned date and time flags will be returned to full mast. The following shall occur:

- i. All flags shall be returned to full mast
- ii. Where multiple flags are flown together, the Canadian flag shall be returned to full mast first; followed by the remaining flags from left to right.

5 DISPLAYING NON -GOVERNMENTAL FLAGS

- a. Details on how non-governmental flags may be displayed can be found in Policy 10350-14 (REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES).

6 REFERENCE DOCUMENTS

- a. Government of Canada – Rules for flying the national Flag of Canada
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>
- b. Government of Canada – Rules for half-masting the National Flag of Canada
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>

DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125

- c. Government of Canada – Position of honour of the National Flag of Canada
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/position-honour.html>

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council
From: Jason MacDonald, CAO
Date: October 17, 2022
Subject: **Nova Scotia Community College Request to Present**

Our current five-year commitment of \$100,000 to fund the NSCC student bursary program is expiring this year.

The CAO met with representatives of the local campus and they would like to present to Council on the positive impact this has had on local students and likely request that Council consider continuing to fund this program, in some amount, into the future.

I am recommending that Council include this presentation from NSCC on the November Council agenda.

Memo

To: Mayor Kogon and Council

From: Kim Jones, Director of Communications/Municipal Clerk

Date: October 17, 2022

Re: Website redesign

At the September Committee of the Whole meeting the staff was directed to provide a report at the October Committee of the Whole on a project to revamp the Town of Amherst website, including website content and structure, any IT issues, external resources required, staff training required, impact on any current hosting agreements and cost and source of financing, with the idea of making the website more streamlined and content more accessible to the public.

Currently, the support for our website is provided through the Association of Municipal Administrators of Nova Scotia's Municipal Website Venture. They provide the service to more than 30 municipal units or organizations in Nova Scotia.

When our website was created, we initially agreed to a three-year contract. It expired several years ago (AMANS can't remember how many years ago nor can they find the original contract, however I have attached the 2010 agreement in our records.) Since it expired, we have contracted on a year-to-year basis. In order to leave the contract, the Town of Amherst must give the association one year's notice.

AMANS requires an annual fee and offers four levels of support service – platinum, gold, silver and bronze.

We have contracted for the bronze level of service, which costs us \$250 annually, which provides us with four hours of support that is billed in 15-minute increments. Any support required after we've used up the four hours is billed at \$65 per hour. In the past couple of years, we have typically gone over the 4 hours.

The town's cost (this was from last year's invoice Nov 2021) is:

• Website MWV Annual Fee – General	\$2,400.00	
• Website MWV Support – General	<u>\$ 200.00</u>	
• Total	\$2,600.00	
• Town’s share of non-recoverable HST	<u>x 1.04286</u>	
• Total Town expense - General		\$2,711.44
• Website MWV Annual Fee – Water	\$600.00	
• Website MWV Support – Water	<u>\$ 50.00</u>	
• Total	\$650.00	
• Town’s share of non-recoverable HST	<u>x 1.04286</u>	
• Total Town expense - Water		\$677.86
• Grand Total expense	=	\$3,389.30

As you can see the cost was shared between the general and water budgets.

The program we use is called Joomla 3. It will no longer be supported as of August 2023. AMANS is recommending we do a redesign of our website using the next version of Joomla, which is called Joomla 4. Doing so would provide us with more options that would make the website more accessible to those with disabilities.

Currently, we have three people trained to place content onto the Town’s website. They are Tom McCoag, Jennifer Bickerton and Allison Watson. None of those are programmers and none would have the skill set or training to revamp or maintain an independent webpage.

Our IT people have nothing to do with the website. They do not have the skill set or training that would enable them to design or maintain a website.

As a result, we would need assistance from an outside source like AMANS or some other website host like GoDaddy. It should be noted that most website hosts like GoDaddy store the program and content on American servers, which would require us to fill out paperwork to satisfy the federal government as to where our “government” content is stored.

AMANS stores the program and content of our current website on Canadian servers, which would preclude us from having to fill out the paperwork mentioned above.

AMANS has provided us with a proposal for redesigning the website (attached).

I agree that the website needs to be refreshed and be more functional to the public. We have obtained some recent analytics that will help us see exactly what areas are getting the most hits, repeat visits, etc. This is great information to assist with a redesign and make the site more functional.

It is my recommendation that we continue with the AMANS Municipal Website Venture and accept the proposal for the redesign of the site with the upgraded programming in 2023. In the meantime, we can look at a smaller redesign of some aspects of the existing site to make it more user friendly. This can likely be accomplished with 5 – 6 additional hours at the AMANS rate.

Municipal Website Venture Program

A Shared Municipal Service

Website Design & Website Hosting Services

Attention:

Website R

Town of A.....

Proposal for the Town of Amherst

October 2022

Company Profile and Experience

About

The Municipal Website Venture (MWV) – a program of the Association of Municipal Administrators, NS (AMANS) – was started in 2007 with the goal of helping Nova Scotia municipalities improve the state of their websites. This mandate has continued, and over the past fifteen years the MWV has worked with over forty municipalities and municipal related organizations.

Part of our mandate is to assist our partners to develop functional, easy to navigate and affordable websites that empower staff to update web content independently and in a timely manner. As a shared municipal service, the MWV can leverage the collective knowledge, best practices, and innovation of its partners, while achieving economies of scale and building capacity for staff within the municipality. Our program strives to create dynamic, engaging, and modern websites that provide end users with an experience that is accessible, intuitive and practical.

What's Important to Us

- Accessibility is an AMA priority. We work closely with the Accessibility Directorate and have partnered with Access Changes Everything to build our capacity to develop websites that go beyond the WCAG 2.1 Level AA guidelines.
- We place an extremely high priority on the security of your website, with a dedicated Canadian server, 24/7 monitoring and backup service.
- The MWV is a shared municipal service which serves municipal government and we, therefore, have knowledge of legislative and policy changes impacting local government such as the Accessibility Act and FOIPOP. We know what information should be on a municipal website.

AMANS is a not-for-profit organization dedicated to serving the interests of municipal government. The MWV Board, which reports directly to the AMANS Board of Directors, oversees the program

with representation of municipal administrators and Department of Municipal Affairs staff. With this accountability, our partners have confidence in the management of MWV.

Our Partners & Work

[Acadia First Nations](#)
[Association of Municipal Administrators](#)
[Cape Breton Regional Municipality](#)
[Cape Breton Regional Police Services](#)
[Centre 200](#)
[District of Lunenburg](#)
[Lunenburg REMO](#)
[Mentoring Plus](#)
[Municipal Development Officer Association of NS \(MDOANS\)](#)
[Municipality of Argyle](#)
[Municipality of Barrington](#)
[Municipality of Colchester](#)
[Municipality of Cumberland](#)
[Municipality of Digby](#)
[Municipality of Richmond](#)
[Municipality of Shelburne](#)
[Municipality of St. Mary's](#)
[Nova Scotia Federation of Municipalities](#)
[NS Municipal Finance Corporation](#)
[NS Municipal Wellness](#)
[Recreation Nova Scotia](#)
[Regional Municipality of West Hants](#)
[Stronger Region \(West Hants\)](#)
[Town of Antigonish](#)
[Town of Berwick](#)
[Town of Digby](#)
[Town of Lunenburg](#)
[Town of Mulgrave](#)
[Town of New Glasgow](#)
[Town of Pictou](#)
[Town of Shelburne](#)
[Town of Stellarton](#)
[Town of Stewiacke](#)
[Town of Trenton](#)
[Town of Truro](#)
[Town of Yarmouth](#)
[Truro Business Park](#)

[Village of Bible Hill](#)

[Village of Chester](#)

[Village of Greenwood](#)

[Your Tatamagouche](#)

Our Team & Experience

Les Coleman: As the program's Web Developer, Les has twenty-three years of experience in website design and development. Les joined the program in 2007. He designs and develops municipal websites, while supporting municipal staff with their questions, leveraging his expertise and knowledge to assist. He is proficient in the content management system Joomla and its many extensions. Les has designed and developed the websites of all the MWV partners. He has a great deal of experience troubleshooting problems and finding solutions to complex issues relating to the program's websites.

Jeff Hanshaw: Jeff is the program's server administrator, technical consultant and Joomla trainer. Jeff is an IT Consultant with CustomPage Media Inc and has a background in municipal government and a B.Ed. He has provided systems support for municipalities such as the Town of Wolfville, Middleton and the Regional Municipality of West Hants. With Jeff's technical strengths and educational background, he provides training to municipal staff on Joomla. Jeff provides the convenience of doing remote or in-person training sessions so that municipal staff can be trained all at once, and at a pace that is conducive to their learning needs. In addition to this, Jeff provides technical support and server expertise to our program.

MWV Partners: The collective knowledge of our partners cannot be overlooked. The AMA coordinates meetings with all partners to discuss current trends and provide training in website development. Meeting topics include social media, accessibility, website policies, best practices, web content writing and website governance. During these meetings we provide the opportunity for partners to discuss the Venture and what can be done to

improve it. It is also a time for networking opportunities, which will enable your staff to make contacts with staff in other municipalities who are involved with municipal websites.

MWV Board of Directors: The MWV Board provides critical input for the success of the program. The Board has a wide range of competencies from municipal government leadership to technology management.

- Deborah Campbell-Ryan, Municipal Clerk, CBRM
- Jay Redmond, Manager of IT, Town of Truro
- Scott Muise, Information Technologist, Argyle
- John MacKinnon, Deputy CAO, CBRM
- Ross Macdonald, Municipal Advisor, Municipal Affairs

Municipal Website Expertise

We understand the challenge of providing a website that is functional and accessible for all end users. Our team is willing to provide advice on content structuring and website governance to help mitigate this challenge. Our expertise in municipal website development enables us to give advice on how to deliver more value your residents by providing functional access to information.

We also recognize the importance municipal accountability and transparency which includes easy access to important information. The MWV has expertise in implementing various forms, including registration forms, general inquiry forms, feedback forms, and newsletter sign-ups, as tools to engage stakeholders. The MWV believes that having a website that reflects the Town's identity helps with citizen engagement.

In addition, the partners in our program gain access to resource material, such as plain language considerations, content strategy resources, and the opportunity to network with other regional counterparts.

Content Management Expertise

Our clients' websites are developed using the most current version of the award-winning open-source content management system, Joomla. Widely recognized as one of the top content management systems in its class, Joomla's strengths are an easy-to-use web-based administration with expanded functionality and strong security. For example, according to Sucuri's 2019 annual security report, 94% of all infected CMS websites run on WordPress while only 2.4% were Joomla sites.

Within Joomla, there is the capability to restrict access based on internal departments to leverage website governance and security. There is also the capability to add approval levels for adding,

editing, or deleting content. The Town's would identify the users and their required level of access to our team and we would, in turn, set up users appropriately.

Joomla will give staff the ability to edit, add or delete content 24 hours a day with a user-friendly content management system. The MWV trains staff and provides resources to enable them to add new sections and/or pages and manage photos/images/videos and documents in different formats.

Hosting and Security Experience

The MWV program currently hosts forty-seven (47) websites on a server that is solely dedicated to the program. This server is in a secure Canadian datacenter with daily backups. This datacenter has 72-hour 750KW generators in case of unexpected outages, from 4-8 simultaneous upstream connections, so network uptime is not an issue. There is 340kVA of UPS capacity. The datacenter has air condition units of 88 Tons Capacity. Jeff Hanshaw provides support to this server 24/7. The fact our websites do not share server space with a plethora of other businesses is a significant benefit in terms of speed and security.

At the MWV, we take security very seriously. In addition to implementing rigorous security protocols on the server, each site is equipped with a set of security extensions to monitor and block potential breaches. We also subscribe to Sucuri, a service that monitors all files on the server and adds another layer of security with the implementation of a web firewall. In the event there is a potential security issue, we are promptly notified. In the unlikely event of a security breach, Sucuri will go through the entire site and fix any vulnerability.

Furthermore, included in our program's service is updating your website and extensions to the latest versions, which enhances your website's security.

