



Town of Amherst
Committee of the Whole

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

	Pages
1. Call to Order	
1.1. Approval of Agenda	
1.2. Approval of the Consent Agenda	1 - 1
1.3. Approval of Minutes - October 17, 2022	2 - 5
2. Presentations	
2.1. Cumberland Business Connector Presentation	
3. Council Direction Requests	
3.1. Requests for Proclamations and Flag Raising Ceremonies Policy Amendments - Jones	6 - 8
3.2. Street Banner Policy - Jones	9 - 12
3.3. December Meeting Date - Jones	13 - 14
3.4. Territorial Acknowledgement - MacDonald	15 - 15
3.5. Hotel Levy - Fisher	16 - 17
3.6. Appointment of Development Officer - Fisher	18 - 18
3.7. Gritty to Pretty Program - Fisher	19 - 24
4. Information Items	
4.1. 2nd Reading - Development Agreement Application - Brown/Mosher - Fisher	25 - 28
4.2. 2nd reading - Land Use Bylaw Amendment Application - Rezoning Flemming/Paradise - Fisher	29 - 29
4.3. Strategic Priorities Update - Fisher	30 - 32

4.4.	Dangerous/Unsightly Premises Semi-Annual Report - Fisher	33 - 43
4.5.	Tree Canada Edible Tree Grant - Bourgeois	44 - 44
4.6.	Beacon Street Park Sponge Repair - Bourgeois	45 - 45
4.7.	CAO Task Report - MacDonald	46 - 46
5.	Monthly Reports	
5.1.	Corporate Services	47 - 47
5.2.	HR and Customer Service	48 - 49
5.3.	Operations	50 - 51
5.4.	Police Services	52 - 54
5.5.	Fire Services	55 - 56
5.6.	Planning & Strategic Initiatives	57 - 61
5.7.	Community Well Being	62 - 64
5.8.	Solid Waste Education and Enforcement	65 - 66
6.	In Camera	
6.1.	Approval of In Camera Agenda	
6.2.	Approval of In Camera Minutes	
6.3.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
6.4.	MGA 22(2)(a) - acquisition, sale, lease and security of municipal property	
6.5.	MGA 22(2)(h) public security	
6.6.	MGA 22(2)(a) acquisition, sale, lease and security of municipal property	
6.7.	MGA 22(2)(e) - contract negotiations	
6.8.	MGA 22(2)(e) contract negotiations	
6.9.	MGA 22(2)(a) acquisition, sale, lease and security of municipal property	
6.10.	MGA 22(2)(e) contract negotiations	

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

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

6.13. MGA 22(2)(e) - contract negotiations tasks

7. Adjournment



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

Consent Agenda

MOTION:

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

- 1.3 Approval of Minutes**
- 3.3 December Meeting Dates**
- 3.6 Appointment of Development Officer**
- 4.2 2nd Reading – LUBA Application – Rezoning Flemming/Paradise**
- 4.3 Strategic Priorities**
- 4.4 Dangerous/Unsightly Premises Semi-Annual Report**
- 4.5 Tree Canada Edible Tree Grant**
- 4.7 CAO Task Report**
- 5.1 Corporate Services Monthly Report**
- 5.2 HR and Customer Service Monthly Report**
- 5.3 Operations Monthly Report**
- 5.4 Police Department Monthly Report**
- 5.5 Fire Department Monthly Report**
- 5.6. Planning & Strategic Initiatives Monthly Report**
- 5.7. Community Well-Being Monthly Report**
- 5.8 Solid Waste Education and Enforcement Monthly Report**

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

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

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor George Baker
Councillor Hal Davidson
Councillor Lisa Emery
Councillor Dale Fawthrop
Councillor Leon Landry (via Zoom)

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
Sarah Wilson, Director of Finance
Krista Crossman, Director of HR & Customer Services
Kim Jones, Director, Corporate Communications/Clerk
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 Deputy Mayor Christie

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of the Consent Agenda

Moved By Councillor Emery

Seconded By Councillor Landry

To approve of the consent agenda with the removal of 4.3 Task Report and 5.2 Operations Report.

MOTION CARRIED

1.3 Approval of Minutes

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

Moved By Councillor Emery

Seconded By Councillor Landry

That the minutes of the September 26, 2022 Committee of the Whole meeting be approved as circulated.

MOTION CARRIED

2. Presentations

2.1 Cumberland County Museum - Darryl MacKenzie

Darryl MacKenzie presented on behalf of the Cumberland County Museum. Information item only; no direction given or action required.

3. Council Direction Requests

3.1 Dr. & Mrs. H.E. Christie Foundation Donation

Moved By Councillor Emery

Seconded By Deputy Mayor Christie

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.

MOTION CARRIED

Councillor Fawthrop arrived at this time.

3.2 Flag Protocol Policy Amendment

Moved By Councillor Davidson

Seconded By Councillor Emery

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

MOTION CARRIED

3.3 NSCC Request to Present

Moved By Councillor Baker

Seconded By Deputy Mayor Christie

That staff be directed to arrange a presentation to Council from NSCC in November.

MOTION CARRIED

3.4 Town of Amherst Website

Moved By Councillor Landry

Seconded By Councillor Fawthrop

That staff investigate web development options and report back to Council.

MOTION CARRIED

3.5 Amherst Downtown Business Association Request to Present

Moved By Councillor Davidson

Seconded By Councillor Emery

That staff be directed to arrange for a presentation from the Amherst Downtown Business Association at the November Committee of the Whole.

MOTION CARRIED

- 3.6 **Chignecto Isthmus**
Moved By Councillor Fawthrop
Seconded By Deputy Mayor Christie
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.

MOTION CARRIED

4. **Information Items**

- 4.1 **Policy and Bylaw Review**
Information item only; no further direction given at this time.

- 4.2 **Strategic Priorities Update**
Information item only; no further direction given at this time.

- 4.3 **Task Report**
Information item only. Staff were encouraged to continue to promote homelessness initiatives, as well as energy conservation efforts on our media channels.

- 4.4 **Cumberland Business Connector Report**
Information item only; no direction given or action required.

- 4.5 **Cumberland County Youth Development Center Report**
Information item only; no direction given or action required.

5. **Monthly Reports**

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

- 5.1 Corporate Services
- 5.3 Police Services
- 5.4 Fire Services
- 5.5 Planning & Strategic Initiatives
- 5.6 Community Well Being
- 5.7 Solid Waste Services

- 5.2 **Operations**
Councillor Emery asked if further Hurricane Fiona related clean up would be done at the dog park. Mr. Bourgeois replied yes. She also asked about the status of the odor coming from the WWTP. Mr. Bourgeois and the CAO both spoke to this and that they believe they have found the issue and a solution.

6. **In Camera**

Moved By Councillor Fawthrop
Seconded By Councillor Emery
That the Committee move to an In Camera session.

MOTION CARRIED

7. **Adjournment**

Moved By Councillor Fawthrop
Seconded By Councillor Emery
To adjourn the meeting.

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

TO: Mayor Kogon and Members of Council

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

DATE: November 21, 2022

SUBJECT: **Requests for Proclamations and Flag Raising Policy Amendment**

ORIGIN: Review of policies and procedures

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

RECOMMENDATION: That Council forward the proposed amendments to the Requests for Proclamations and Flag Raising Ceremonies Policy #10350-14 to the November 28, 2022 Council meeting.

BACKGROUND: Council has requested staff do a review of all bylaws and policies.

DISCUSSION: There are minor amendments to this policy. The main addition is the recognition of National Acadian Day and National Indigenous Peoples Day will not require a specific request, and those flags will be automatically raised on the specific dates.

FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are none.

ENVIRONMENTAL IMPLICATIONS: There are none.

COMMUNITY ENGAGEMENT: There was no community engagement.

ALTERNATIVES: Do not amend policy. Propose alternative amendments

ATTACHMENTS: Requests for Proclamations and Flag Raising Ceremonies Policy #10350-14

Report prepared by:

Report and Financial approved by:



DEPARTMENT: Council and Administration

TITLE: **REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES**

Minutes reference date: 23 October 2006, page 00246

Revised: 28 May 2007

24 November 2014

PURPOSE:

To set out the Policy of the Town in regard to requests from groups and organizations to have proclamations signed and to have flag raising ceremonies.

POLICY STATEMENT:

1. Proclamations

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed proclamation, and must include the proposed proclamation. Proclamations must be approved by the CAO, with the provision that, at ~~their~~^{his} discretion, ~~he~~^{they} may submit the proclamation to Council for approval.

2. Flag Raising Ceremonies

Flags will only be placed on a Town owned flag pole at the intersection of Church and Albion Streets, in front of the Cumberland YMCA in support of specific community events or activities in or around the Town at the request of the organizing group. The maximum duration of any individual flag display will be five days, and requesting organizations must pick up their flags once that period is over. Requests are to be made in writing to the CAO at least one week in advance of the date of the proposed flag raising. Flag raisings must be approved by the CAO, with the provision that, at ~~his~~^{their} discretion, ~~he~~^{they} may submit the request to Council for approval.

Flags to honor Acadian Day on August 15th and Indigenous Peoples Day on June 21st will not require formal requests.

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In general, it shall be the policy of Council to only approve requests under the following circumstances:

- a) The message being conveyed must be considered to be for the public good;
- b) No group or individual shall be promoted to the detriment of another group or individual;

DEPARTMENT: Council and Administration

TITLE: REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES

Minutes reference date: 23 October 2006, page 00246

Revised: 28 May 2007

24 November 2014

- c) The flag must be presentable and should not detract from the appearance of Town property;
- d) All ropes, attachments, etc. must be provided by the applicant

TO: Mayor Kogon and Members of Council

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

DATE: November 21, 2022

SUBJECT: *Street Banner Policy*

ORIGIN: Identified gap in policies

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

RECOMMENDATION: That Council forward the new Street Banner Policy #XXXXX to the November 28, 2022 Council meeting

BACKGROUND: The Town has been displaying decorative street banners for several years.