The MWV Board of Directors has also implemented a Disaster Recovery Plan which documents the processes and procedures to recover and protect the program in the event of a disaster. With full-time support, extensive security and sound protocols, partners in our program are assured that we will provide a superior and reliable environment for hosting your website.

References

Cape Breton Regional Municipality

John MacKinnon, Deputy CAO

(902) 563-0839

jfmackinnon@cbrm.ns.ca

Town of Truro

Jay Redmond, Manager of IT

(902) 956-1412

jredmond@truro.ca

Municipality of Colchester

Jeannette Himmelman, Systems Analyst

(902) 897-3156

jhimmelman@colchester.ca

Approach to Design

If the MWV is the successful proponent for the redesign of the Town of Amherst's website, we would focus on four aspects for the design: intuitive, accessible, engaging, and informative. The MWV can leverage the colours of the Town's brand to create an appealing, vibrant, and professional representation of the Town. We believe it is important to highlight the Town's assets and services up front while promoting its quality of life. Our design will be based on feedback we gather from staff and google analytics.

Intuitive and Informative Design

We understand the challenges you face in communicating information to a range of users. To us, it is important that a website is intuitive and user-friendly for all ages and abilities. Some of the practices we use to do this are:

- quick links for the most popular pages based on data gathered through Google Analytics.
- Emergency or public notices that can be easily edited can be added to the homepage.
- News or project updates are often used. There are many ways these can be displayed and customized for you.
- Search extension. We recommend the Programmable Search Engine by Google which can search both webpages and documents containing key words. This extension gets fast and relevant search results, for easy access to information, and a customized look that can match the *brand* design.
- add a subtle link to your site map. Within Joomla, Amherst's website would contain an automatically updatable site map, which will give staff a simple and streamlined editing process.
- breadcrumbs on inner pages (another mode of navigating through the website), to allow visitors to the site to know exactly where they are within the site.
- Our sites are developed for all mobile devices

We also recognize that the website will house important information such as by-laws/policies, Council minutes, planning documents, etc. which will regularly be accessed by Town staff. The MWV uses DOCman as its document repository and an example of what DOCman can do can be found on a recent project of the AMANS which is a central library for all municipal by-laws and policies in the province. It can be found at [AMANS Bylaw and Policy Library](#).

It is important to us that there is a good-end user experience; balancing a design that is fresh and exciting with one that is simple and very user-friendly is key.

Engaging Design

At the MWV we appreciate the challenges arising from a municipal website as the main channel of communication for visitors, residents, and businesses. With an engaging website design, the Town of Amherst can improve tourism and attract new businesses and residents to the

community. The MWV can leverage an engaging design by interlinking the Town's social media channels, both in icon form and using feed extensions.

With countless extensions available, we can quickly and easily add many features to your website. We can also provide recommendations on a variety of engagement tools to encourage community stakeholders to become actively involved.

Some engagement extensions we use are:

- *Community calendars*: allows local community members and businesses to add events to the website. These can be set up with an approval process so you can manage the content being added to the website, while still engaging local businesses and community members to promote relevant events.
- *Online forms*: these can be used for many things from registration to feedback. Some municipalities use on-line forms to get feedback on user website experience.
- photo galleries, google maps, weather cameras and many more could be added.

All of our websites are optimized to format correctly on all modern browsers and devices including mobile devices.

Updating of Content

Joomla gives staff the ability to edit, add or delete content 24 hours a day with a user-friendly content management system. The MWV trains staff and provides resources to enable them to add new sections and/or pages and manage photos/images/videos and documents in different formats.

Joomla allows you to restrict access based on internal departments. You can also add approval levels for adding, editing, or deleting content. You would just need to identify the users and access level and we can set up users appropriately.

Workplan

We want to make this experience as seamless as possible for you and your staff.

Our workplan can be broken down into 5 stages:

- Initial Meeting
- Concept to Design
- Development of Site
- Site Launch and Training
- Accessibility Audit (optional)

Initial Meeting

Developing a new website is a big project for any municipality. It is important for us to understand your vision for the Town's website. We will work closely with you to gather as much information

as possible prior to initial designs. If we are the successful proponent, we'll ask you to complete a design brief which asks some key questions for redesigning your website. We will then arrange a meeting with your team to review the completed brief and talk about your vision and priorities for the Town's website. We will provide advice on the site structure based on our experience in good website governance and content organization. If we need more than one meeting to start the process, that's ok. We want to do whatever it takes to get it right.

Concept to Design

We will use the information from our meeting, the design brief and the Town's branding document to develop three potential homepage designs or storyboards and one inner page design. From there we'll work with you to refine a design. This may involve pulling elements from each design. We'll refine a design until you are satisfied enough for us to begin development. There may be a bit of back and forth at this stage, but the end result will be a design that you are happy with.

During this stage we'll work with you to determine what content will need to be created, rewritten, or deleted. This is a good time to rid your site of all the unnecessary information that has collected over the years. We'll also work with you to on the sitemap which can be implemented during development.

Development of Site

Once the finalized version of the mockup design has been established and signed off on, we will begin the development of the site and move all the content that you decided to keep over to the development site. The Town will be responsible for writing any new content for the site. Timely receipt of new and rewritten content is essential to meet the project deadlines. There will still be opportunities throughout this stage to tweak the site design.

Site Launch and Training

Understanding the content management system, Joomla, is an essential skill for anyone adding content to the site. Training can take place before the site has launched, or directly after. Training will take place remotely for as many staff as you wish. AMANS has created a manual that will describe how to add, edit, or delete documents, articles, pages, and other features in detail. In addition to this training, we provide 30 days of unlimited, free, website support after the website has launched to our clients.

Domain Name and website ownership:

While, we look after launching of your website, the Town of Amherst is the owner of the website's domain name, we therefore prefer to leave future domain name management to you. We have run into situations where it has been difficult for municipalities to get access to their domain name because they had been registered by an outside organization. We have some tips on how to ensure registration of your domain name never lapses.

Deliverables:

- An assessment of the Town's vision, goals and priorities for a new website;
- A newly designed and developed website, developed in the most current version of the Joomla
- The housing of a website on AMA's dedicated server housed in Canada;
- Content Management System (CMS), which will include:

- An automatically updatable site map
- Adherence to web standards, information architecture
- Search Engine Optimization
- Website Quality Assurance i.e. accessibility and site testing
- Utilizing a modern approach to web design
- The services of a Web Coordinator, dedicated exclusively to municipal and public sector websites, who will assist with the development and launch of the website;
- Responsive Web Design which delivers correctly formatted content that is optimized for all devices: this includes cell phones, tablets as well as laptop and desktop computers and other devices – content will be formatted correctly for any screen size;
- Virtual training session on adding content and features to the website;
- An advanced Security System provided through our service provider, Sucuri – the website is regularly scanned, monitored and protected behind a web firewall;
- Dedicated Backup Server w/45-day backup retention;
- 24/7 Server Monitoring System w/ dedicated admin response time and disaster recovery mitigation plan;
- 30 days of unlimited support directly following the launch of new site;
- Cross browser interoperability;
- Joomla security updates/patches;
- Ongoing R&D to keep on top of evolving trends and technologies;
- Adobe Font subscription – this enables the implementation of specialized web fonts.
- Post website launch assessment with Town staff to gauge satisfaction of process and end product.
- Final Report to Town of Amherst

Accessibility Compliance

For the Town of Amherst new website to be accessible, it must conform to the Web Content Accessibility Guidelines 2.1 Level AA and content needs to be written in plain language. AMANS has partnered with Lisa Snider from Access Changes Everything to help build capacity so that we can develop accessible websites which conform to the WCAG. All designs presented will conform to WCAG 2.1; however, throughout the development process there may be design features that you want which will not meet accessibility guidelines. In these cases, we will work with your team to recommend accessible options. It is worth noting that while we will develop a site that meets WCAG 2.1, we cannot control what happens after that point in time. It will be important that future content which is added by staff continue to follow accessibility guidelines. We can help coach you on this.

Beyond the interaction with assistive technology devices, an accessible design also includes accessible content. This spring, AMA will be offering a webinar on writing in plain language.

Post Website Audit (Optional)

The MWV follows a set of best practices in accessibility when developing websites to ensure it meets the WCAG 2.1 Level AA. If the Town would like to go beyond the WCAG 2.1 guidelines, we can engage ACE to conduct a website accessibility audit on your website. During these audits, ACE would engage the help of individuals with various disabilities who use different assistive technology devices to test the functionality of the website and make recommended changes. The

audit would be optional and would be an additional charge which we have included in the quote as optional.

Conclusion

With a dedicated Municipal Website Venture Coordinator, a Server Support Technician, and a Board of Directors, AMANS can guarantee accountability, reliance, and an excellent service in providing the Town of Amherst with a website they are excited about. The MWV, as a shared service, is committed to designing and developing accessible, functional, and engaging websites for stakeholders within the community. With a mandate of improving the quality of municipal websites, MWV would develop a site that is fresh, functional, and engaging for your community.

They have also included a website design brief

Town of Amherst

Website Design Brief

Town of Amherst

2022/04/22

Project Lead: Tom McCoag

Introduction

This document is designed to help facilitate the process of developing a website for Town of Amherst. It's your website we are building, therefore, playing an active role in the process will ensure your expectations are met. Throughout this process you will be interacting with our team, Les Coleman, the Website Coordinator & Developer.

Design and Development Process

The design and development process happens in 4 steps:

1. Initial Meetings
2. Concept to Design
3. Development of the Website
4. Website Launch & Training

Initial Meetings

During these initial meetings we will discuss the key questions for design and development and determine what you would like your website to convey. The key questions will begin to help shape your website and the content you would like it to contain.

Concept to Design

From here, we will take the information and provide you with some design options for your new website. There will be back and forth dialogue to determine what works best for your organization in terms of design. Once we have agreed on a final design, we will require you to sign off on the design to move to the next stage.

Development of Site

Once the design is signed off, we will build it out in the development environment. This will take the form a template that will become the foundation for the website structure that includes the menu system, site map, implemented features and content. Initially the template will be optimized for viewing on a desktop/laptop browsing environment. Part of the implementation stage will involve changes and refinements. Once this phase has been completed the template will be further developed so that it adheres to the characteristics of responsive web design. Once the responsive web design is in place the website will perform well in all browsing environments which includes all mainstream browsers on desktop and laptop computers, tablets and mobile browsing environments.

Site Launch & Training

In order to prepare the website for your anticipated launch date, we will work to ensure the design, functionality and organization of the site meets your expectations. The requirement for the Town of Amherst before launching the site is to ensure the content is ready. At some point, before the website launches, we will establish a training date for your staff and provide a post-development questionnaire to receive feedback on your experience.

Section I: Goals/Objectives

1.1 Who do you expect to visit your website (who is your key audience)?

1.2 What are the primary objectives and goals (long term and short term) of the website?

1.3 What must your site have (and do) for you to consider it a success?

1.4 What are the top 3 questions you expect the website to answer?

1.5 What will visitors accomplish on your website?

1.6 What do you want website visitors to see and think?

Section II: Content and Design

2.1 What is the most important information your site must relay to the user on the home page (what do you want to showcase?)

Note: If a user checks out your website only by seeing the home page, what's the desired takeaway they should get? Try to boil down your website's purpose into a single page of important information, then use the rest of the site to supplement that. Try to come up with a list of content, features, or copy that absolutely must be featured up front.

2.2 Do you have any high-resolution images that you would like to use?

2.3 Does the Town of Amherst have branding documents?

2.4 Are there specific design elements available associated with Town of Amherst? (logo, fonts, colour palette, icons, imagery etc.).

2.5 Is there a slogan or tagline that clearly describes Town?

2.6 Are there any restrictions or limitations to consider when designing this project?

2.8 What would you like to include in your main menu?

Section III: Other Website Related Details

3.1 Has consideration been given to a site map?

3.2 If you were using a search engine, what words or phrases would you use to find your website? Which of these words or phrases is most important? Second? Third?

3.3 What features are being considered for the website? This can include a calendar, image rotator, user accounts, video, news stories, newsletter, quick links and online forms. A website can do so many things but not every website should do everything. Please put these in two columns: Necessary and nice to have.

Necessary to Have	Nice to Have

3.4 Please list the domains of other sites that you like and some that you dislike. What specifically do you like or dislike and why?

Note: This is an important step in further clarifying your site’s personality and features; it also provides reference for the web design team to more clearly see the vision in your head and bring it to life. Take the websites you love and try to articulate why.

3.5 What is your deadline for completing the website?

In addition, they provided a support selection package cost outline:

MWV- Support Package Selection

Municipal Unit/ Organization: _____

Please select the support package of your choice: **Platinum**

Included Support Hours: 36 (3 – Hours per month)

Total Annual Support Plan: \$1980.00, overages \$65.00/hr.

Included Features:

-36 hours of support (billed in 15 min increments)-Remote Training Session, 4 Hours (two -2-hour sessions per year)-Content ManagementWorkshop/Webinar

Gold

Included Support Hours: 24 (2 hours per month)

Total Annual Support Plan: \$1440.00, overages \$65.00/ hr.

Included Features:

-24 hours of support (billed in 15 min increments)-Remote Training Session, 1 Hours (2 per year)-Content ManagementWorkshop/Webinar

Silver

Included Support Hours: 12 (1 hour per month)
Total Annual Support Plan: \$750.00, overages 65.00/hr.

Included Features:

-12 hours of support (billed in 15 minincrements)

Bronze

Included Support Hours: 4
Total Annual Support Plan: \$250.00, overages \$65.00/hr.

Included Features:

-4 hours of support (billed in 15 minincrements)

And a website redesign agreement, should we decide to go ahead with a redesign project.



Main Office

1809 Barrington St
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B3J 3K8

T (902) 423-2215

AMANS Municipal Website Venture

Website Redesign Agreement

This Agreement is between:

The Association of Municipal Administrators, Nova Scotia (AMANS)

and

Town of Amherst

The purpose of this agreement is to specify the terms related to the redevelopment of the website for MWV Partner.

The MWV Partner can expect:

- a more secure and stable website based on the latest version of Joomla;
- a website that possess the latest proven web design technologies to improve site performance and user experience;
- an updated design that promotes a new look or a variation of the existing visual identity and content presentation;

- an opportunity to audit website content so that the information provided is current, relevant and useful;
- optional added new features and services within the context of the website;
- a more powerful and easy-to-use content management system for administrators;
- the services of a Web Coordinator dedicated exclusively to municipal and public sector websites;
- one training session on the new version of Joomla;
- documentation on using the content management system;
- website supports all modern mainstream browsers;
- core Joomla & 3rd party extension updates/patches;
- ongoing R&D to keep on top of evolving technologies; and
- added licensed services (Adobe Fonts, Sucuri, DOCman and others).

Additional Services

- Optimization of the website for mobile devices using responsive design techniques so that the website can be viewed in a format conducive to all mobile devices - \$500
- Extensions that require a commercial license (cost will vary depending on extensions added)
Note: Redevelopment is not to exceed 150 hours of development time. Anything above 150 hours will be billed at an hourly rate.

Support Options

Support for the first 30 days following the relaunching of the website is free.

Support includes:

- Minor adjustments to existing template/website behavior
- Answers and assistance to general questions regarding the Joomla CMS (including general system navigation)
- Emergency assistance in ensuring time-sensitive information is updated on the current website
- One-on-one assistance with adding new content

All partners who have their site redeveloped must remain a partner of the MWV for a period of three years from the date of the signing of this agreement.

Town of Amherst is entering into a 3-year period contract. Town of Amherst will pay \$3,000 each year until the end of the duration of this agreement. The \$3,000 will be automatically renewed after that

period unless the Town of Amherst gives notice to quit the MWV. If the Town of Amherst would like to leave the Venture, one year advance notice must be given.

The content of this Agreement represents the entire Agreement between the Parties respecting the AMA Municipal Website Venture.

Signed this _____ day of _____, 2022.

Signed,

Executive Director, AMANS

CAO, Town of Amherst

MEMORANDUM

TO: Mayor Kogon and Council
FROM: Kim Jones, Director Communications/Municipal Clerk
DATE: October 17, 2022
SUBJECT: Request to Present

The newly formed Amherst Downtown Business Association is requesting to do a presentation to Council in November to introduce themselves and outline their plans for the future.

With Council's direction, I will reach out to them and schedule for November Committee of the Whole.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Councillor Dale Fawthrop
DATE: October 17th, 2022
RE: **Isthmus of Chignecto Protection**

Last week the Town recognized the anniversary of the Saxby Gale. The event included a presentation by local historian Bill Casey on the history and impacts of the storm. But more importantly highlighted the significant threat that severe weather conditions can have on the Isthmus of Chignecto, our Town and Province.

Given that the term ‘once in a lifetime’ is no longer valid for describing weather events, and that it is an accepted scientific fact that the Isthmus of Chignecto is vulnerable to an event similar to the Saxby Gale, a combination of a highest tide and a hurricane, and that the federal government has completed a \$750,000 dollar study on how to protect the isthmus, I wish to introduce the following motion:

MOTION:

The Town of Amherst will continue to lobby senior government, specifically the Province of Nova Scotia, the Province of New Brunswick and the government of Canada to begin the necessary measures recommended in the Chignecto Isthmus Climate Change Adaptation Comprehensive Engineering and Feasibility Study to preserve and protect the Isthmus of Chignecto by the end of 2023.

Memo

To: Mayor Kogon and Council
From: Jason MacDonald, CAO
Date: October 17, 2022
Re: Policy/Bylaw Review

We have developed a draft procedure to ensure that our policies and bylaws are reviewed on a regular basis.

The procedure will see each document reviewed at least once during each 4 year Council cycle.

The attached Schedule is for example only. The final one is being developed to include realistic timelines. As we are already 2 years in to this Council cycle, it may not be possible to complete the entire list before the end of this term.

DEPARTMENT: ALL DEPARTMENTS

TITLE: **POLICY AND BYLAW REVIEW PROCEDURE**

AUTHORIZED BY: _____ **CAO: Jason MacDonald**

Revised Date:

PROCEDURE:

1. The purpose of this procedure is to adopt a process by which policies and bylaws are reviewed on a regular basis.
2. Each 4 year term of Council the Clerk shall schedule a review for each policy and bylaw.
3. Each policy/bylaw shall be reviewed by the appropriate Director and recommendations brought forward to Council.
4. If there are no changes, a motion accepting the staff recommendation to maintain the policy/bylaw is passed.
5. If changes are recommended, then the document will be brought to the next Council meeting for adoption.
6. A list of all current policies and procedures is attached as Appendix A and includes a suggested timeline for review.
7. The clerk shall consult the responsible Director 2 months prior to confirm placement on the COW/Council agenda
8. The responsible Director shall present the scheduled document to the CAO one month prior to the COW/Council meeting.
9. Policies or Bylaws listed in Appendix A schedule are subject to change based on operational needs or legislative requirements but shall be brought forward for review at least once per 4 year cycle.



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
01000	ADMINISTRATION - GENERAL	
01000-01	MEDIA POLICY (210-19)	winter 2022
01000-02	ADMINISTRATION PROCEDURE ON COMMUNICATIONS AND SOCIAL MEDIA	winter 2022
01130	CORPORATE IDENTITY PROGRAM	
01130-01	TOWN CREST (210)02)	winter 2022
01130-02	PURCHASE AND USE OF BOTTLED WATER	winter 2022
01420	COMMUNICATIONS - PUBLIC RELATIONS	
01420-42P	PROCEDURE FOR PROMOTION THROUGH CORPORATE SERVICES	Spring 2023
01700	RISK MANAGEMENT	
01700-01	REPORTING ACCIDENTS (211-03)	Spring 2023
01700-01P	PROCEDURE TO BE USED FOR INSURANCE CLAIMS (211-03P)	Spring 2023
02000	FACILITIES MANAGEMENT - GENERAL	
02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	Spring 2023
02000-01P	USE OF FACILITIES - DOMINION PUBLIC BUILDING PROCEDURE	Spring 2023
02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	Spring 2023
02300	LAND AND STRUCTURE ACQUISITION AND DISPOSAL	
02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	winter 2022/23
02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	winter 2022/23
02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	winter 2022/23
02300-04	FLAG PROTOCOL POLICY	winter 2022/23
03000	FINANCIAL MANAGEMENT	
03000-03	FUND RAISING	winter 2022/23
03000-04	ROUNDING OF CASH TRANSACTIONS	winter 2022/23

Last Updated 2022-09-26

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TOWN OF AMHERST POLICY LISTING



POLICY NO.	POLICY	DEADLINE
03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	Spring 2023
03000-06P	REPORTING OF COUNCIL TRAVEL EXPENSES PROCEDURE	winter 2022/23
03000-07	EXPENSE REIMBURSEMENT POLICY	winter 2022/23
03000-07P	EXPENSE REIMBURSEMENT PROCEDURE	winter 2022/23
03000-08	HOSPITALITY EXPENSE POLICY	winter 2022/23
03000-08P	HOSPITALITY EXPENSE PROCEDURE	winter 2022/23
03150	ACCOUNTS MANAGEMENT - ACCOUNTS RECEIVABLE	
03400	BANKING	
03400-01	SIGNING AUTHORITY POLICY (210-12)	spring 2023
03400-02	BANKING (211-2)	
03450	BUDGETS	
03450-01	CAPITAL BUDGETING (211-14)	winter 2022
03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-36)	winter 2022/23
03450-03	DEBT MANAGEMENT POLICY (211-37)	winter 2022/23
03450-04	BUDGET MANAGEMENT POLICY	winter 2022/23
03470	FEES AND CHARGES - GENERAL	
03470-02P	PROCEDURE - CHARGE ON RETURNED CHEQUES	Fall 2022
03470-03	USER FEES	budget process
0347003P	PROCESSING OF AGREEMENTS AND DEPOSIT REPORTS - CCUBIC	winter 2022
03600	INVESTMENTS	
03600-01	INVESTMENT POLICY	winter 2022



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
03700	PROCUREMENT - GENERAL	
03700-01	PURCHASING POLICY (NEW) (211-09)	Fall/Winter 2022
03700-01P	PURCHASING REQUEST FORMS PROCEDURE (PAR)	Fall/Winter 2022
03800	TAXATION	
03800-01	TAX COLLECTION POLICY (110-01)	Fall 2022
03800-02	TAX REDUCTION POLICY (110-02)	winter 2022/23
03800-03	INSTALLMENT BILLING POLICY (110-03)	Fall 2022
03800-04	TAX EXEMPTION POLICY	winter 2022/23
03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	winter 2022/23
04000	HUMAN RESOURCES MANAGEMENT - GENERAL	
04000-01	RECOGNITION OF EMPLOYEES (210-15)	first quarter 2023
04000-01P	PROCEDURE - RECOGNITION OF EMPLOYEES	first quarter 2023
04000-02	SUGGESTION AWARDS (211-16)	first quarter 2023
04000-02P	PROCEDURE - SUGGESTION AWARDS	first quarter 2023
04000-03	STAFF TRAINING (211-06)	first quarter 2023
04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	first quarter 2023
04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	fall 2022
04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	Fall 2022
04000-07	HIRING POLICY (211-23)	first quarter 2023
04000-07P	SCREENING AND INTERVIEW PROCEDURE	first quarter 2023
04000-08	ATTENDANCE ADMINISTRATION (211-24)	first quarter 2023
04000-08P	SICK LEAVE PROCEDURE	first quarter 2023
04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	first quarter 2023
04000-09P	PROCEDURE - EMPLOYEE/FAMILY ASSISTANCE PROGRAM	first quarter 2023
04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	first quarter 2023
04000-10P	PROCEDURE-REPORTING TIME OFF REQUESTS	first quarter 2023
04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	first quarter 2023