DISCUSSION: The street banner initiative has grown over the years. We have purchased our own sets to celebrate different community celebrations including Canada Day, Holiday/Christmas, African Heritage month etc. We also accommodate other groups such as the Royal Canadian Legion's Veterans Banner program. As the Veterans Banner program has grown, it was felt we needed a policy to guide how we address banner requests from outside organizations as well as our own schedule of promotion.

FINANCIAL IMPLICATIONS: This new policy will allow 80 banners, up from the existing 70. Costs of new pole hardware can be accommodated in existing budgets.

SOCIAL JUSTICE IMPLICATIONS: There are none related to this policy

ENVIRONMENTAL IMPLICATIONS: There are none

COMMUNITY ENGAGEMENT: Media release will be issued upon policy going into effect. The Royal Canadian Legion will be engaged to develop a program that adheres to this policy.

ALTERNATIVES: Do not approve policy and retain status quo. Or suggest alternate language to proposal

ATTACHMENTS: Street Banner Policy

DEPARTMENT: ALL DEPARTMENTS

TITLE: STREET BANNER POLICY

Minutes reference date:

1 PURPOSE

The purpose of this policy is to provide guidance as to how and when street banners on Town of Amherst owned or controlled properties shall be requested and installed.

2 SCOPE

All banner themes shall have significance to, and provide benefit to the Town of Amherst and its citizens.

The banner shall not:

- Represent illegal activities
- Promote hate
- Be a political advertisement
- Cause, abet or stimulate civic disorder
- Be commercial in nature
- Be otherwise inappropriate in the opinion of the Town acting reasonably
- Represent or infer that the Town is a sponsor or proponent on the content or representation of the Banner.

3 LOCATIONS

The Town of Amherst has a maximum of 80 poles for banner décor. They include Church St, Victoria St, Ratchford St, Albion St.

4 BANNER DIMENSION AND PRODUCTION MATERIAL

Banner Size 24” X 36”

Info – Printed double sided on 18pt Stock with welded pockets top and bottom /4 grommets.

5 INSTALLATION AND REMOVAL OF BANNERS

The installation and removal of banners is to be done by the Town of Amherst only. The upkeep of fixtures is also the responsibility of the Town of Amherst.

DEPARTMENT: ALL DEPARTMENTS

TITLE: STREET BANNER POLICY

Minutes reference date:

6 REQUESTS FOR ADDITIONAL BANNERS

The placement of banners by individuals or groups is not permitted on an ad hoc basis.

Requests from individuals or groups to place banners, or have the Town place banners, can be brought forward as a request to alter this policy.

Such requests should be made at least 90 days prior to the desired time of placement, and include a detailed program on how the banners will be administered, if applicable.

Where groups wish to have banners placed, an MOU will be negotiated for Council approval to clarify roles and responsibilities of group and the Town.

7 DISCLAIMER

- The Town of Amherst will make every effort to meet the installation/removal deadlines, however circumstances beyond our control could prevent this from happening.
- Banners erected without prior approval will be removed promptly at the owners expense.
- The Town of Amherst is not responsible for the loss or any damage caused to the banners.
- The Town reserves the right to refuse any application which it deems inappropriate.
- The Town reserves the right to use any banners as infill at their discretion.

APPENDIX A – Current Banner Schedule and Map

DEPARTMENT: ALL DEPARTMENTS

TITLE: STREET BANNER POLICY

Minutes reference date:

APPENDIX A

Banner Placement Schedule

December/January	- Seasonal
February	- African Heritage Month
March/April/May	- Live Work Play
Late May – mid June	- Pride
Mid June	- Indigenous Day
July	- Canada Day
August/September	- Welcome
October	- Fibre Arts Festival
November	- Veterans



COMMITTEE OF THE WHOLE

CDR# 2022074

Date: November 21, 2022

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Director Corporate Communications / Municipal Clerk

DATE: November 21, 2022

SUBJECT: December Meeting Dates

ORIGIN: 2022 Calendar – Christmas Holiday

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

RECOMMENDATION: That Council forward to the November 28, 2022 Council meeting approval to reschedule the December Committee of the Whole to begin at 3:00p.m., and further reschedule the regular December Council meeting from December 26th to December 19th at 6:00 p.m.

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

DISCUSSION: The regular Council meeting date for December would be December 26th. By holding Committee of the Whole at 3pm-5pm on December 19, this allows staff an hour to turn out a Council agenda package for a 6pm Council meeting.

Due to the Christmas holidays, it is recommended that this meeting be rescheduled to hold Committee of the Whole on December 19, 2022 at 3 p.m. with Council to follow that same day at 6:00pm.

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

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

ENVIRONMENTAL IMPLICATIONS: No environmental implications.



SOCIAL JUSTICE IMPLICATIONS: There are no social justice implication to rescheduling the meetings.

ALTERNATIVES: Schedule an alternate date for Regular Council in December. This is not recommended as scheduling meetings over the holidays is extremely difficult.

ATTACHMENTS: N/A

Report prepared by: Natalie LeBlanc, Deputy Clerk
Report and Financial approved by:

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: November 21, 2022

SUBJECT: Territorial Acknowledgement

ORIGIN: Continual efforts to improve inclusion, diversity and equity in all of our functions and operations.

RECOMMENDATION: That the Committee of the Whole forward the change in the Council territorial acknowledgement to the November 28, 2022 regular meeting of Amherst Town Council.

BACKGROUND: The current territorial acknowledgement used for Council meetings is “**We [I] would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mi’kmaw Peoples.**”

DISCUSSION: The territorial acknowledgement used at the Diversity, Inclusion and Equity Committee is more inclusive and better represents more current practices in this regard. The territorial acknowledgement is “**I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 + years predating confederation of this land. We are all treaty people.**”

FINANCIAL IMPLICATIONS: There are no financial implications to this decision.

SOCIAL JUSTICE IMPLICATIONS: The proposed change is more inclusive and better represents current practices in the area of diversity, inclusion and equity.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to this decision.

COMMUNITY ENGAGEMENT: A media release will be issued once a decision if Council has been made.

ALTERNATIVES: Do not change the territorial acknowledgement.

ATTACHMENTS: None.



MEMO

TO: Mayor Kogon and Members of Council

FROM: Jeff Bacon, Business Development Officer

DATE: November 21, 2022

RE: **Hotel Levies – NS Municipal Government Act creation of new Marketing Levies**

This memorandum is to provide an update on the amendments to the NS Municipal Government Act (MGA), and the establishment of new Marketing Levies.

Although not required, all NS municipalities now have the option to establish a marketing levy by-law and set a rate of up to a maximum of 3% of the total pre-tax cost of an accommodation. A marketing levy is a tax collected by commercial accommodation providers and remitted to the municipality. Those municipalities are then required to use these monies for promotion and tourism efforts.

Before October 14, 2022, there were 4 areas in NS with marketing levies, but with an increase in requests by other NS municipalities to establish their own marketing levies, the MGA was amended to establish standard guidelines for all municipalities. It allows municipalities to provide exemptions (e.g., types of accommodations, number of rooms/units), and determine the method of collection, remittance, etc. for the administration of the levy. The amended marketing legislation has been developed in tandem with the Tourism Accommodations Registration Act to capture AirBNB accommodations, as well as standard Hotels, Motels, and Bed and Breakfast establishments.

Considering the described accommodations types mentioned above within Amherst municipal boundaries, at 3% (approximately \$5 added to a room charge) it is estimated a marketing levy could generate in the range of \$75,000 - \$100,000 in revenue annually.

On October 3, 2022 the province held a consultation session with NS Municipalities to gain feedback on the proposed changes to the MGA. Current implementers of the levy, such as HRM, expressed concern that the levy cap of 3% should be increased to 4-6%. In their case, they use these funds to support bids for large events or conferences to entice them to their municipality. Bid submissions for large national association conferences or major events like the world junior championship are costly.

It was outlined that with the implementation of a marketing levy there are a number of considerations such as:

- Number of accommodations - does the Municipality have sufficient room sales to generate sufficient funds to execute meaningful tourism marketing activities?
- Does the region/area have a tourism and marketing organization with the capacity to develop and execute marketing activities?
- Will businesses and organizations in the Municipality be supportive of a marketing levy and the use of these funds?
- Transparency of the levy to the consumer was considered highly important.

There is no consideration to implement other tourism levies on other tourism entities, for example, restaurants or event tickets, at this time.

This memo is provided for information purposes only at this time.

TO: Mayor Kogon and Members of Council

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

DATE: November 21, 2022

SUBJECT: **Development Officer appointment – Abiola Falaye**

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

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

RECOMMENDATION: That the appointment of Abiola Falaye as a Development Officer for the Town of Amherst be added to the agenda of the November 28, 2022 meeting of Council.

BACKGROUND: The Municipal Government Act requires that in order to sign a development permit that person must be designated as a Development Officer by Council. Abiola has recently been hired as a Land Use Planner. He comes to the town with a Bachelor of Technology in Urban and Regional Planning, Master of Science in Urban Planning, a Master of Science (Double Degree) in Environmental Management, and a Graduate Certificate in Geospatial Data Analytics (GIS). Abiola also brings international work experience in both research and practice of urban and regional planning.

DISCUSSION: With his appointment as Development Officer, Abiola will continue to be brought up to speed with development permitting processes and will gradually get into a position to be able to process applications with increasing complexity.

FINANCIAL IMPLICATIONS: None specific to this issue.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific this issue.

COMMUNITY ENGAGEMENT: None specific to this issue.

ALTERNATIVES: Do not make the appointment.

ATTACHMENTS: None.