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
04000-12	PERSONNEL POLICY & CODE OF ETHICS	first quarter 2023
04000-13P	SOCIAL COMMITTEE PROCEDURE	fall 2022
04000-14	PERSONAL LEAVE OF ABSENCE POLICY	first quarter 2023
04500	OCCUPATIONAL HEALTH & SAFETY	
04500-01	Safety Policy (211-25)	winter 2022/23
04500-01P	OCCUPATIONAL HEALTH AND SAFETY PROGRAM PROCEDURE	winter 2022/23
04500-02	VIOLENCE IN THE WORKPLACE POLICY	winter 2022/23
04500-02P	VIOLENCE PROCEDURE	winter 2022/23
04500-03	SCENT REDUCTION POLICY	winter 2022/23
04500-04	SMOKE FREE WORKPLACE POLICY	winter 2022/23
04500-05P	WELLNESS COMMITTEE TERMS OF REFERENCE	winter 2022/23
04500-06	SUBSTANCE USE POLICY	winter 2022/23
04500-07P	CAO SAFETY ADVISORY COMMITTEE TERMS OF REFERENCE	winter 2022/23
04530	PAYROLL - GENERAL	
04530-01	SALARY ADMINISTRATION (211-27)	as needed
04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	fall 2022
04530-03P	CHRISTMAS BONUS CHECKUES PROCEDURE	fall 2022
05000	INFORMATION MANAGEMENT	
05000-01	RECORDS MANAGEMENT (211-26)	spring 2023
05000-01P	PROCEDURE - RECORDS MANAGEMENT	spring 2023
05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	winter 2022/23
05000-03	CUSTOMER SERVICE REPORTING PROCEDURE	winter 2022
05000-04	ROUTINE ACCESS POLICY	winter 2022
05770-00P	PROCEDURE - IN FORMATION TECHNOLOGY ASSISTANCE	winter 2022
06000	SUPPLIES & EQUIPMENT MANAGEMENT	



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
10000	EXECUTIVE OPERATIONS	
10350	COUNCIL	
10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	Spring 2023
10350-04	REPORTS TO COUNCIL (210-06)	Spring 2023
10350-04P	PROCEDURE - REPORTS TO COUNCIL	Spring 2023
10350-05	INQUIRIES FROM COUNCIL (210-07)	Spring 2023
10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	Fall 2022
10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	early 2024
10350-10P	PROCEDURE - RECOGNITION OF RETIRING MEMBERS OF COUNCIL	early 2024
10350-11	GRTS, CARDS, FLOWERS (210-17)	completed
10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	winter 2022
10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	winter 2022
10350-16	OFFICE OF THE DEPUTY MAYOR (210-26)	winter 2022
10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	winter 2022
10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	winter 2022
10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	winter 2022
10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	winter 2022
10350-21	AMHERST YOUTH TOWN COUNCIL	Fall 2022
10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	Spring 2023
10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	Spring 2023
10350-24	PROCEEDINGS OF COUNCIL	Spring 2023
10350-25	ANNUAL PERFORMANCE REVIEW - CAO	Spring 2023
10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	Spring 2023
10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	Spring 2023
10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS	completed



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	spring 2023
10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	spring 2023
10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	Spring 2023
12000	INTERGOVERNMENTAL RELATIONS	
16000	MANAGEMENT FUNCTIONS	
16000	MANAGEMENT	
16000-01P	SENIOR MANAGEMENT TEAM - TERMS OF REFERENCE PROCEDURE	
31000	ENGINEERING AND PUBLIC WORKS SERVICES	
31000	ENGINEERING AND PUBLIC WORKS SERVICES - GENERAL	
31000-01	STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (230-01)	Spring 2023
31400	ENVIRONMENTAL MANAGEMENT	
31400-01	VEHICULAR IDLING CONTROL POLICY (211-35)	Fall 2022
31600	INFRASTRUCTURE MANAGEMENT - GENERAL	
31600-01	CULVERT POLICY (230-02)	Fall/Winter 2022
31600-02	STREET LIGHT POLICY (230-04)	Fall/Winter 2022
31600-08	STREET BREAKING POLICY (230-10)	Fall/Winter 2022
31600-09	PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11)	Fall/Winter 2022
31600-10	STREET INSPECTION AND MAINTENANCE (230-13)	Fall/Winter 2022
31600-10P	PROCEDURE - STREET INSPECTION AND MAINTENANCE	
31600-11	SIDEWALK INSPECTION AND MAINTENANCE (230-14)	Fall/Winter 2022
31600-11P	PROCEDURE - SIDEWALK INSPECTION AND MAINTENANCE	



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
31600-12	SEWER INSTALLATION (240-02)	Fall/Winter 2022
31600-13	CATCH BASINS AND LATERALS (240-03)	Fall/Winter 2022
31600-13P	MAINTENANCE INSPECTION FLOODING TROUBLE AREAS	Fall/Winter 2022
31600-14	COMMERCIAL SEWER SERVICE (240-04)	Fall/Winter 2022
31600-15	SANITARY SEWER SERVICE TO COUNTY RESIDENTS (240-05)	Fall/Winter 2022
31600-16	BUILDING SERVICE CONNECTIONS (240-06)	Fall/Winter 2022
31600-17	SURPLUS FILL	Fall/Winter 2022
31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	Fall/Winter 2022
31600-19	FRANKLYN STREET EXTENSION - STREET CLOSURE POLICY	
31600-20	GOULD STREET - STREET CLOSURE POLICY	
31600-21	PORTION OF CORNWALL AVENUE CLOSURE	
31600-22	BOYLSTON AVENUE EXTENSION CLOSURE	
31600-23	STREET NAMING POLICY	Complete
31600-24	STREET RATING SYSTEM	Complete
31600-25	SNOW AND ICE MANAGEMENT	
31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	
31650-01P	PUBLIC WORKS FOREMAN ON-CALL COMPENSATION PROCEDURE	
31700	INFRASTRUCTURE MANAGEMENT - WATER SYSTEMS	
31700-03	COMMERCIAL WATER SERVICE (241-05)	Fall/Winter 2022
31700-03P	PROCEDURE - RECORDING REVENUE - WATER SERVICE	Fall/Winter 2022
31700-04	NORTH TYNDAL LAND ACQUISITION (241-06)	Fall/Winter 2022
317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	Fall/Winter 2022
31800	SOLID WASTE MANAGEMENT	
31800-01	SOLID WASTE SPECIAL CONDITIONS	Fall/Winter 2022



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
64000	PARKS MANAGEMENT	
64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	spring 2023
64000-02	GRASS MAINTENANCE POLICY (NEW)	Complete
64000-03	TREE ADVISORY COMMITTEE	Spring 2023
64000-04	ADOPT-A-GARDEN	spring 2023
66000	PLANNING AND DEVELOPMENT	
66000	PLANNING AND DEVELOPMENT GENERAL	
66000-01	PLANNING ADVISORY COMMITTEE (210-23)	3rd quarter 2023
66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND AMENDMENT	3rd quarter 2023
66000-02P	PLANNING DOCUMENT AMENDMENT PROCEDURE	3rd quarter 2023
66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	3rd quarter 2023
66000-03P	PROCEDURE FOR PUBLIC PARTICIPATION AND NOTIFICATION	3rd quarter 2023
66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	3rd quarter 2023
66150	 DANGEROUS OR UNSIGHTLY PREMISES	
66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	Spring 2023
66150-01P	PROCEDURE - DANGEROUS AND UNSIGHTLY PREMISES	Spring 2023
66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	Spring 2023
66400	 HERITAGE SITE CONSERVATION AND PRESERVATION	
66400-01	HERITAGE ADVISORY COMMITTEE	Spring 2023
66580	 SUBDIVISION BYLAW	
66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	post MPS review



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
68000	PUBLIC PROTECTION AND SAFETY SERVICES	
68000	PUBLIC PROTECTION AND SAFETY SERVICES - GENERAL	
68000-03	TRAFFIC AUTHORITY	Fall 2022
68000-04P	WORK PERMIT SYSTEM PROCEDURE	Fall 2022
68000-05P	DEFIBRILLATOR INSPECTION AND TESTING PROCEDURE	Fall 2022
68000-05P	SEATBELT PROCEDURE	Fall 2022
68300	FIRE PROTECTION - GENERAL	
68300-01	PERMANENT FIREFIGHTERS (221-01)	Fall 2022
68300-01P	PROCEDURE - PERMANENT FIREFIGHTERS PROBATIONARY PERIOD	Fall 2022
68300-02	NEW FIRE STATION, ALBION STREET (221-02)	Fall 2022
68300-03	JUNIOR FIREFIGHTER PROGRAM	Fall 2022
68300-04	FIRE INSPECTION POLICY	Fall 2022
68300-04P	FIRE INSPECTION PROCEDURE	Fall 2022
68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	Fall 2022
68500	POLICE SERVICES - GENERAL	
68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	
72000	RECREATION AND CULTURAL SERVICES	
72000	RECREATION AND CULTURAL SERVICES - GENERAL	
72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	spring 2023
72000-04	ARTS & CULTURE POLICY (211-38)	spring 2023
72000-06P	PROCEDURE - AMHERST LEISURE SERVICES PHOTOCOPYING	
72000-08	COMMUNITY SUPPORT GRANTS	winter 2022/23



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TOWN OF AMHERST POLICY LISTING

POLICY NO.	POLICY	DEADLINE
72200	CULTURAL SERVICES	
72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	Fall 2022
72300	RECREATION AND CULTURAL FACILITIES	
72300-01	BALDFIELD USER POLICY (276-01)	Winter 2022/23
72300-02P	PROCEDURE - FIELD BOOKINGS	Winter 2022/23
72300-04	DISCIPLINARY ACTION - RECREATION FACILITIES (271-06)	Winter 2022/23
72300-05	SALE OF BEER/LIQUOR - ROBB PARK (272-01)	Winter 2022/23
72300-07	BEER GARDEN POLICY - STADIUM (273-05)	Winter 2022/23
72300-07P	PROCEDURE - BEER GARDEN	Winter 2022/23
72300-08	SIGN RENTAL - STADIUM (273-07)	Winter 2022/23
72300-09	ICE ALLOCATION POLICY	Winter 2022/23
72300-10	ICE HELMET POLICY	Winter 2022/23
72300-10P	RECREATIONAL ICE HELMET PROCEDURE	Winter 2022/23
72600	SPORT SERVICES	
72700	TOURISM	
81000	TRANSPORTATION SERVICES	

MEMO

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

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

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

The community engagement component of the feasibility study is expanding beyond discussions with potential partners that started in August. In October, a new page for the study has been created within the town website at: <https://www.amherst.ca/community-centre-study.html>. User group meetings will be held on Tuesday, October 25th at 12:00-1:30 p.m. and 6:00-7:30 p.m. The purpose of these meetings will be to hear from potential user groups about the sport, recreation and community needs of existing and new facilities. An online user group survey will also launch in October to supplement the input received. An Initial Report with direction recommendations will be provided in mid-late November for review by the steering committee, which will lead into a draft report.

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

The consultant is in the MPS/LUB document drafting phase of the project, and is scheduled to review the draft with the PAC on November 7th to get direction on a number of specific issues. Updates and related documents remain available at 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**.

A procedure for the review of all Town policies and bylaws is on the Committee of the Whole agenda.

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 continue to engage the owner of the subject potential lands

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

Following a successful NS Works Job Fair held on June 1st, the town is supporting a second fair to be held on Thursday, October 20th 12:00 – 3:00 p.m. in the Conference Room of the Community Credit Union Business Innovation Centre.

The Gritty to Pretty Program, New Business Recognition Certificates and the Commercial Development Support Program (Tax Phase-in) are all ongoing supports for business. More details and updates around the initiatives are provided in the latter part of the Planning & Strategic Initiatives Departmental Report.

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

A group of downtown business owners/operators and stakeholders are in the process of creating a Downtown Business Association aimed at bolstering vibrancy in the downtown. This group is still getting organized but intend to request a presentation to Council to discuss the group's goals and objectives.

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

Updated versions of tourism literature and marketing documentation such as the *Dining Guide*, *Relocation Guide*, and the *Create a Life You Love* are all at the printer. Community event such as the Ester Cox Festival will take place

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

Esther Fest and the 2022 Scarecrow Stroll will take place October 17th-31st. The Amherst Christmas Parade will take place November 19th at 6:00 p.m., this year's theme is 'A Candy Cane Christmas'.

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 are processing several residential development applications that will address the need to increase housing choice. An RFP for multi-unit residential proposals on the former Blaine Street lands will close in October. In-camera discussions with a non-profit society to support those experiencing homelessness are taking place. Planning discussions with developers to facilitate multi-unit and low density residential development are progressing.

Task Title	Bucket	Progress	Assigned to	Last Comment
Guaranteed Basic Income	20220928 Council	InProgress	Jason MacDonald;Kim Jones	PostedBy:Kim Jones, PostedDate: 2022-10-04T19:03:01+00:00, Comment: Oct 4 Staff to write draft for my review
Appointment of Municipal Fire Inspector	20220928 Council	InProgress	Greg Jones;Kim Jones	PostedBy:Greg Jones, PostedDate: 2022-10-11T00:28:27+00:00, Comment: Pending completion of letter re: formal appointment of Marty Furlong
LUBA Flemming/Paradise First Reading	20220928 Council	InProgress	Natalie LeBlanc;Andrew Fisher	
Brown/Mosher St Apartment Complex DA First Reading	20220928 Council	InProgress	Natalie LeBlanc;Andrew Fisher	PostedBy:Jason MacDonald, PostedDate: 2022-10-05T11:57:39+00:00, Comment: 2022-10-05 Once hand delivery ios completed, this task can be closed.
Appointment of Directors	20220928 Council	Completed	Jason MacDonald	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-29T14:29:55+00:00, Comment: Appointments have been made and Salary Administration Policy amended.
Lions Park MOU	20220928 Council	Completed	Natalie LeBlanc;Jason MacDonald	PostedBy:Natalie LeBlanc, PostedDate: 2022-10-04T18:00:43+00:00, Comment: Amended MOU has been signed by both the CAO and Lions Club, filed and scanned.
AYTC Appointments	20220928 Council	Completed	Kim Jones	PostedBy:Kim Jones, PostedDate: 2022-10-03T12:08:09+00:00, Comment: Sept 29 Staff drafted letters advising students of their appointments.
2022/23 Water Utility Capital Budget Amendment	20220928 Council	Completed	Sarah Wilson	PostedBy:Sarah Wilson, PostedDate: 2022-09-29T15:20:51+00:00, Comment: 20220929 - 2022/23 capital budget document has been updated to reflect the budget increase to \$40,000 for the Turbitimeters.
Year End Reserve Transfers	20220928 Council	Completed	Sarah Wilson	PostedBy:Sarah Wilson, PostedDate: 2022-09-29T15:19:55+00:00, Comment: 20220929 - Year end transfers to fund deficits were completed during the year end review. This motion was to obtain final approval from Council to withdraw from Operating Reserve.
Year End Capital Financial Adjustments	20220928 Council	Completed	Sarah Wilson	PostedBy:Sarah Wilson, PostedDate: 2022-09-29T15:18:47+00:00, Comment: 20220929 Year end capital adjustments were completed during the year end review. This motion was to approve the increase in capital from revenue, so that the final decision was made by Council.

Amherst Water Utility Audited Financial Statements	20220928 Council	Completed	Sarah Wilson	PostedBy:Sarah Wilson, PostedDate: 2022-09-29T15:17:07+00:00, Comment: 20220929 - Water Utility Financial statements have been sent to NSUARB (along with other required documentation) and posted on the Town website.
Municipal Reorganization	20220928 Council	Completed	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-29T14:29:03+00:00, Comment: Staff have been advised of changes. Policy has been amended, filed and posted to the website.
Salary Review	20220928 Council	Completed	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-29T14:28:04+00:00, Comment: Amended Policy has been sent to staff, posted to the website and filed.
ABPC Bylaw Amendment 2nd Reading	20220926 Special Council	Completed	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-10-03T17:50:29+00:00, Comment: Notice of Publication appeared in the September 28, 2022 Cumberland Wire. Bylaw has been amended, filed, added to the website and sent to NSMA as per legislative requirements.
Request to Present Cumberland County Museum	20220926 COW	InProgress	Kim Jones	PostedBy:Kim Jones, PostedDate: 2022-10-03T12:14:25+00:00, Comment: Spoke with Darryl MacKenzie last week and he will present at October COW 4pm Oct 17. Followed up with an email
Letter of Support - Order of NS	20220926 COW	Completed	Kim Jones	PostedBy:Kim Jones, PostedDate: 2022-10-04T19:04:48+00:00, Comment: Oct 4 Letter prepared for Mayors signature
Town of Amherst Website	20220926 COW	InProgress	Kim Jones	PostedBy:Kim Jones, PostedDate: 2022-10-03T12:11:15+00:00, Comment: scheduled a meeting with Tom, matthew and Tammy to discuss
Centennial Walking Trail	20220926 COW	Completed	Dwayne Pike	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-28T13:16:45+00:00, Comment: Moved By Councillor Baker Seconded By Deputy Mayor Christie That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such. MOTION CARRIED
Strategic Priorities Update	20220926 COW	Completed	Andrew Fisher	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-28T13:14:57+00:00, Comment: Information item approved as part of the consent agenda, no direction given at this time.
PAC Recommendations	20220926 COW	Completed	Andrew Fisher	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-28T13:14:08+00:00, Comment: Information item approved as part of the consent agenda, no direction given or action required at this time.

2022/23 Water Utility Capital Budget Amendments	20220926 COW	Completed	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-28T13:13:07+00:00, Comment: Moved By Councillor Davidson Seconded By Councillor Emery That Council amend the 2022/23 Amherst Water Utility Capital Budget to increase the approved budget amount in the Water Capital budget for the purchase of Inline Turbidimeters for the PRV Chambers from \$20,000 to \$40,000 and forward to the September 28, 2022 regular meeting of Council for approval. MOTION CARRIED
Year End Reserve Transfers	20220926 COW	Completed	Natalie LeBlanc	
Year End Capital Financial Adjustments	20220926 COW	Completed	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-28T13:12:09+00:00, Comment: Moved By Councillor Landry Seconded By Deputy Mayor Christie That Council forward approval of the following changes to the funding for the 2021/22 Water and General Capital Budget to the September 28, 2022 Council meeting for approval: 1. Approval of the increase of Water Operating capital from revenue from \$40,000 to \$122,000; 2. Approval of the increase of General Operating capital from revenue from \$476,000 to \$493,340.64. MOTION CARRIED
Municipal Fire Inspector	20220926 COW	Completed	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-09-28T13:09:27+00:00, Comment: Moved By Councillor Emery Seconded By Councillor Baker That Council forward the appointment of Marty Furlong as a Municipal Fire Inspector for the Town of Amherst to the September 28, 2022 meeting of Council. MOTION CARRIED
Amherst Little League Agreement	20220906 Special Council	NotStarted	Jason MacDonald	PostedBy:Jason MacDonald, PostedDate: 2022-10-13T11:19:47+00:00, Comment: 2022-10-13 Agreement has been signed. Town doing work on the retaining wall.
Community Support Grants	20220829 COW	InProgress	Jason MacDonald;Kim Jones	PostedBy:Jason MacDonald, PostedDate: 2022-10-05T12:27:47+00:00, Comment: 2022-10-05 Need a plan for disbursement of funds and media. 20221013 - Oct 26th is booked for cheque presentations KJ

Blaine Street and Ottawa Avenue Property Acquisitions	20220627 Council	NotStarted	Natalie LeBlanc;Andrew Fisher	PostedBy:Andrew Fisher, PostedDate: 2022-10-12T11:59:56+00:00, Comment: 20221012 - Question and answer session completed with no proponents attending and no questions received.
Community Navigator Agreements	20220627 Council	InProgress	Natalie LeBlanc;Jason MacDonald	PostedBy:Natalie LeBlanc, PostedDate: 2022-10-05T14:22:46+00:00, Comment: Agreements signed by TOA, hand delivered and left with MCC today for their signatures.
Smith McCrossin CCUBIC Lease Agreement	20220627 Council	InProgress	Natalie LeBlanc;Aaron Bourgeois	PostedBy:Aaron Bourgeois, PostedDate: 2022-10-11T18:13:46+00:00, Comment: Elizabeth's assistant (Dan) is going to provide a mock up of the proposed signage and location for the Town's approval.
Marsh Trail ATV Issues	20220620 COW	InProgress	Dwayne Pike	PostedBy:Dwayne Pike, PostedDate: 2022-10-03T15:42:49+00:00, Comment: 2022-09-28 - Council: Moved By Councillor Baker Seconded By Deputy Mayor Christie That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such. MOTION CARRIED
Request for Social Needs Workshop	20220620 COW	InProgress	Jason MacDonald;Kim Jones	PostedBy:Natalie LeBlanc, PostedDate: 2022-06-21T13:00:57+00:00, Comment: Moved By Councillor Fawthrop Seconded By Councillor Davidson That social needs issues be discussed as part of Council's next strategic priority session. MOTION CARRIED
Saxby Gale	20220620 COW	Completed	Kim Jones	PostedBy:Kim Jones, PostedDate: 2022-10-11T19:20:40+00:00, Comment: Event was held Oct 5th, at the Community Credit Union Business Innovation Centre. Included a historical overview as well as modern disaster preparedness
Northern Region Agreement	20220524 Council	InProgress	Natalie LeBlanc	PostedBy:Natalie LeBlanc, PostedDate: 2022-06-22T12:29:59+00:00, Comment: Agreement has been signed by the Mayor and CAO and has been left with the Solid Waste Education and Contract Coordinator (Brenda Rioux) to coordinate the remaining signatures required.
Lord Amherst Drive Renaming	20220524 Council	InProgress	Andrew Fisher;Kim Jones	PostedBy:Jason MacDonald, PostedDate: 2022-10-13T11:21:12+00:00, Comment: New, larger sign is being developed for January installation

Yield Sign Review	20220516 COW	InProgress	Dwayne Pike	PostedBy:Dwayne Pike, PostedDate: 2022-10-03T18:30:43+00:00, Comment: 2022-10-03 Do checks for next changes for yield to stop signs. DDPike
IIHF World Junior Hockey Tournament	20220419 COW	Completed	Jason MacDonald	PostedBy:Jason MacDonald, PostedDate: 2022-06-10T18:16:24+00:00, Comment: Task Completed.
Wellfield Generators	20220228 Council	InProgress	Aaron Bourgeois	PostedBy:Aaron Bourgeois, PostedDate: 2022-10-11T18:17:09+00:00, Comment: 2022-10-11 Purchase of wellfield generator has been awarded to Total Power Ltd. in Dartmouth. Delivery expected by November 1, 2022
Veterans Banners		In Progress	Kim Jones	Posted By:Kim Jones, PostedDate: 2022-10-13T13:30+00:00. Comment: 2022-10-13: Staff have examined existing banners and some of the oldest are showing wear but are ok for this year. Operations have been asked to order 10 new brackets. Staff will be meeting with the legion to discuss options for the banner program for next year.

Highlight of the Cumberland Business Connector's work in September 2022

Support Existing Businesses:

- In collaboration with other local Economic Development partners, we facilitated a workshop in Parrsboro with tourism-related businesses. A SWOT analysis was worked on and discussions were begun on how to best build upon the critical mass of natural and cultural areas in the region.
- Collaborated with the Regional Enterprise Networks across the province and Canadian Manufacturing and Exporters (CM&E) to survey businesses on the impacts that Hurricane Fiona had on their operations. Survey results are being shared with the Federal and Provincial Governments.
- Continuing to work with the Cumberland Forestry Advisory Committee.
- Cumberland Business Accelerator – worked with 5 of these businesses. Some priority areas include:
 - Dealing with loss of key management staff. Provided advice on ways to address this immediately, as well as in the longer term
 - Loss of non-management staff requiring prioritization of business activities to cope with labour shortage
 - Business investment in new machinery to nearly double production with existing staff. Provided referrals to provincial programs that assist with productivity improving investments.
 - Adaptations to mitigate some supply chain challenges
- New Businesses
 - Met with entrepreneurs who have moved to this region and want to start a business in the health and wellness sector.