TO: Mayor Kogon and Members of Council

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

DATE: November 21, 2022

SUBJECT: **Gritty to Pretty Funding Program**

ORIGIN: The subject funding program supports Strategic Priorities such as ‘**facilitating business development**’, ‘**community vibrancy**’, and ‘**attracting people to live in Amherst**’.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), section 65A (2) *The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget.*

RECOMMENDATION: That the Memorandum of Understanding between the Town and the Amherst & Area Chamber of Commerce to facilitate the Gritty to Pretty Program for 2022-2023 be forwarded to the November 28, 2022 regular council meeting; and further, that staff be directed to determine street furniture purchasing opportunities and request any needed changes to the capital budget in due course.

BACKGROUND: The Department of Municipal Affairs and Housing (DMAH), under the Beautification and Streetscaping Program (BSP), provides funding for the Gritty to Pretty 2021/22 and 2022/23 Funding Programs.

The 21/22 total funding is \$25,000. The original March 31, 2022 program deadline was extended to December 31, 2022 due to delays caused by the pandemic. The \$25,000 is allocated into two categories:

- 1) \$18,000 - Gritty to Pretty Program, administered by the Chamber of Commerce, to fund commercial business exterior facade improvements to a maximum of \$3,000 that must be matched by the applicant.
- 2) \$7,000 to fund 50% of street furniture acquisitions purchased by the Town.

Note: the above allocations can be adjusted based on participation to use the total \$25,000 funding award so long as there are matching funds.

Approximately \$9000 of the \$18,000 in funding has been utilized by business participants. \$7000 was included in the TOA 21/22 budget for the purchase of street furniture, with the intended purchase of self-watering planters, which is currently in process. To utilize the remaining \$9000 in funding not utilized by the Gritty to Pretty 21/22 program, there are internal department discussions ongoing to find opportunities to use these funds prior to the program closing date.

Concurrent with the 21/22 funding program, another \$25,000 was awarded in July 2022 under the 22/23 Program. The \$25,000 is funded with the same 2 categories but with different fund levels of \$10,000 for Gritty to Pretty 22/23, \$15,000 for TOA street furniture acquisition. The 22/23 BSP funding closes on March 31st, 2023.

The 22/23 Gritty to Pretty Program, again being administered by the Chamber of Commerce, subject to the attached MOU, has been adjusted to provide business improvement projects up to \$5000 funding with matching funds coming from the recipient. Town staff are discussing opportunities to utilize the \$15,000 street furniture allocation.

As noted above, staff in all departments are looking at ways to augment existing budget allocations to purchase additional street furniture, which can include everything from benches, 3-stream waste receptacles, Christmas lights, and more. An RFD to council may be required based on the intended opportunities identified by staff and any implications to the existing budget.

DISCUSSION: Several commercial properties in Amherst have benefited from improvements to facades, signage, and exterior lighting. These improvements would enhance Amherst's tourism development. In addition, the opportunity to use 50% funding for street furniture helps support community vibrancy by making public spaces more functional and inviting.

FINANCIAL IMPLICATIONS: \$7000 was included in the 21/22 budget for the purchase of street furniture.

SOCIAL JUSTICE IMPLICATIONS: The program guidelines encourage barrier-free improvements with smooth ground-level entrances, wide doorways, clearly visible signage and handrails to facilitate accessibility for people with physical limitations.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue.

COMMUNITY ENGAGEMENT: Commercial property owners throughout Amherst were contacted through the process to determine an interest in participating.



COMMITTEE OF THE WHOLE

CDR# 2022076

Date: November 21, 2022

ALTERNATIVES: Do not participate in the 2022-23 funding program.

ATTACHMENTS: TOA / Chamber of Commerce MOU

Report prepared by:

Report and Financial approved by:



Memorandum of Understanding

Between: Town of Amherst (“Town”)
And: Amherst & Area Chamber of Commerce (“Chamber”)
RE: Gritty to Pretty Program 2022-2023 (“Program”)

Definitions

1. “Business premises” means any building used for a primary purpose other than residential use.
2. “Façade” means the street-facing exterior side of a commercial building.
3. “Program Area” means all business premises located within the Town of Amherst.
4. “Program” means the Gritty to Pretty beautification and streetscaping program.
5. “Chamber” means Amherst & Area Chamber of Commerce.
6. “Town” means the Town of Amherst.

Background

7. The Town of Amherst has successfully applied for financial assistance through the Nova Scotia government’s *Beautification and Streetscaping Program* to partner with a body corporate for the purpose of beautifying a business district with a specific focus on tourism attraction.
8. The Chamber is willing to partner with the Town of Amherst for the purpose of receiving the funding in order to promote and administer the program.

Commitment by the Town

9. The Town will provide funding to the Chamber by way of a grant in an amount up to \$10,000. The Town will provide support to the Chamber through its Business Development Officer, who will advise and consult with the Chamber regarding the program.
10. The Town shall provide and approve a “Gritty to Pretty Program Design Guidelines & Information Package” with all associated supplemental information, forms, and reference documents necessary for the Chamber to properly administer the project.
11. The Town will have the right to audit the records of the Chamber to ensure that the project is managed according to the objectives of the Town.
12. The Town will provide guidelines to the Chamber for the parameters of the project, including the types of businesses that may apply for a grant, the amount that may be applied for, and the type of work that is eligible for a grant. In the event the Town makes any changes to the parameters of the project, the Town agrees to provide the Chamber with reasonable notice in order to implement the changes.

Commitment by the Chamber

13. The Chamber will appoint a program coordinator to administer and manage the project in accordance with the “Gritty to Pretty Program Design Guidelines & Information Package”.
14. The Chamber will take all steps necessary to manage the application process in a timely and comprehensive manner.
15. The Chamber will establish a project review committee made up of three members of the Chamber’s Executive Committee of the Board of Directors. The project review committee will approve projects based on criteria in the “Gritty to Pretty Program Design Guidelines & Information Package”.

16. The Chamber will authorize payments pursuant to the project upon obtaining satisfactory evidence of the completion of the work in accordance with the application submitted.
17. The Chamber will report to the Town on a monthly basis with respect to its progress and administration of the project.
18. The Chamber shall maintain all records, documents, reference material, permits, paid invoices received with respect to the project, and will permit the Town to audit the project in its entirety.
19. The project will provide funding of up to \$5,000 per building for beautification in keeping with the “Gritty to Pretty Design Guidelines & Information Package”, based on matching funds being contributed by the applicant. In-kind contributions or work by contractors with whom the applicant has an interest, as defined by the Municipal Conflict of Interest Act, shall not be eligible for consideration.
20. The Chamber shall maintain sufficient insurance for the purposes of implementing the project, and provide the Town with a certificate of insurance naming the Town of Amherst as an additional named insured.

Values

21. The Town and Chamber agree that the following values will apply to the project:
 - a. Citizen Engagement: The Town and Chamber will take all steps necessary to engage the citizens and business operators of the Town of Amherst to ensure that the project is successfully completed and improves the Town of Amherst as a whole.
 - b. Mutual Respect: The Town and Chamber hold the best interests of the Town of Amherst’s citizens and business operators at the forefront, and will mutually respect the other’s interest in the project.
 - c. Sustainability: The Town and Chamber agree that the project shall be carried out in a manner that represents a more sustainable future for the Town of Amherst.
 - d. Local Opportunities: The Town and Chamber agree to maximize the local benefits of the project undertaken to the extent possible.
 - e. Transparency: The Town and Chamber agree that the use of public funds and decisions concerning the investment thereof should be open and transparent to stakeholders.

General Terms

22. This Memorandum of Understanding shall be adopted by the Town and by the Chamber and shall not be binding until so adopted.
23. The Chamber agrees that it shall adhere to the principals of accountability and transparency as required by the Town as set forward in the Municipal Government Act.
24. This Memorandum of Understanding shall expire on March 31, 2023.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: November 21, 2022

RE: **Development Agreement – Lot 2021-2R: public hearing follow-up**

Introduction

At the November 28, 2022 regular meeting, Council will be asked to consider second and final reading of a development agreement for the Lot 2021-2R for a 162-unit apartment complex.

Upon request, the following provides planning staff comments with respect to the public input provided at the October Public Hearing for this application. Every written and verbal comment submitted by the public is not addressed here, but an attempt has been made to cover most if not all the major areas of concern. It is not staff's intention to invalidate the public's comments on behalf of the applicant, but rather it is to provide information that, in the opinion of planning staff, provides context or relevant information with respect to the comment.

Walkway reserve to Donald: When lots on the north side of Donald Avenue were subdivided around 1988, the subject 'finger' of land was reserved for a future walkway given the relatively long block of lots unbroken by a street. In theory, a walkway reserve provides for future pedestrian connectivity and reduces people 'cutting' haphazardly over private property. The walkway reserve was likely requested or required by the town planners at the time, but the property is part of the larger parcel that is subject to the apartment complex proposal – it is not town owned. Should council wish to do so, they can stipulate in the DA that the subject property can be fenced off and not used for its intended purpose. Doing so is not likely to significantly reduce pedestrian connectivity as walkers are likely to access Dickey Street via the school property or Brown Street.

Traffic increases, pedestrian safety, speeds on Willow, too many crosswalks, too much congestion, questions about the details of the study, particularly the June 20 date of the traffic count: The Traffic Study was completed by a licensed engineer to provide an informed estimate of the traffic that would be generated by the development and its impact on the surrounding transportation network. Given that the June 20th date of the traffic count falls within the ARHS exam schedule, it is possible that the count underrepresents pedestrian and vehicular traffic at busier times of the year. However, even if this is the case, it does not change the estimated traffic that would be generated by the development. The study estimated an Annual Average Daily Traffic Volume of 4,608 vehicles on Willow Street where an estimated 80% of the development's traffic will go. For the sake of argument, if the June 20th undercounted volumes by 50%, the resulting volume of 6,912 vehicles would still be at the low end of the Transportation Association of Canada's guidelines of 5,000 to 20,000 vehicles/day for an arterial street. There is significant pedestrian and vehicular traffic along Willow Street due in large part to students arriving and departing the two schools; however, as an arterial street this is how Willow is intended to function. In addition, higher traffic does not equal a reduced safety.