Job-Ready Workforce

- Met with Nova Scotia Works / CANSA to discuss our work to bridge the gaps between the educational system and businesses / employment. There are opportunities to collaborate with CANSA's new position of School Liaison Officer who is working closely with the schools in this region.
- Met with the Workplace Education Co-ordinator of the Department of Labour, Skills, and Immigration (LSI). Discussed programs that the province can provide for training of workers.
- Supporting and promoting an October Career Fair for Manufacturing businesses.
- Meeting with the Immigration and Population Growth division of LSI to discuss the province's focus and plans for workforce attraction.

Report

Cumberland Community Youth Development Center

October 2022

As you know it has been a slow start for the CCYDC, with Covid shutting us down much of the time. As restrictions started to lift, we began to offer more structured programming at our centre such as tie dying t-shirts and a Fear Factor competition, as well as our regular Thursday drop in. It became increasingly noticeable that the youths attending were looking to be engaged- they enjoyed having structured activity time. Moving into the summer we amped things up and hosted an array of programs both on and off site, following the direction of our youths' interests.

We have offered-

IN June we did all things PRIDE. We have a few kids who are part of the 2SLGBTQ+ community and we all had a blast making shirts, signs and buttons to hand out during the parade. We also had youth take part in "Tea with a Queen" at Maggie's Place- in fact, one of our youths even volunteers at weekend events through Maggie's Place and took part in the Friday Fun program throughout the summer. What a great way to teach our kids about community, by getting them involved and engaged. We worked alongside Schools Plus and had a CCYDC facilitator joined them for a series of Park Parties. Josh, our male mentor/program facilitator, partnered with EB Chandler to provide a five-week cooking program for Jr. High students with 12 kids consistently coming.

We hosted movie nights at the local theatre, taking roughly a dozen (different) youth each time. We did a couple of beach trips down to Heathers Beach- some of our kids have never been! What an experience.

Our summer student had a weekly cooking program called "Cooking with Bails" where kids learned about proper hand washing, kitchen safety, respecting our space, working together as a team, and of course how to cook, without much food waste.

We have partnered with Alyssa Estabrooks from Parenting Journey- who has a love for RPG (Role Playing Games like Dungeons and Dragons.) We put out some feelers to see if there would be any interest, and that program has been on-going for over two months now. We are planning to take them to Moncton at some point to check out some awesome comic bookstores and the like.

We started an Anime Club- something the kids jumped at, and we are still currently running this program on a bi-weekly basis.

We now have a weekly Art Club and have a following of 8-12 kids coming consistently. We always set up the environment, but creativity is ALWAYS encouraged!! It gives the kids a chance to try new mediums of art such as, painting on canvas, felting, working with charcoal and watercolors, to name a few. We just had a Potter from Pugwash come in to show the kids how to use the wheel, and how to carve and etch. This workshop was a pre-registration and we filled it no problem. This local potter also offered this workshop free of charge.

We held 2 Master Chef competitions- with the only prize being bragging rights and your teams name on the "Golden Cheese Grater". One for the 10-12-year old's, and one for 13 +. The kids had full run of the kitchen and a variety of ingredients. The focus was to cook something amazing- with a side of kindness, teamwork, and keeping their work areas clean. We brought in 3 guest judges from the community, who took the competition to a new level. The kids worked so hard and had such a sense of pride- it was an amazing program that we will surely run again.

Ruth, our Youth Outreach Worker, set up a trip to Spirit Reins Ranch in Parrisboro for 10 lucky participants. Watching these kids with the horses was nothing short of magical and what an impact this experience had on all of us. There was no cost for us as the owner donated their time and ranch. AMAZING!

When summer ended and kids headed back to school, we noticed a dip in attendance. We are now seeing attendance climb again as they settle in with their new routines. In September we kept the RPG, Anime, and Art clubs running, as well as our weekly Youth Drop-in on Thursdays. We still have a number of partners attending every Thursday, which is a beautiful way for the kids to get to know the folks in their community, if they ever need help or some direction. Building those relationships are so important.

We are heading to the apple orchard in New Brunswick this month, as well as starting up 2 new programs- "In the Kitchen" where Josh will partner with Karen from Maggie's Place. Our Youth Outreach Worker, Ruth Currie, will be running a mindfulness program for girls 12-14, where she will provide some structured activities, as well as bring in some guests who will share their knowledge with the group. Closing out October, will be our Halloween party. I have put together a sub-committee of youth who have been working on planning for this event. We will do the shopping as a committee, plan and prep for the party- and all on a budget! So many learning curves. They are very excited.

Heading into November, we have some planning to do, although we have already booked in some more fun with partners and folks from the community. Julie from Four Fathers Library will be hosting a Lego Master Competition during one of our drop ins, we have a thread spinner booked to come in with her wheel to provide a hands-on workshop. And we are also working toward a 2SLGBTQ+ support group, with an older youth mentor to co-facilitate. Eventually it is the hope that this will be a participant lead group, bringing in different folks from the queer community to share their stories and also have a bit of fun.

Aside from Youth Drop In and our own offerings, our Youth Outreach Worker has been on the road and at the centre providing support in a multitude of ways to our unhoused and precariously housed youth. We offer times for youth to come to the centre to shower, make something to eat, or do some laundry. Facilities are used often, at least 2 or 3 times per week, if not more. We also used the space during Hurricane Fiona to warm food, charge devices, making sandwiches, just helping in any way we can.

We have other community partners now using our space for workshops, teaching, meetings, and hosting their own programs. Mental Health used our space over the summer for programming, Schools Plus has used the space to meet with youth and other service providers, the EAL (English as second language) teacher uses our space weekly to teach her students. Our partners from APD, RJ, Can-U, Autumn House, come weekly to help with our drop in. We have had many tours and meetings with so many partners and members of the community, the ideas just keep flowing.

Overall, we have seen roughly 55 youth between the ages of 10-18 come through the doors into programs or the Youth Drop In. The Youth Outreach Program currently has a case load of 16 throughout Cumberland County. The Youth Male Mentorship program currently has 3 youth enrolled.

With a mighty staff of 3 and so much passion you could sink a ship, we are hopefully making positive change with the youth in Amherst and surrounding areas. I think we will only see our numbers rise, as the Cumberland Community Youth Development Centre continues to grow and thrive.

Monthly Report

Corporate Services

October 2022

ACCOUNTING

The Water Utility March 31, 2022 financial statements were approved by Council on September 28th. All required reporting to the Nova Scotia Utility and Review Board regarding the water utility financials was submitted before the September 30th due date. The Town of Amherst consolidated statements were delayed due to the completion of the CJSMA financial statements (being completed externally) which the Town is required to include (the Town's percentage share) in the consolidated financial statements. As soon as CJSMA's financial statements are approved by the CJSMA board, the Town's consolidated financial statements will be presented to the audit committee.

The Statements of Estimates (SOE) A and B and the Capital Investment Plan (CIP) were submitted to the Province before the September 30th due date.

The first quarter financial report was presented to the Audit Committee in September. Staff are reviewing the second quarter financials.

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 59 appeals of which forty-nine (49) appeals are complete, five (5) outstanding, five (5) withdrawn. NSAAT 16 accts – five (5) complete, one (1) withdrawn and ten (10) outstanding as of Oct 1/22.

Tax Certificates – There were 17 tax certificates requested in the month of September 2022.

Water/Sewer – Public Works is completing meter reading in preparation for 2nd quarter water/sewer bills, which will be sent to customers in late October, due November 30, 2022.

Staff continue to investigate and arrange appointments for customers of water meters that require replacement and/or repair.

2022 Tax Sale – Six (6) properties were sent on September 12, 2022 for title search. Title searches were completed on Oct 4, 2022. The tax sale is scheduled for Tuesday, December 13, 2022.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Oct 1/22	Pending as of Oct 1/22	Withdrawn as of Oct 1/22	Outstanding Appeals as of Oct 1/22	Appeals Successful as of Oct 1/22	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	50	\$18,445,300	43	0	5	5	11	\$ 223,700	\$ -3,736	9
Commercial	9	\$7,246,500	6	0	0	0	4	\$ 354,400	\$ -14,917	1
TOTAL	59	\$25,691,800	49	0	5	5	15	\$578,100	\$-18,653	10

CUSTOMER SERVICE TRACKING – E11

There was a total of 57 opened cases in September and 63 cases closed. The category with the most opened/closed cases in September were related to Compost Bin Replacement/Repairs.

HUMAN RESOURCES

Land Use Planner: an offer has been accepted and the position will be filled pending successful relocation to Amherst. A formal announcement is forthcoming.

Recruitment efforts have begun for the new positions approved by Council on September 28. Postings will be made in October seeking to fill the vacancies for Director of Community Living and HR Administrator.

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. Received most of the new laptops and desktops that we ordered for this year. Moved on premise exchange server to cloud version. Received and installed a new Xerox copier at the Police Department.

IS Cases/Incidents Stats

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

PROCUREMENT

ID	Type	Project Capital & Ops approved June 8/22	Budget Type	Released	Closed	Approved	App'd By
22-46	RFT	Beacon Street - Infrastructure Renewal	C		X		CAO
22-19	RFP	Snow Hauling 2022	O	X	X		CAO
22-50	RFP	Service Truck - Water	C	X	X	X	CAO
22-102	RFP	Sale & Development of Town Lands - Blaine St	C	X			CAO
22-36	RFP	Supply and Installation of Generator System - Wellfield	C	X			CAO
ID	Type	Project Capital & Ops approved June 8/22	Budget Type	Released	Closed	Approved	App'd By

22-103	RFQ	Bounce House - Esterfest	O			X	CAO
22-34	OTH	Stadium Cisco Firewall Support	O	X	X	X	CAO
22-39	ALT	eScribe Webcasting & Publishing		X	X	X	CAO
22-66	RFP	Bunker Gear	C	X	X	X	CAO
22-94	RFP	Drinking Water System Assessment	O	X	X	X	CAO
22-101	RFQ	Electrical Services for EV Chargers		X	X	X	CAO
22-49	RFP	Waste System Inline Turbidimeters (\$ increase)	C			X	CAO
22-18	RFP	Parking Lot Snow Removal 2022	O	X	X		CAO
22-10	RFP	Air Compressor - AFD 2nd Release	O	X	X		CAO

Monthly Departmental Report

Operations

October 2022

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

RECREATION & HORTICULTURE

- Parks washrooms have been winterized and closed for the season. Dickey Park washroom will remain open daily 8:00am to 5:00pm.
- The walking track is open daily from 7:00am to 9:00pm.
- Robb Complex is now closed for the season.
- Mowing and grass trimming has finished for the season, cleanup of fall leaves will be ongoing.
- Trees in parks damaged by hurricane Fiona have been cleaned up.
- Removal of remaining summer flowers from the flower beds is ongoing.
- Green space aeration and fertilization is complete.
- Elevator repair continues, service company on site on October 11th.
- Staff are in negotiations with 2 local business owners that have expressed interest in operating the stadium canteen.

PUBLIC WORKS

- Unidirectional flushing is ongoing and will be completed in late October.
- Quarterly meter reading started on October 3rd and will be followed with related meter repairs and high/low consumption investigations.
- An ROV (Remote Operated Vehicle) inspection of the interior of the reservoirs was completed.
- Results of the annual lead and copper sampling program received by staff. Three of the 30 sample sites showed lead levels that exceeded the Health Canada maximum acceptable concentration for lead. Staff are in the process of notifying the home owners and will work with them to determine the source of the lead, most likely to be lead service laterals.
- Retaining wall construction for the third little league field is underway, relocation of the walking trail foot bridge to follow.
- Staff are investigating the source of ongoing odor complaints from the WWTP.
- One pump at the Racetrack Road lift station has failed, staff have removed the pump and sent it away for repair.
- One of the VFD motor starters at the LaPlanche River lift station failed, staff are working on procuring a replacement.
- Willow Street to Abbey Road walking trail is ongoing.
- Capital paving will commence on October 12 and will be ongoing until complete.