This section of Willow Street between Spring Street and Robert Angus Drive is a relatively wide street with no stop signs for almost 1.5 km. There is a misconception that a wide-open street with no obstacles is a safer street; but in reality, these circumstances tend to result in higher speeds and unexpected drivers. Perhaps counterintuitively, increased traffic, both vehicular and non-vehicular, act to slow speeds and make drivers pay closer attention to potential hazards resulting in a safer street overall. This concept can be observed in Amherst's downtown core area where street parking, pedestrians, short blocks, crosswalk bump outs and heavier traffic change driver behaviour by slowing speeds. Willow Street is not downtown Amherst, but adding another crosswalk at Gallagher will likely result in generally slower vehicle speeds in this area of Willow Street.

Concerns about a sidewalk on the other side of Willow: If it were ever determined to be necessary, sidewalks are typically considered a good thing for pedestrian safety. In addition, the sidewalk would be constructed within the public right-of-way.

Increased crime: Beyond a general per capita basis wherein more people will equal more incidences of crime, it is difficult to make a direct connection between increased crime and this proposed development.

Large influx of people all at once: This development when complete will result in more people in the area. The applicant has indicated that the plan is to construct Building A first and that the rate of occupancy of the first will weigh heavily on the timing of subsequent buildings. It will not be the case that all three buildings are constructed and occupied at the same time. While some residents of the subject apartments would be newcomers to Amherst, many would be existing residents moving from within the community.

Hospital and schools not set up for this: Capacity within the healthcare and education system is a concern to everyone, but these are provincial systems to manage and adjust to meet increased demand. Attracting more employees to work locally within these systems means addressing the currently unmet demand for housing. One way the town can help reduce the significant shortages within both the public and private work force is to address this unmet demand.

Flooding and inadequate stormwater management: The development agreement requires that a stormwater management plan be submitted that will include retention of stormwater during storm events. By comparison, a conventional subdivision would not include stormwater retention and would likely increase peak flow into the system.

Dicky Brook is overgrown and prone to flooding: The town is commencing a stormwater sewer study that will include an analysis of the capacity of Dickey Brook.

Climate change and the dykes must be fixed: It is difficult to draw a direct relationship between the dyke system within the Chignecto Isthmus and making a determination about this development. From a broader climate change perspective, infill higher density development within walking distance to schools and employment reduces car dependence. As such, this type of development fits the criteria of a climate-friendly form of development in several ways.

Has the province been notified of the development?

The Provincial Director of Planning within the Department of Municipal Affairs & Housing receives a copy of the development agreement, if approved.

Sidewalks on Brown and Mosher Streets: Existing and future estimated traffic volumes do not warrant the installation of sidewalks; however, the town could always decide in the future to construct new sidewalks based on actual pedestrian traffic patterns in this area.

Negative impact on neighbourhood relationships. References to an existing supportive diverse community that will be lost with so many more people: This is highly debatable. More people will translate into an additional diversity of backgrounds. While having more people in the area will increase the number of people that are unknown to each other, this does not necessarily translate into diminished relationships with one's neighbour.

Overflow parking on Brown/Mosher: It is notable that parking is permitted on all public streets. The proposed parking meets the minimum standard for apartment dwellings and there is a provision in the agreement that limits additional parking areas to the centre of the development.

Gallagher bump out: It is not clear what is being referred to by this comment, but as shown on the site plan provided, Gallagher will generally intersect all other streets at 90-degree angles.

No one wants this: Those that took the time to submit written comments and attend the two public input opportunities are opposed to the proposal. Others within that neighbourhood and beyond that might not be apposed to this development tend not to participate in public input discussions. People trying to find housing might also have different perspectives.

Change Gallagher to a more inclusive name: This is a good idea and easy to do as there are not any residences on Gallagher. The Street Naming Policy was recently amended to include more inclusive options.

Freeze taxes to existing residences until construction is complete: In practical terms, this would be impossible to implement fairly. All existing and future residences undergo construction that is intrinsically disruptive.

Limit any development in this area to townhouses: Townhouses have been the most prolific housing development in the last 10-20 years and tend to favour seniors over younger people that might have children. Amherst needs a mixture of housing types for people of all ages, family sizes and socioeconomic situations.

Loss of habitat for wildlife: A detached dwelling subdivision would result in a similar loss of habitat. When compared to large-lot, low density, string development along country highways, this higher density infill development on public services within town limits has the least direct impact on wildlife habitat.

Proposal is too large and out of scale with the neighbourhood: As discussed in the February and September staff reports, the proposal is clearly larger in bulk and height when compared to the single detached dwellings in the surrounding neighbourhood. Given the residential development patterns that have taken place in this area in the past, it is understandable that the subject proposal is a concern to neighbourhood residents. On the other hand, the school building immediately to the north is of a somewhat comparable footprint and overall height to the proposed buildings. The use of privacy fencing and relatively large setbacks have been employed to mitigate potential impacts on the surrounding residences.

This is not a responsible way to grow the town: Higher density infill development that is within walking distance of three schools is arguably a responsible way to grow the housing stock in any community. Servicing standards that include stormwater management requirements, significant separation distances, requirements to install direct access onto an arterial street and other measures, are all intended to minimize the potential negative impacts of the development. Requiring the applicant to provide shadow and traffic impact studies and other information were intended to allow the evaluation of impacts in an informed way. These measures are all elements of responsible development practices.

What about affordable housing: These market rental units will increase supply within a very tight local rental market, which will put downward pressure on rental rates.

Lack of housing is resulting in unfilled jobs: It is widely understood that the public and private sector are struggling to fill positions due to the lack of housing options.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: November 21, 2022

RE: **Land Use Bylaw Amendment – rezoning at Flemming and Paradise**

At the November 28, 2022 regular meeting, Council will be asked to consider second and final reading of a Land Use Bylaw amendment to change the zoning designation of a 2.4-acre portion of PID 25001926 located at Flemming Street and Paradise Avenue from Low Density Residential to General Residential.

On July 20, 2022 an advertised Public Participation Opportunity was held. The only members of the public in attendance were the applicant and the two current property owners. The Planning Advisory Committee recommended that Council approve the rezoning request.

On October 20, 2022 an advertised Public Hearing was held. The questions raised at this hearing for the most part pertained to clarifying that there were four, 4-unit townhouses being proposed for the subject property. There were no substantive objections heard.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Director of Planning & Strategic Initiatives
DATE: November 21, 2022
RE: **Strategic Priorities - November 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 initial community engagement component of the feasibility study is now complete. This included interviews with potential partners and an in-person meetings with potential user groups on October 25th. These meetings were augmented by an online survey, which was closed on November 15th. The next step will be a December 6th steering committee meeting where the consultant will present what was learned from data collection, potential partner and user groups input opportunities, and discuss potential facility components, building footprints and locations.

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

As part of the MPS/LUB document drafting phase of the project, the consultant met with the PAC on November 7th to get direction on a number of specific issues. First drafts of the documents are intended to be delivered at the end of the November. 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**.

This work is ongoing, including a policy proposal to ensure each is reviewed every election cycle.

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.

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

Work to address this priority is detailed in the Business Development section of the Planning & Strategic Priority Monthly Report provided in this package.

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

The Downtown Business Association, aimed at bolstering vibrancy in the downtown, will be presenting to Council in November.

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 took place in October. 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 November 18th. Staff will be reviewing the submissions and reporting back to Council in December. In-camera discussions with a non-profit society to support those experiencing homelessness are taking place. Reports on discussions with developers to facilitate multi-unit and low-density residential development are included in the in-camera COW package this month.

The province is currently conducting a Housing Needs Assessment that includes an opportunity to provide input through a public survey, which can be accessed at nshousingneeds.ca

MEMORANDUM

TO: Mayor Kogon and Members of Amherst Town Council

FROM: Emily Wainwright, Dangerous & Unsightly Premises Administrator

DATE: November 21, 2022

RE: Dangerous & Unsightly Premises Semi-Annual Report

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

Attached is a report detailing all dangerous and unsightly properties between June 1, 2022 and October 31, 2022. During this period, we received 41 complaints, completed 185 site visits, and closed 45 files. There were 26 complaints that were rectified by the property owner(s) after the first or second contact and 5 were rectified by property owners once an order had been posted to the property. There were 6 orders that were completed by a Town hired contractor and posted to the property owners tax account. There were 8 complaints received that we concluded to be invalid as a site visit showed the property did not meet the definition of dangerous or unsightly under the MGA.

The 11 orders issued during this period included 4 orders to mow properties, an order to bring 2 accessory buildings into compliance with the Land Use Bylaw, an order to bring a property up to minimum standards, an order to remove all garbage and construction and demolition material from a property, an order to remove a tree, an order to repair soffit/fascia, and orders to demolish 2 Pearl Place and 14-16 Cornwall Street. The orders for demolition expired on September 4, 2022 and September 30, 2022, respectively, and as such Procurement is in the process of tendering a contractor to carry out this work.

As of October 31, 2022, we have 23 open files which include 7 files relating to garbage/unsightly issues, 6 vacant building complaints (including pending demolition orders), 2 dangerous property complaints, 2 minimum standards complaints, and 6 other complaints of varying issues.