Upcoming projects:

- Put up Remembrance Day Banners.
- Check and repair Christmas decorations and lighting.
- Winterizing fire hydrants.
- Salt truck and snow removal equipment to be ready for service by mid November.

Monthly Departmental Report

Police Services

October 2022

TRAINING

Firearms/Carbine Training: Most members have completed their annual firearms/carbine training, including 2 new classes of Carbine Trained Officers. For newly trained carbine members they are required to complete three (3) twelve-hour days of training to provide them with a thorough and complete understanding of the carbine and how to utilize it in the field. Much of the training surrounds maneuvers relating to containment and other types of high-risk scenarios. During the training members also utilize and qualify on the 9mm pistol and shotgun. One last training day is scheduled to have the remaining members trained and qualified.

CEW Training/Annual Qualifications: Members have completed their annual CEW/TASER qualifications and training for the 2022/23 year. Training on CEW includes in-class instruction as well as active scenarios used to qualify candidates in relation to their ability to de-escalate matters during a critical incident and articulate their decisions and actions when utilizing use-of-force tools. Members who carry the Taser are required to certify/qualify once a year.

Firearms Analyst: Sergeant Jason Galloway was selected to attend Firearm's Analyst Training in Dartmouth from September 12 to the 16th. Hosted by Halifax Regional Police, The Royal Newfoundland Constabulary, the RCMP and NWest, this program provided candidates with instruction on the examination of firearms for investigative and court purposes so that they could provide expert witness evidence in relation to firearms and weapons charges. With our own qualified analyst, we would not need to rely on NWest and other agencies for expert testimony or reports for our files and investigations.

Crisis Negotiator Training: We are hosting a Crisis Negotiator course during the week of October 3rd to the 7th with the assistance of Monique Rollins and CCI (Canadian Critical Incident Inc). Crisis negotiators are an essential part of the critical incident team and play an important role in de-escalating incidents and in planning operations. By hosting this course, we were able to share the cost of the training among many other police agencies who are attending with our members including, Fredericton Police, Kennebecasis Regional, Westville Police, Charlottetown Police and Stellarton Police. We are training 5 of our members.

OPERATIONAL

Hurricane Fiona: Police were very busy during the night of September 23rd and into the 24th during the hurricane that hit the area causing widespread damage and power outages. Our members worked closely with public works in identifying various spots in town where downed wires, trees and poles created risks for the public. Such issues were reported to public works and NS Power for their follow up. Police also worked with public works to place barricades in areas of risk, which, at times, became an issue when motorists drove around the barricades.

Missing Person: On September 12th Amherst Police started a missing person investigation when a stay-at-home check was conducted and it was revealed that the family had not seen nor heard from the 28-year-old female since September 5th. Police did numerous checks and prepared a social media post looking for assistance from the public. Throughout the investigation Police had indications that the female was not missing and was still in the local area. She was located safely on September 29th.

Fraud/Identity Fraud: The APD Major Crime Unit oversaw and ran an operation on Thursday September 29th, in relation to an ongoing fraud and identity fraud complaint. A purse had been reported stolen in June from a local business and it was later learned that suspects were using the stolen identification to apply for credit to purchase a vehicle. With the assistance of 2 members from the Truro Police Service, an operation was conducted that resulted in 4 people being arrested when they came to take possession of the ordered vehicle. As a result of the operation a warrant was granted and executed at a residence on York Street where 2 additional people were arrested. During the search there were several items seized to support the fraud/identity fraud charges as well as charges relating to drugs and controlled substances as police located suspected fentanyl, suspected crystal meth and other substances. The investigation is continuing as there are numerous exhibits to be examined which will result in additional charges being laid.

High Occurrence Numbers: Once again we experienced a high number of occurrences in September 2022 with 622 occurrences. In August 2022, we had an all time high of 683 occurrences. September 2022 is the second highest month for occurrences dating back as far as 2014 (as far back as our records exist). Compare these to our all-time lowest occurrences in 2015 during the months of January (275), February (236) and March (276). Our annual averages of calls per month have increased dramatically these past 9 months to 513.6 per month as compared to 447.7 in 2021, 456.9 in 2020, 486.8 in 2019 and 418.3 in 2018. In August 2022 (31 days) we averaged 22 complaints per day. In September 2022 we averaged 20.7 occurrences per day. There have been many cases in recent weeks when the Staff Sergeant, D/Chief and the Chief have had to drop their administrative duties to answer calls or assist the platoon working because of the influx of priority calls. This becomes especially difficult when training has been scheduled and people are unavailable for call-outs. Of the 622 files for September, 96 were related to homelessness, with most of these dealing with a small number of specific persons, often multiple times during a shift.

Major Crime Unit: Major Crime is dealing with a very high number of tasks and are extremely busy. Both MCU members are running with an excessive number of investigations and tasks which are placing stress on the unit. As a result, we are planning to temporarily assign a third member from the patrol unit to MCU who can assist with many of the tasks which include writing multiple warrants, completing interviews, reviewing investigative materials, preparing and organizing court files, documents and exhibits and other MCU responsibilities. With the current resources to MCU, we are able to respond to most complaints, but it is very difficult to be proactive.

OPERATIONAL STATS – September 2022

Occurrences:	622	Criminal Code Charges:	84
Impaired by Alcohol:	4	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	11	PPA:	2
HPA:	0	Traffic Written Warnings:	8
Vehicle Checks:	61	LCA:	0
Foot Patrol Hours:	26hrs 17 min	Bike Patrol Hours:	0

Monthly Departmental Report

Fire Department

October 2022

RESPONSES (September)

Town of Amherst – 31 events

- 4 Smoke alarm activations
- 6 Smell of smoke / Air quality check
- 11 Monitored alarm activations
- 1 Structure fires
- 2 Oil burning appliance malfunction
- 5 Power lines arcing
- 1 Trapped in elevator
- 1 Vehicle fire

Contract area (District 2) – 6 events

- 4 Power lines arcing
- 2 Motor vehicle accidents

FIRE PREVENTION

This year, Fire Prevention Week took place from October 9th –15th with the national theme this year being, Fire won't wait. Plan your escape™. Also, this year marks the 100th anniversary of Fire Prevention week™ and Canadian Public Safety Operations Organization (CanOps) in partnership with the National Fire Protection Association® (NFPA) and Co-operators; who will be providing Fire Prevention Week kits to select fire departments across the country. This year the Amherst fire department has been chosen to receive a fire prevention kit. Members of the Amherst fire department will fire present fire prevention education to all of the local elementary school age children. This will be the first session of this nature since the Coronavirus took effect in 2020.

NEW FIRE APPARATUS – AERIAL PLATFORM

The new aerial platform is well into production and will be completed in early November. Chief Jones is receiving weekly updates from the supplier. In December it will start a demo tour and we will take delivery of the unit next July. Even before the truck arrives here there will be numerous meetings and testing required at the fire department to prepare for its arrival.

FIRE RESCUE CANADA CONFERENCE

From September 10th – 15th the Chief attended the Fire Rescue Canada conference in Ottawa, hosted by the Canadian Association of Fire Chief's. This conference provided a great opportunity for networking with colleagues from across the country while taking training sessions on various topics, and a slate of keynote speakers who spoke on subjects like:

- Emerging technology and equipment
- Fire fighter cancer
- Fire flows and response times
- Great Canadian fire fighter census
- Leadership & coaching
- Lessons learned from the IC seat
- Update from the federal government
- Virtual reality training
- Volunteer fire fighter tax credit

A trade show at this event featured vendors from across Canada and the United States, who presented specialized products and equipment, along with exhibits of new processes and techniques for fighting fires and fire fighter safety.

It was announced that Lt. Bob Sperry of the Amherst fire department was awarded an ECFO Aspire program bursary from the Canadian Association of Fire Chiefs. The ECFO Aspire program allows Company Officers from across the country to demonstrate key competencies and assist them in defining personal goals that are relevant to leadership in the fire sector.

During the conference Chief Jones was elected to the board of Directors as a Director at large for the Canadian Association of Fire Chiefs.

CANADIAN FALLEN FIREFIGHTER'S MEMORIAL SERVICE

While in Ottawa on September 11th, the Chief had the opportunity to take part in the Canadian fallen firefighter's memorial service; which honors and remembers firefighters who have been killed in the line of duty and to support their families. Honoring the Fallen includes a medal and helmet presentation to the family of those firefighters who were killed on duty or died from a work-related illness while still on the active roster. This was the first in person service since 2019.

RECRUITMENT

The fire department continues to look for new members to join our team. For more information on becoming a member of the Amherst fire department, please go to www.amherst.ca/volunteer-firefighter.

Monthly Departmental Report

Planning & Strategic Initiatives

October 2022

The attached report provides shows development activity over the month of September 2022, as well as, year over year comparisons.

The PAC met September 6th where an order was given to demolish accessory buildings located 112 Cordova Street. The committee also made recommendations with respect to an application to rezone a portion of vacant land on the corner of Fleming and Paradise Avenues, and an application for a development agreement to allow an apartment complex south of E.B. Chandler School.

Following positive recommendations from the Planning Advisory Committee, Council gave First Reading to a Development Agreement for a three-building apartment complex and a rezoning in September. Public hearings for these two issues will take place Thursday, October 20th.

With regard to the MPS renewal project, new MPS and LUB documents are currently being drafted and will be presented at the PAC in November. Updates and related documents remain available at planamherst.ca.

Regarding the Community Centre Feasibility Study, engagement activities will expand in October from the potential partner discussions to broader community user group and stakeholder engagement. Daytime and evening user group sessions are being planned for Tuesday, October 25th in the conference room of the Community Credit Union Business Innovation Centre.

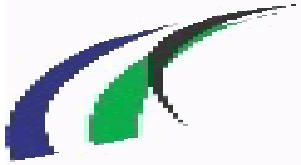
Over the course of September, a collection of concerned citizens comprising from many community groups and associations gathered to collectively address the growing homeless population and their safety during the upcoming winter season. Town staff and elected officials have been supporting efforts to provide shelter for people experiencing homelessness. The Business Development Officer has assisted in identifying potential locations for such a facility over the winter months but also during Hurricane Fiona.

Small Business Week will take place from October 16th to 22nd, during which the Cumberland Business Connector will be highlighting businesses throughout Amherst and Cumberland County through their social media channels. On Thursday, October 20th a Job Fair on will take place from 12 PM – 3 PM in the Conference Room of the Community Credit Union Business Innovation Centre. The job fair is in partnership with the Town of Amherst, Cumberland Business Connector, Amherst Chamber of Commerce, and the Province of NS. In the morning of the Job Fair, members of Team Cumberland will be hosting an informal meet and greet with members of the business community titled, A Small Business Thank You from 8:30 AM to 10 AM. That evening the Amherst Chamber of Commerce will be hosting “Business after 5 PM” a networking event for its members and members of Team Cumberland. Additionally, the Hewson Complex Grand Opening was held on October 8th at 1 PM.

The new TOA-owned Electric Vehicle Charging Station equipment arrived in September and the electrical installation contractor has been selected. Public Works staff will be constructing the concrete mounting pad in the first half of October with the Equipment installation to follow. The project completion date is intended for October 31st, 2022. Marketing of the EV system and promotion of the Town's energy conservation initiatives will follow.

The BDO participated at the Amherst Downtown Business Association (ADBA) general meeting where constructive discussions were held around upcoming Town events (Esther Fest and Christmas season) with the consensus that they would "piggyback" with these events this year and develop supporting events of their own. The ADBA Board of Directors will be requesting to present to Town Council in November to introduce the association and present its objectives.