Bylaw Report

For Period: June 01 2022 To October 31 2022

AppType = US

Processes	Total
610110 Received Unsightly Complaint	41
610120 Site Visit	185
610210 No Action Required	2
610220 Educational Material	2
610240 First Warning	27
610270 Second Warning	10
610310 Issue Order	11
610340 Compliance	10
610350 Inform Finance	5
610440 Close File	45
Total	338

Bylaw Types	Total
Dangerous Unsightly	338
Total	338

File No	File Type	Process	Date Entered	Location
US2021-002				
US2021-002	US	610120 Site Visit	31-Aug-2022	14 Clinton St, Amherst
US2021-002	US	610120 Site Visit	09-Sep-2022	14 Clinton St, Amherst
US2021-002	US	610270 Second Warning	09-Sep-2022	14 Clinton St, Amherst
US2021-002	US	610120 Site Visit	07-Oct-2022	14 Clinton St, Amherst
US2021-002	US	610440 Close File	11-Oct-2022	14 Clinton St, Amherst
US2021-025				
US2021-025	US	610120 Site Visit	28-Sep-2022	52 Hickman St, Amherst
US2021-025	US	610120 Site Visit	13-Oct-2022	52 Hickman St, Amherst
US2021-053				
US2021-053	US	610120 Site Visit	07-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	08-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	08-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	16-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	22-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	28-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	29-Jun-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	05-Jul-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	12-Jul-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	18-Jul-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	27-Jul-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	03-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	09-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	16-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	23-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	23-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	26-Aug-2022	1 Mccully St, Amhest

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2021-053	US	610120 Site Visit	29-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610350 Inform Finance	30-Aug-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	06-Sep-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	13-Sep-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	21-Sep-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	26-Sep-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	28-Sep-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	03-Oct-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	24-Oct-2022	1 Mccully St, Amhest
US2021-053	US	610120 Site Visit	24-Oct-2022	1 Mccully St, Amhest
US2021-054				
US2021-054	US	610120 Site Visit	01-Jun-2022	118 South Albion St,
US2021-054	US	610440 Close File	02-Jun-2022	118 South Albion St,
US2021-055				
US2021-055	US	610120 Site Visit	31-Aug-2022	2 Edgewood Ave, Amherst
US2021-055	US	610440 Close File	08-Sep-2022	2 Edgewood Ave, Amherst
US2021-056				
US2021-056	US	610120 Site Visit	31-Aug-2022	14 Summit Ave, Amherst
US2021-057				
US2021-057	US	610440 Close File	02-Jun-2022	43 Lorne Cr, Amherst
US2021-058				
US2021-058	US	610120 Site Visit	06-Jun-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	07-Jun-2022	16 Cornwall St, Amherst
US2021-058	US	610310 Issue Order	07-Jun-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	29-Aug-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	26-Sep-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	28-Sep-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	13-Oct-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	18-Oct-2022	16 Cornwall St, Amherst
US2021-058	US	610120 Site Visit	18-Oct-2022	16 Cornwall St, Amherst
US2021-059				
US2021-059	US	610120 Site Visit	07-Jun-2022	2 Pearl Pla, Amherst
US2021-059	US	610310 Issue Order	07-Jun-2022	2 Pearl Pla, Amherst
US2021-059	US	610120 Site Visit	28-Sep-2022	2 Pearl Pla, Amherst
US2021-059	US	610120 Site Visit	13-Oct-2022	2 Pearl Pla, Amherst
US2021-060				
US2021-060	US	610120 Site Visit	31-Aug-2022	189 Willow St, Amherst
US2021-060	US	610240 First Warning	22-Sep-2022	189 Willow St, Amherst
US2021-061				
US2021-061	US	610440 Close File	07-Sep-2022	31 Rupert St, Amherst
US2022-015				
US2022-015	US	610120 Site Visit	07-Jun-2022	2 York St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-015	US	610440 Close File	17-Jun-2022	2 York St, Amherst
US2022-018				
US2022-018	US	610120 Site Visit	07-Sep-2022	112 Cordova St, Amherst
US2022-018	US	610310 Issue Order	07-Sep-2022	112 Cordova St, Amherst
US2022-018	US	610220 Educational Material	16-Sep-2022	112 Cordova St, Amherst
US2022-018	US	610120 Site Visit	28-Sep-2022	112 Cordova St, Amherst
US2022-018	US	610120 Site Visit	06-Oct-2022	112 Cordova St, Amherst
US2022-018	US	610440 Close File	11-Oct-2022	112 Cordova St, Amherst
US2022-021				
US2022-021	US	610120 Site Visit	28-Jun-2022	14 Acadia St, Amherst
US2022-021	US	610240 First Warning	29-Jun-2022	14 Acadia St, Amherst
US2022-021	US	610120 Site Visit	05-Jul-2022	14 Acadia St, Amherst
US2022-021	US	610120 Site Visit	08-Jul-2022	14 Acadia St, Amherst
US2022-021	US	610310 Issue Order	08-Jul-2022	14 Acadia St, Amherst
US2022-021	US	610120 Site Visit	12-Jul-2022	14 Acadia St, Amherst
US2022-021	US	610340 Compliance	25-Aug-2022	14 Acadia St, Amherst
US2022-021	US	610120 Site Visit	25-Aug-2022	14 Acadia St, Amherst
US2022-021	US	610440 Close File	29-Aug-2022	14 Acadia St, Amherst
US2022-022				
US2022-022	US	610120 Site Visit	05-Jul-2022	12 Belmont St, Amherst
US2022-022	US	610120 Site Visit	06-Jul-2022	12 Belmont St, Amherst
US2022-022	US	610440 Close File	07-Jul-2022	12 Belmont St, Amherst
US2022-023				
US2022-023	US	610120 Site Visit	01-Jun-2022	1 Dale St, Amherst
US2022-023	US	610440 Close File	02-Jun-2022	1 Dale St, Amherst
US2022-024				
US2022-024	US	610120 Site Visit	05-Jul-2022	60 Summit Ave, Amherst
US2022-024	US	610120 Site Visit	12-Jul-2022	60 Summit Ave, Amherst
US2022-024	US	610120 Site Visit	14-Jul-2022	60 Summit Ave, Amherst
US2022-024	US	610270 Second Warning	20-Jul-2022	60 Summit Ave, Amherst
US2022-024	US	610120 Site Visit	16-Aug-2022	60 Summit Ave, Amherst
US2022-024	US	610340 Compliance	16-Aug-2022	60 Summit Ave, Amherst
US2022-024	US	610440 Close File	18-Aug-2022	60 Summit Ave, Amherst
US2022-025				
US2022-025	US	610120 Site Visit	22-Jun-2022	83 Havelock Ave, Amherst
US2022-025	US	610120 Site Visit	05-Jul-2022	83 Havelock Ave, Amherst
US2022-025	US	610120 Site Visit	19-Jul-2022	83 Havelock Ave, Amherst
US2022-025	US	610120 Site Visit	31-Aug-2022	83 Havelock Ave, Amherst
US2022-025	US	610120 Site Visit	14-Oct-2022	83 Havelock Ave, Amherst
US2022-025	US	610440 Close File	21-Oct-2022	83 Havelock Ave, Amherst
US2022-026				
US2022-026	US	610340 Compliance	28-Jun-2022	9 Paradise Ave, Amherst
US2022-026	US	610120 Site Visit	28-Jun-2022	9 Paradise Ave, Amherst
US2022-026	US	610440 Close File	28-Jun-2022	9 Paradise Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-027				
US2022-027	US	610240 First Warning	24-Aug-2022	6 South Albion St, Amherst
US2022-027	US	610120 Site Visit	06-Sep-2022	6 South Albion St, Amherst
US2022-027	US	610240 First Warning	17-Oct-2022	6 South Albion St, Amherst
US2022-027	US	610120 Site Visit	28-Oct-2022	6 South Albion St, Amherst
US2022-028				
US2022-028	US	610120 Site Visit	06-Jul-2022	42 West Pleasant St, Amherst
US2022-028	US	610440 Close File	07-Jul-2022	42 West Pleasant St, Amherst
US2022-029				
US2022-029	US	610440 Close File	02-Jun-2022	4 Queen St, Amherst
US2022-031				
US2022-031	US	610110 Received Unsightly Complain	13-Jun-2022	10 Dickey St, Amherst
US2022-031	US	610120 Site Visit	16-Jun-2022	10 Dickey St, Amherst
US2022-031	US	610120 Site Visit	20-Jun-2022	10 Dickey St, Amherst
US2022-031	US	610120 Site Visit	28-Jun-2022	10 Dickey St, Amherst
US2022-031	US	610440 Close File	28-Jun-2022	10 Dickey St, Amherst
US2022-032				
US2022-032	US	610110 Received Unsightly Complain	02-Jun-2022	37 Spring St, Amherst
US2022-032	US	610120 Site Visit	07-Jun-2022	37 Spring St, Amherst
US2022-032	US	610120 Site Visit	16-Jun-2022	37 Spring St, Amherst
US2022-032	US	610440 Close File	17-Jun-2022	37 Spring St, Amherst
US2022-033				
US2022-033	US	610110 Received Unsightly Complain	07-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	08-Jul-2022	21 Crescent Ave,
US2022-033	US	610240 First Warning	08-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	12-Jul-2022	21 Crescent Ave,
US2022-033	US	610270 Second Warning	14-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	14-Jul-2022	21 Crescent Ave,
US2022-033	US	610270 Second Warning	19-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	19-Jul-2022	21 Crescent Ave,
US2022-033	US	610310 Issue Order	19-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	27-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	28-Jul-2022	21 Crescent Ave,
US2022-033	US	610120 Site Visit	18-Aug-2022	21 Crescent Ave,
US2022-033	US	610440 Close File	18-Aug-2022	21 Crescent Ave,
US2022-034				
US2022-034	US	610110 Received Unsightly Complain	14-Jul-2022	280 Church St, Amherst
US2022-034	US	610120 Site Visit	14-Jul-2022	280 Church St, Amherst
US2022-034	US	610120 Site Visit	04-Aug-2022	280 Church St, Amherst
US2022-034	US	610120 Site Visit	18-Aug-2022	280 Church St, Amherst
US2022-034	US	610440 Close File	18-Aug-2022	280 Church St, Amherst
US2022-035				
US2022-035	US	610110 Received Unsightly Complain	14-Jul-2022	264 Church St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-035	US	610120 Site Visit	14-Jul-2022	264 Church St, Amherst
US2022-035	US	610120 Site Visit	04-Aug-2022	264 Church St, Amherst
US2022-035	US	610440 Close File	18-Aug-2022	264 Church St, Amherst
US2022-035	US	610120 Site Visit	18-Aug-2022	264 Church St, Amherst
US2022-036				
US2022-036	US	610110 Received Unsightly Complain	13-Jul-2022	12 Melrose St, Amherst
US2022-036	US	610120 Site Visit	19-Jul-2022	12 Melrose St, Amherst
US2022-036	US	610270 Second Warning	20-Jul-2022	12 Melrose St, Amherst
US2022-036	US	610120 Site Visit	27-Jul-2022	12 Melrose St, Amherst
US2022-036	US	610120 Site Visit	28-Jul-2022	12 Melrose St, Amherst
US2022-036	US	610310 Issue Order	28-Jul-2022	12 Melrose St, Amherst
US2022-036	US	610120 Site Visit	16-Aug-2022	12 Melrose St, Amherst
US2022-036	US	610120 Site Visit	23-Aug-2022	12 Melrose St, Amherst
US2022-036	US	610350 Inform Finance	29-Aug-2022	12 Melrose St, Amherst
US2022-036	US	610440 Close File	29-Aug-2022	12 Melrose St, Amherst
US2022-037				
US2022-037	US	610110 Received Unsightly Complain	14-Jul-2022	38 Cornwall St, Amherst
US2022-037	US	610240 First Warning	21-Jul-2022	38 Cornwall St, Amherst
US2022-037	US	610120 Site Visit	21-Jul-2022	38 Cornwall St, Amherst
US2022-038				
US2022-038	US	610110 Received Unsightly Complain	11-Jul-2022	18 West Pleasant St, Amherst
US2022-038	US	610120 Site Visit	21-Jul-2022	18 West Pleasant St, Amherst
US2022-038	US	610310 Issue Order	17-Oct-2022	18 West Pleasant St, Amherst
US2022-039				
US2022-039	US	610110 Received Unsightly Complain	29-Jul-2022	29 Poplar St, Amherst
US2022-039	US	610120 Site Visit	04-Aug-2022	29 Poplar St, Amherst
US2022-039	US	610440 Close File	09-Aug-2022	29 Poplar St, Amherst
US2022-040				
US2022-040	US	610110 Received Unsightly Complain	29-Jul-2022	21 Poplar St, Amherst
US2022-040	US	610120 Site Visit	04-Aug-2022	21 Poplar St, Amherst
US2022-040	US	610440 Close File	09-Aug-2022	21 Poplar St, Amherst
US2022-041				
US2022-041	US	610110 Received Unsightly Complain	14-Jul-2022	264 Church St, Amherst
US2022-041	US	610120 Site Visit	14-Jul-2022	264 Church St, Amherst
US2022-041	US	610240 First Warning	14-Jul-2022	264 Church St, Amherst
US2022-041	US	610240 First Warning	21-Jul-2022	264 Church St, Amherst
US2022-041	US	610120 Site Visit	04-Aug-2022	264 Church St, Amherst
US2022-041	US	610240 First Warning	05-Aug-2022	264 Church St, Amherst
US2022-041	US	610270 Second Warning	15-Aug-2022	264 Church St, Amherst
US2022-041	US	610120 Site Visit	16-Aug-2022	264 Church St, Amherst
US2022-041	US	610120 Site Visit	18-Aug-2022	264 Church St, Amherst
US2022-041	US	610340 Compliance	18-Aug-2022	264 Church St, Amherst
US2022-041	US	610440 Close File	18-Aug-2022	264 Church St, Amherst
US2022-042				

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-042	US	610240 First Warning	14-Jul-2022	280 Church St, Amherst
US2022-042	US	610110 Received Unsightly Complain	14-Jul-2022	280 Church St, Amherst
US2022-042	US	610120 Site Visit	14-Jul-2022	280 Church St, Amherst
US2022-042	US	610240 First Warning	21-Jul-2022	280 Church St, Amherst
US2022-042	US	610120 Site Visit	04-Aug-2022	280 Church St, Amherst
US2022-042	US	610270 Second Warning	05-Aug-2022	280 Church St, Amherst
US2022-042	US	610120 Site Visit	16-Aug-2022	280 Church St, Amherst
US2022-042	US	610120 Site Visit	18-Aug-2022	280 Church St, Amherst
US2022-042	US	610340 Compliance	18-Aug-2022	280 Church St, Amherst
US2022-042	US	610440 Close File	18-Aug-2022	280 Church St, Amherst
US2022-043				
US2022-043	US	610110 Received Unsightly Complain	27-Jul-2022	East Victoria St, Amherst
US2022-043	US	610120 Site Visit	27-Jul-2022	East Victoria St, Amherst
US2022-043	US	610210 No Action Required	05-Aug-2022	East Victoria St, Amherst
US2022-043	US	610340 Compliance	11-Aug-2022	East Victoria St, Amherst
US2022-043	US	610120 Site Visit	11-Aug-2022	East Victoria St, Amherst
US2022-043	US	610440 Close File	18-Aug-2022	East Victoria St, Amherst
US2022-044				
US2022-044	US	610110 Received Unsightly Complain	27-Jul-2022	192 East Victoria St, Amherst
US2022-044	US	610120 Site Visit	27-Jul-2022	192 East Victoria St, Amherst
US2022-044	US	610120 Site Visit	10-Aug-2022	192 East Victoria St, Amherst
US2022-044	US	610240 First Warning	10-Aug-2022	192 East Victoria St, Amherst
US2022-044	US	610120 Site Visit	29-Aug-2022	192 East Victoria St, Amherst
US2022-044	US	610120 Site Visit	13-Sep-2022	192 East Victoria St, Amherst
US2022-044	US	610440 Close File	15-Sep-2022	192 East Victoria St, Amherst
US2022-045				
US2022-045	US	610110 Received Unsightly Complain	22-Jul-2022	1 Lawrence St, Amherst
US2022-045	US	610120 Site Visit	26-Jul-2022	1 Lawrence St, Amherst
US2022-045	US	610240 First Warning	26-Jul-2022	1 Lawrence St, Amherst
US2022-045	US	610210 No Action Required	04-Aug-2022	1 Lawrence St, Amherst
US2022-045	US	610120 Site Visit	04-Aug-2022	1 Lawrence St, Amherst
US2022-045	US	610310 Issue Order	09-Aug-2022	1 Lawrence St, Amherst
US2022-045	US	610120 Site Visit	23-Aug-2022	1 Lawrence St, Amherst
US2022-045	US	610350 Inform Finance	29-Aug-2022	1 Lawrence St, Amherst
US2022-045	US	610440 Close File	29-Aug-2022	1 Lawrence St, Amherst
US2022-046				
US2022-046	US	610110 Received Unsightly Complain	05-Aug-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	11-Aug-2022	119 Park St, Amherst
US2022-046	US	610240 First Warning	11-Aug-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	31-Aug-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	06-Sep-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	13-Sep-2022	119 Park St, Amherst
US2022-046	US	610270 Second Warning	13-Sep-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	04-Oct-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	12-Oct-2022	119 Park St, Amherst
US2022-046	US	610310 Issue Order	12-Oct-2022	119 Park St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-046	US	610120 Site Visit	27-Oct-2022	119 Park St, Amherst
US2022-046	US	610120 Site Visit	31-Oct-2022	119 Park St, Amherst
US2022-047				
US2022-047	US	610110 Received Unsightly Complain	09-Aug-2022	106 Church St, Amherst
US2022-047	US	610440 Close File	18-Aug-2022	106 Church St, Amherst
US2022-048				
US2022-048	US	610110 Received Unsightly Complain	05-Jul-2022	3 Blois Ave, Amherst
US2022-048	US	610120 Site Visit	18-Aug-2022	3 Blois Ave, Amherst
US2022-048	US	610440 Close File	18-Aug-2022	3 Blois Ave, Amherst
US2022-048	US	610120 Site Visit	22-Sep-2022	3 Blois Ave, Amherst
US2022-049				
US2022-049	US	610110 Received Unsightly Complain	21-Jul-2022	63 East Victoria St, Amherst
US2022-049	US	610240 First Warning	27-Jul-2022	63 East Victoria St, Amherst
US2022-049	US	610120 Site Visit	27-Jul-2022	63 East Victoria St, Amherst
US2022-049	US	610120 Site Visit	10-Aug-2022	63 East Victoria St, Amherst
US2022-049	US	610440 Close File	18-Aug-2022	63 East Victoria St, Amherst
US2022-050				
US2022-050	US	610110 Received Unsightly Complain	13-Jul-2022	15 Park St, Amherst
US2022-050	US	610120 Site Visit	21-Jul-2022	15 Park St, Amherst
US2022-050	US	610120 Site Visit	11-Aug-2022	15 Park St, Amherst
US2022-050	US	610240 First Warning	11-Aug-2022	15 Park St, Amherst
US2022-050	US	610340 Compliance	17-Aug-2022	15 Park St, Amherst
US2022-050	US	610120 Site Visit	17-Aug-2022	15 Park St, Amherst
US2022-050	US	610440 Close File	18-Aug-2022	15 Park St, Amherst
US2022-051				
US2022-051	US	610110 Received Unsightly Complain	18-Jul-2022	43 Lorne Cr, Amherst
US2022-051	US	610120 Site Visit	18-Jul-2022	43 Lorne Cr, Amherst
US2022-051	US	610120 Site Visit	19-Jul-2022	43 Lorne Cr, Amherst
US2022-051	US	610310 Issue Order	20-Jul-2022	43 Lorne Cr, Amherst
US2022-051	US	610120 Site Visit	20-Jul-2022	43 Lorne Cr, Amherst
US2022-051	US	610120 Site Visit	26-Sep-2022	43 Lorne Cr, Amherst
US2022-052				
US2022-052	US	610110 Received Unsightly Complain	08-Aug-2022	22 Crescent Ave, Amherst
US2022-052	US	610120 Site Visit	12-Aug-2022	22 Crescent Ave, Amherst
US2022-052	US	610240 First Warning	18-Aug-2022	22 Crescent Ave, Amherst
US2022-052	US	610120 Site Visit	18-Aug-2022	22 Crescent Ave, Amherst
US2022-052	US	610340 Compliance	23-Aug-2022	22 Crescent Ave, Amherst
US2022-052	US	610120 Site Visit	23-Aug-2022	22 Crescent Ave, Amherst
US2022-052	US	610440 Close File	30-Aug-2022	22 Crescent Ave, Amherst
US2022-053				
US2022-053	US	610110 Received Unsightly Complain	08-Aug-2022	18 Crescent Ave, Amherst
US2022-053	US	610120 Site Visit	12-Aug-2022	18 Crescent Ave, Amherst
US2022-053	US	610120 Site Visit	18-Aug-2022	18 Crescent Ave, Amherst
US2022-053	US	610240 First Warning	18-Aug-2022	18 Crescent Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-053	US	610120 Site Visit	23-Aug-2022	18 Crescent Ave, Amherst
US2022-053	US	610120 Site Visit	09-Sep-2022	18 Crescent Ave, Amherst
US2022-053	US	610270 Second Warning	09-Sep-2022	18 Crescent Ave, Amherst
US2022-053	US	610120 Site Visit	24-Oct-2022	18 Crescent Ave, Amherst
US2022-053	US	610120 Site Visit	25-Oct-2022	18 Crescent Ave, Amherst
US2022-053	US	610440 Close File	27-Oct-2022	18 Crescent Ave, Amherst
US2022-054				
US2022-054	US	610110 Received Unsightly Complain	22-Aug-2022	4 Gerard Ave, Amherst
US2022-054	US	610120 Site Visit	23-Aug-2022	4 Gerard Ave, Amherst
US2022-054	US	610240 First Warning	23-Aug-2022	4 Gerard Ave, Amherst
US2022-054	US	610120 Site Visit	29-Aug-2022	4 Gerard Ave, Amherst
US2022-054	US	610120 Site Visit	09-Sep-2022	4 Gerard Ave, Amherst
US2022-054	US	610120 Site Visit	14-Oct-2022	4 Gerard Ave, Amherst
US2022-055				
US2022-055	US	610110 Received Unsightly Complain	23-Aug-2022	8 Albion St, Amherst
US2022-055	US	610120 Site Visit	24-Aug-2022	8 Albion St, Amherst
US2022-055	US	610240 First Warning	24-Aug-2022	8 Albion St, Amherst
US2022-055	US	610120 Site Visit	29-Aug-2022	8 Albion St, Amherst
US2022-055	US	610120 Site Visit	09-Sep-2022	8 Albion St, Amherst
US2022-055	US	610310 Issue Order	09-Sep-2022	8 Albion St, Amherst
US2022-055	US	610120 Site Visit	09-Sep-2022	8 Albion St, Amherst
US2022-055	US	610120 Site Visit	16-Sep-2022	8 Albion St, Amherst
US2022-055	US	610120 Site Visit	11-Oct-2022	8 Albion St, Amherst
US2022-055	US	610440 Close File	13-Oct-2022	8 Albion St, Amherst
US2022-056				
US2022-056	US	610120 Site Visit	24-Aug-2022	9 North Adelaide St, Amherst
US2022-056	US	610240 First Warning	25-Aug-2022	9 North Adelaide St, Amherst
US2022-056	US	610120 Site Visit	29-Aug-2022	9 North Adelaide St, Amherst
US2022-056	US	610340 Compliance	30-Aug-2022	9 North Adelaide St, Amherst
US2022-056	US	610120 Site Visit	30-Aug-2022	9 North Adelaide St, Amherst
US2022-056	US	610440 Close File	30-Aug-2022	9 North Adelaide St, Amherst
US2022-057				
US2022-057	US	610110 Received Unsightly Complain	24-Aug-2022	144 Robert Angus Dr, Amherst
US2022-057	US	610340 Compliance	25-Aug-2022	144 Robert Angus Dr, Amherst
US2022-057	US	610120 Site Visit	25-Aug-2022	144 Robert Angus Dr, Amherst
US2022-057	US	610440 Close File	25-Aug-2022	144 Robert Angus Dr, Amherst
US2022-058				
US2022-058	US	610110 Received Unsightly Complain	24-Aug-2022	26 Crescent Ave, Amherst
US2022-058	US	610440 Close File	25-Aug-2022	26 Crescent Ave, Amherst
US2022-060				
US2022-060	US	610110 Received Unsightly Complain	06-Sep-2022	3 Blois Ave, Amherst
US2022-060	US	610120 Site Visit	13-Sep-2022	3 Blois Ave, Amherst
US2022-060	US	610240 First Warning	13-Sep-2022	3 Blois Ave, Amherst
US2022-060	US	610120 Site Visit	22-Sep-2022	3 Blois Ave, Amherst
US2022-060	US	610120 Site Visit	23-Sep-2022	3 Blois Ave, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-060	US	610270 Second Warning	23-Sep-2022	3 Blois Ave, Amherst
US2022-060	US	610120 Site Visit	14-Oct-2022	3 Blois Ave, Amherst
US2022-060	US	610120 Site Visit	25-Oct-2022	3 Blois Ave, Amherst
US2022-060	US	610440 Close File	27-Oct-2022	3 Blois Ave, Amherst
US2022-061				
US2022-061	US	610120 Site Visit	09-Sep-2022	28 Laplanche St, Amherst
US2022-062				
US2022-062	US	610110 Received Unsightly Complain	12-Sep-2022	172 South Albion St, Amherst
US2022-062	US	610120 Site Visit	14-Sep-2022	172 South Albion St, Amherst
US2022-062	US	610240 First Warning	14-Sep-2022	172 South Albion St, Amherst
US2022-063				
US2022-063	US	610110 Received Unsightly Complain	08-Sep-2022	109 East Victoria St, Amherst
US2022-063	US	610120 Site Visit	08-Sep-2022	109 East Victoria St, Amherst
US2022-063	US	610120 Site Visit	14-Sep-2022	109 East Victoria St, Amherst
US2022-063	US	610440 Close File	04-Oct-2022	109 East Victoria St, Amherst
US2022-064				
US2022-064	US	610110 Received Unsightly Complain	19-Sep-2022	107 Park St, Amherst
US2022-064	US	610120 Site Visit	21-Sep-2022	107 Park St, Amherst
US2022-064	US	610240 First Warning	21-Sep-2022	107 Park St, Amherst
US2022-064	US	610120 Site Visit	06-Oct-2022	107 Park St, Amherst
US2022-064	US	610220 Educational Material	17-Oct-2022	107 Park St, Amherst
US2022-065				
US2022-065	US	610110 Received Unsightly Complain	28-Sep-2022	3 Academy St, Amherst
US2022-065	US	610120 Site Visit	29-Sep-2022	3 Academy St, Amherst
US2022-065	US	610440 Close File	29-Sep-2022	3 Academy St, Amherst
US2022-066				
US2022-066	US	610110 Received Unsightly Complain	08-Sep-2022	19 Spring St, Amherst
US2022-066	US	610120 Site Visit	26-Sep-2022	19 Spring St, Amherst
US2022-066	US	610440 Close File	04-Oct-2022	19 Spring St, Amherst
US2022-067				
US2022-067	US	610110 Received Unsightly Complain	12-Sep-2022	127 East Victoria St, Amherst
US2022-067	US	610120 Site Visit	12-Sep-2022	127 East Victoria St, Amherst
US2022-067	US	610120 Site Visit	13-Sep-2022	127 East Victoria St, Amherst
US2022-067	US	610440 Close File	13-Sep-2022	127 East Victoria St, Amherst
US2022-068				
US2022-068	US	610110 Received Unsightly Complain	14-Oct-2022	1 Admore Ave, Amherst
US2022-068	US	610120 Site Visit	14-Oct-2022	1 Admore Ave, Amherst
US2022-068	US	610120 Site Visit	18-Oct-2022	1 Admore Ave, Amherst
US2022-068	US	610240 First Warning	21-Oct-2022	1 Admore Ave, Amherst
US2022-069				
US2022-069	US	610110 Received Unsightly Complain	19-Oct-2022	10 Spring St, Amherst
US2022-069	US	610120 Site Visit	20-Oct-2022	10 Spring St, Amherst