Work continues with the opportunity for Amherst wellfield land protection through the NS Nature Challenge Fund. Town staff have been working with funding program managers to determine land acquisition opportunities and related budgets for remaining 2022/23 contract and potential future funding contracts. They are in the process of developing an agreement for the hiring of a Land Agent to support the project by engaging land owners and identifying potential acquisitions.



PERMIT APPLICATIONS

For the Month of September

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
B2022-071	25024662	8 Newton Ave	0	Renovate	Single Detached Dwelling	Foundation	70.00	8,000.00
C2022-072	25338658	258 Church St	0	Renovate	Garage/Carport/Shed	Deck	73.00	9,400.00
C2022-073	25019928	35 Fairview Ave	0	Construction	Garage/Carport/Shed	Porch/Patio	55.00	5,000.00
C2022-074	25005745	63 Church St	0	Construction	Garage/Carport/Shed	Accessory Uses - Other	0.00	11,500.00
C2022-075	25027004	13 West Pleasant St	0	Construction	Commercial	Storage Room	356.00	95,000.00
Total	5		0				554.00	128,900.00

D I S T R I C T S

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

Summary of Estimated Value by District

	128,900.00
Total	128,900.00

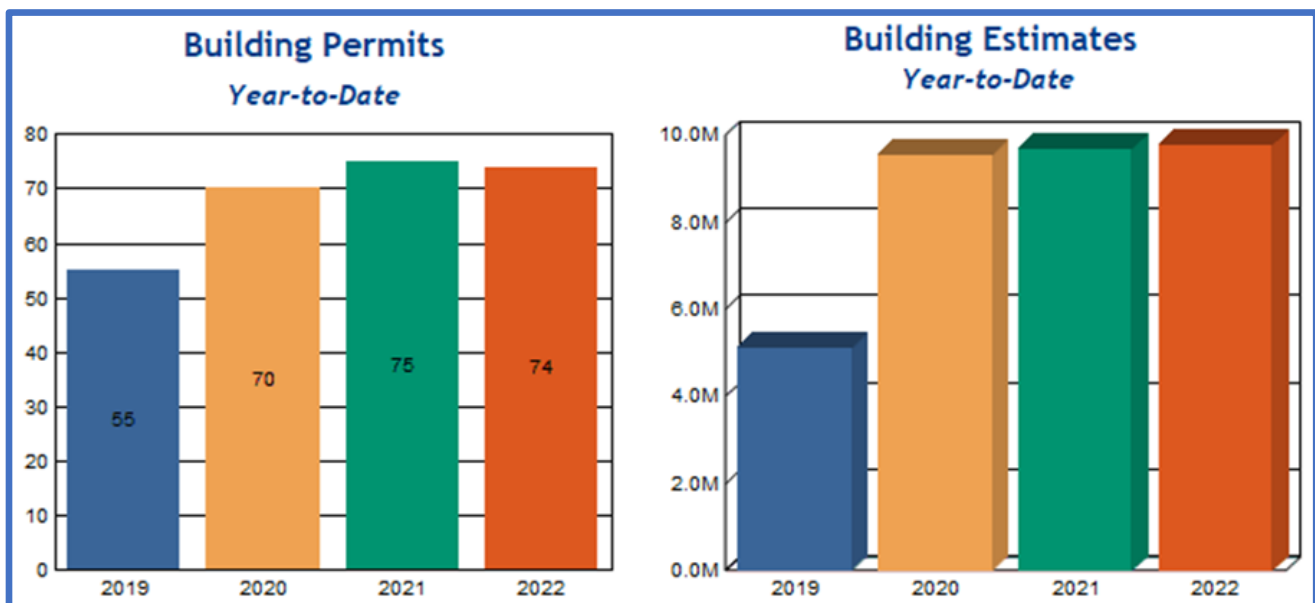
Summary of Estimated Value by Building Type

Commercial	95,000.00
Garage/Carport/Shed	25,900.00
Single Detached Dwelling	8,000.00
Total	128,900.00

Year-to-Date Development Activity as of October 1, 2022

ACTIVITY REPORT							For Month of September 2022-09-30
Type	Sep 2021			Sep 2022			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	0	0	0	1	0	8,000	
Duplex/Semi	0	0	0	0	0	0	
Apartments	1	0	15,000	0	0	0	
Other Residential	2	0	38,000	3	0	25,900	
Commercial	2	0	310,000	1	0	95,000	
Industrial	1	0	900,000	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
Total	6	0	1,261,000	5	0	128,900	
Year To Date	75	30	9,687,764	74	35	9,788,288	

Multi-Year Comparison



Monthly Departmental Report

Community Well Being

October 2022

Active Living

- Multisport continues with basketball, the next sport will be curling with the Amherst Curling Club
- Wrapping up the surveys and feedback with Make Your Move pilot project
- Discussions are starting about the Youth on the Move program and Learn to Lead – a collaboration with Cumberland County and Town of Oxford

Culture, Marketing & Events

- Conducting Amherst Youth Town Council Interviews – Recommendations forwarded for Council, Offers made to candidates
- Organized and executed the Saxby Gale Event on Oct 5th, which included meeting with the Museum, inviting dignitaries, set up & catering. Approximately 18 people in attendance
- Worked on a homelessness anti-stigma campaign – Designed graphics and messaging to help soften the stigma of homelessness in our community
- Initial planning of the Town's holiday events, including the Christmas Parade, Holiday Light Up and Tree for Boston – Meeting with the church, band & Y's Men
- Planning and execution of all Esther Fest Events – Coordination of the Scarecrow Stroll – 45 participating businesses involved this year
- Coordinated the Ghost walks with Charlie Rhindress – Registration filled within a couple of days – 4 sessions will be held this year
- Coordinated the Ghost Experience Events with ParaSight – Registration filled within a few hours - 4 sessions being offered this year, 2 at Dayle's and 2 at the Museum
- Coordination of the Flag Raising for Truth & reconciliation Day – Social media messaging for the day of – painted rocks to put around the community
- Planning and Logistics for the upcoming event – The Great Amherst Street Party as part of Esther Fest – Booking entertainment, vendors, site planning etc.
- Initial planning of upcoming Cookie Crawl to be held Dec 2-3
- Creating marketing materials for upcoming events – Scarecrow Stroll map, Esther Fest Tri-fold
- Website updates for upcoming events
- Calendar updates for upcoming events

Community Well Being

- Attending meetings as Town rep on the Shelter Task Force (assisted with communications plan and looking for building, held internal staff meeting and scheduled inspection of property by Fire, Police and Building inspectors)
- Participated in weekend emergency shelter
- Attended meetings with Cornerstone
- Attended Saxby Gale meeting

Accessibility

- Did agendas, attended meeting for Accessibility committee meetings
- Scheduled and am in progress of attending meetings for community presentation to Lions, Y, Zonta and Legion
- Held photo shoot around Town re: Accessibility issues identified by participants
- Updated draft strategy

Inclusion, Diversity and Equity

- Compiled agenda and attended D and I committee
- Worked on agenda items as discussed at the meetings
- Continued work on Draft strategy for D and I committee

Intermunicipal Poverty Reduction

- Attended Affordable housing meetings and organized meeting for Coady Institute
- Developed agenda and attended meetings for PRAC
- Worked on agenda items outlined at the meeting
- Worked on draft strategy for the PRAC committee

Monthly Departmental Report

Education Report

October 2022

Social Media

Focus for the month was on Monthly “What Goes Where” posts, Household Hazardous Waste Events, weekly organics collection, and brush disposal options from the post-tropical storm.

WHAT GOES WHERE?

Small Appliances

Small appliances such as toasters, irons, blenders, crock pots, and coffee makers can be placed in a clear non-coloured bag.

Wondering “What Goes Where?”? Download the mobile app *Cumberland County Solid Waste*

Household Hazardous Waste Event

October 22, 2022

Amherst Fire Hall Parking Lot

9:00 a.m. - 12:00 p.m.

What's Not

- Explosives
- PCB Containing products
- Pathological & Radioactive waste
- Acids
- Aerosols
- Antifreeze

REMINDER

NO COMMERCIAL WASTE WASTE

Leftover paint must be taken to your local paint store (if the can is rusted or dented)

Important Notice

COMPOST COLLECTION

The Town of Amherst has made arrangements with Miller Waste Ltd. to provide a special compost collection (green bin) on Sept. 27, 28, 29 and 30 in order to collect the spoilage created by hurricane Fiona. **Please place your green bin out on your normal collection date and have it curbside by 7 a.m.**

Important Notice

Tree branch collection

The Town of Amherst will pick up fallen trees/branches dropped by hurricane Fiona between now and Oct. 5, 2022. **To be collected, the debris must be placed curbside.** Different town crews will be picking up different items, so please understand a crew may pick up some of your debris, but may leave some behind for another crew. During regular collection Miller Waste will pick up yard waste provided it meets the following criteria: 10 bags of leaf and yard waste or 10 bundles of branches. The branches in the bundles must be tied together, not exceed 1.5 metres in length or 25 kilograms in weight. Individual branches must not exceed five-centimetres in diameter.

Household Hazardous Waste (HHW) Fall Event

The fall Amherst event scheduled for September 24th had to be cancelled due to the storm. The event is now scheduled for October 22nd from 9:00 a.m. – 12:00 p.m. at the Amherst Fire Hall.

Education & Enforcement Contracts/Agreements

Staff are working on mid-term reports for Region 3’s Education and Enforcement funding contracts.

Mobius Awards

Divert NS is pleased that the awards ceremony will be taking place in-person this year. Region 3 is required to submit 3 nominations for the region. In Cumberland County, a group consisting of Port Philips Matters, Pugwash Communities in Bloom, and Keep Garbage Beneficial was nominated under the Community Project Category for their clean-up efforts.

Solid Waste Hotline

The Solid Waste Hotline continues to be busy receiving between 450-500 calls per month. We had over 110 calls in the two days after the post-tropical storm.

Solid Waste Collection Contract

The Town of Amherst and the Municipality of Cumberland have issued a joint RFP for Residential Three Stream Solid Waste Collection Services. The RFP closes on November 3, 2022.

Events

Staff are busy preparing for Waste Reduction Week (October 17th -22nd). The theme this year is *Swap, Share, Thrift, Repair*. The following events are taking place in Cumberland County:

Sports Equipment Swap: this event is taking place on October 15th from 9:00 a.m. – 11:00 a.m. at the Amherst Stadium.

Community Costume Swaps: we have one event taking place at the Dr. Carson & Marion Murray Community Centre on October 19th from 5:00 p.m. – 7:00 p.m. with the other event taking place on October 20th from 6:00 p.m. – 8:00 p.m. at West Highlands Elementary School.



SPORTS GEAR SWAP
October 15
Bring in your clean, gently used, and functional sports & rec gear to swap for "new to you" gear
Where: Amherst Stadium
When: Saturday, October 15
9:00 a.m. - 11:00 a.m.
Acceptable gear includes: helmets, basketball shoes, hockey gear, skates, rackets, and more!
Early Drop-Off Dates
October 13 - 6:00 p.m. - 8:00 p.m.
October 14 - 6:00 p.m. - 8:00p.m.
For more information call 902 667 5141

Cumberland County Solid Waste



Community Costume Swap
WEDNESDAY, OCTOBER 19th
5:00 p.m. - 7:00 p.m.
DR. CARSON & MARION MURRAY COMMUNITY CENTRE
Drop off a gently used costume you no longer need & pick up a new one for Halloween.
Costumes will be accepted beginning October 13th in the lobby.

Cumberland County Solid Waste



COMMUNITY COSTUME SWAP
THURSDAY, OCTOBER 20th
6:00 p.m. - 8:00 p.m.
WEST HIGHLANDS ELEMENTARY SCHOOL
Drop off a gently used costume you no longer need and pick up a new one for Halloween.
Early drop off begins
Monday, Oct. 17th at the
main office.

Cumberland County Solid Waste