<i>File No</i>	<i>File Type</i>	<i>Process</i>	<i>Date Entered</i>	<i>Location</i>
US2022-069	US	610120 Site Visit	25-Oct-2022	10 Spring St, Amherst
US2022-070				
US2022-070	US	610110 Received Unsightly Complain	19-Oct-2022	5 Spring St, Amherst
US2022-070	US	610120 Site Visit	20-Oct-2022	5 Spring St, Amherst
US2022-070	US	610240 First Warning	20-Oct-2022	5 Spring St, Amherst
US2022-071				
US2022-071	US	610120 Site Visit	20-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610110 Received Unsightly Complain	20-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610120 Site Visit	24-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610120 Site Visit	24-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610120 Site Visit	25-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610120 Site Visit	26-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610120 Site Visit	27-Oct-2022	224 East Victoria St, Amherst
US2022-071	US	610440 Close File	27-Oct-2022	224 East Victoria St, Amherst
US2022-072				
US2022-072	US	610110 Received Unsightly Complain	24-Oct-2022	63 Church St, Amherst
US2022-072	US	610120 Site Visit	25-Oct-2022	63 Church St, Amherst
US2022-072	US	610240 First Warning	25-Oct-2022	63 Church St, Amherst
US2022-072	US	610120 Site Visit	25-Oct-2022	63 Church St, Amherst
US2022-072	US	610440 Close File	26-Oct-2022	63 Church St, Amherst
US2022-073				
US2022-073	US	610110 Received Unsightly Complain	21-Oct-2022	21 Poplar St, Amherst
US2022-073	US	610120 Site Visit	25-Oct-2022	21 Poplar St, Amherst
US2022-074				
US2022-074	US	610110 Received Unsightly Complain	21-Oct-2022	12 South Albion St, Amherst
US2022-074	US	610120 Site Visit	24-Oct-2022	12 South Albion St, Amherst

Total: 338

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: November 21, 2022
Subject: Edible Trees Grant

Staff submitted an “Edible Trees” grant application to Tree Canada and were successful in obtaining a grant in the amount of \$3,500 to plant and maintain edible trees.

The funding provided will allow staff to plant approximately 30 trees consisting of a variety of apples, pears, cherries, plums, peaches, and berries.

While all trees are beneficial to the environment the goal of this project is food security and poverty reduction. The trees selected for planting will provide a free healthy food source within in our community without any barriers.

The planting will take place in late spring 2023 and as per the funding agreement we will host a planting event that will recognize Tree Canada and its sponsor, The Brick, and promote the event on social media.

Staff are proposing to plant the trees in both Curry Park and Northern Telecom Park on Park Street.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: November 21, 2022
Subject: Beacon Street Park – Sponge Surface Repair

Council approved \$20,000 to repair the sponge surface at the Beacon Street accessible playground in the 2022/23 capital budget.

Staff have contacted numerous suppliers that specialize in installing sponge playground surfaces. The suppliers either do not carry the product to repair the sponge surface or would not quote on repairing the surface due to its age and condition. The cost to resurface the entire play area would be approximately \$125,000.

As such, staff have been investigating an alternative product to repair the surface. Staff are proposing the following in order have the repairs completed;

- The damaged areas in the sponge surface will be out and repaired with “Wood Carpet”. This product is made from engineered wood fibres and is promoted as being cost effective, environmentally friendly, and accessible.
- The supplier has offered to provide enough product to complete the repairs at no cost to the Town. Staff will install and compact the materials.
- This will be a good opportunity to evaluate the product for its durability and consideration for future projects.
- If the product performs well staff will recommend that the remaining sponge surface be removed and replaced with wood carpet. The cost to supply and install the wood carpet treatment at the Beacon Street Park would be approximately \$20,000. Town staff would be responsible for removing the sponge surface.



Task Report

Chief Administrative Officer

November 2022

Task Updates:

Task: Chignecto Isthmus

Moved By Councillor Fawthrop Seconded By Deputy Mayor Christie

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.

Update: Letter send to Prime Minister. Acknowledgement Received.

Status: Ongoing whenever possible. For reporting purposes the task will be closed.

Task: Homeless Shelter

Moved By Councillor Landry Seconded By Councillor Emery

That Council consider a meaningful financial contribution towards the establishing of an emergency shelter.

Update: 20221108 Request was approved. MOU was signed by the Town and sent to Cornerstone

Status: Closed

Task: LED Proposal

20220927 The BDO is working directly with LED to finalize the FCM application.

Monthly Report

Corporate Services

November 2022

ACCOUNTING

The March 31, 2022 consolidated financial statements were approved by Council on November 9th. These were delayed due to additional information required from CJSMA and the approval of CJSMA's financial statements. All required reporting to the province (financial statements, internal control letter and Financial Information Return (FIR)) relating to the 2021/22 fiscal year are now complete.

An RFP for Audit Services was released to the public on October 19th and closes on November 28th.

The second quarter financial report was presented to the Audit Committee on November 8th. Staff have started preparing the capital and operating budgets for the 2022/23 fiscal year.

Task Updates:

Task Motion: That Council approve the request to receive a donation of \$12,000 from the Dr. & Mrs. H.E. Christie Community Foundation Donation to fund a corresponding grant of \$12,000 to the Cumberland County Minor Hockey Association.

Update: Donation cheque of \$12,000 was received from the Dr. & Mrs. H.E. Christie Foundation. A corresponding grant of \$12,000 to the Cumberland County Minor Hockey Association was completed. The cheque has been picked up by CCMHA. Task complete.

Monthly Report

HR and Customer Service

November 2022

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 fifty (50) appeals are complete, four (4) outstanding, five (5) withdrawn. NSAAT 12 accts – six (6) complete and six (6) outstanding as of Nov 1/22.

Tax Certificates – there were 24 tax certificates requested in the month of Oct 2022.

Water/Sewer – Water/Sewer Bills have been completed for the 2nd quarter and sent out to customers, due November 30, 2022.

Flat Rate Water Bills have been completed and mailed to customers.

There have been 18 water meter appointments that required replacement and/or repair completed thus far, with more appointments booked.

2022 Tax Sale – Two (2) properties proceeding to tax sale were posted in the Cumberland Wire on November 9, 2022. The tax sale is scheduled for Tuesday, December 13, 2022.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Nov 1/22	Pending as of Nov 1/22	Withdrawn as of Nov 1/22	Outstanding Appeals as of Nov 1/22	Appeals Successful as of Nov 1/22	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	50	\$18,445,300	44	0	5	4	11	\$ 223,700	\$ -3,736	4
Commercial	9	\$7,246,500	6	0	0	0	4	\$ 354,400	\$ -15,842	2
TOTAL	59	\$25,691,800	50	0	5	4	15	\$578,100	\$-19,578	6

CUSTOMER SERVICE TRACKING – E11

There was a total of 65 opened cases in October and 56 cases closed. The category with the most opened/closed cases in October were related to Compost Bin Replacement/Repairs.

HUMAN RESOURCES

Land Use Planner: we are pleased to announce the arrival of Abiola Falaye as the Town's new Land Use Planner. Abiola began his role on November 3, 2022.

Director of Community Living: this competition closed on October 28, 2022. Screening and selection will begin in November.

HR Administrator: this competition closed on October 28, 2022. Screening and selection will begin in November.

Multi Sport Leader(s): this competition closed on November 1, 2022. A recommendation is forthcoming for two (2) new Multi Sport Leaders. Current Multi Sport Leader, Hannah Tower, has resigned her position. We wish Hannah all the best!

Internal CUPE Parks, Maintenance & Stadium Operator: this internal competition closed November 7, 2022. Screening and selection will take place in November.

Fire Fighter: a competition held in late June/early July was concluded with the appointment of current volunteer Fire Fighter, Tim Cook, being appointed to the position permanently. Congratulations Tim!

INFORMATION SERVICES (IS)

We were busy with all the everyday Desktop IT issues that occur in all the buildings for the Town of Amherst. Continued to update the Town's servers and applications. Installed a new virtual server at the fire department and moved FirePRO to it, connecting the client computers.

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
22-62	RFP	Solid Waste Collection	O	X	x		
22-64	RFP	Engineering Services - Stormwater Management	C	X	X		
22-58	RFP	DPB Roof Repair	C	X	x		
22-22	RFP	Audit Services	O	X			
22-76	OTH	Robb Complex - Roof - Still waiting on potential vendor	C	X	X		
22-78	RFP	Self-watering Planters	C	X	X		
22-60	RFP	Re-release of One Ton	C	X	X	X	CAO
22-35	OTH	Controller - Water	O	X	X	X	CAO
22-104	ALT	eScribe Meeting Manager & Storage	O	X	X	X	CAO
22-18	RFP	Parking Lot Snow Removal 2022	O			X	CAO
22-10	RFP	Air Compressor - AFD 2nd Release	O			X	CAO
22-46	RFT	Beacon Street - Infrastructure Renewal - To be Cancelled and re-released	C			X	Council
22-36	RFP	Supply and Installation of Generator System - Wellfield	C			X	CAO
22-50	RFP	Service Truck - Water	C			X	CAO
22-30	RFP	Fire Alarm Panel & Sprinkler Inspection & Maintenance	O			X	CAO

Monthly Report

Operations

November 2022

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

RECREATION & HORTICULTURE

- Dickey Park washroom is open daily 8:00am to 5:00pm.
- The walking track is open daily from 7:00am to 9:00pm.
- Replacement parts for the stadium elevator have been ordered and are expected to arrive the week of Dec 5th, with repairs expected to be completed by Dec 9th
- Fencing for the small dog park area at dickey park has been completed. The gates and signage should be completed for an expected opening date of November 14th.
- All flowerbeds have been cleaned out and have been replanted with bulbs that will flower in the spring.
- New decorative lighting, which consists of an 18' pre-lit Christmas tree and 2 x 8' selfie frames has been delivered and will be installed for the annual holiday light up.
- Trail maintenance has been ongoing for the past month.
- The outdoor rink on Victoria Street will be assembled in early December
- Last day of work for seasonal recreation employees will be November 18th.

PUBLIC WORKS

- Unidirectional flushing is complete as is the winterizing of fire hydrants.
- Quarterly meter reading was completed in October and related meter repairs for high/low consumption is ongoing.
- The foot bridge at the little league field as been moved to accommodate the new playing field. The walking trail will be extended and the bridge deck will be repaired in November.
- The new walking trail from Willow Street to Abbey Road is now complete, some cleanup remains as well as the installation of the two foot bridges to replace the temporary culverts.
- Capital paving and contracted patching are 95% complete and will be complete by the end of the month.
- Preparations for the annual holiday light up and Christmas parade are underway.
- Salt trucks and snow removal equipment are ready for service when needed

Task Updates:

Task: 20220627 Council – Smith McCrossin Lease Agreement

Update: Council authorized the signing of the new lease with ESM. She has requested a large sign for her office be located on the building and is refusing to sign the lease until that is placed. Staff have drafted a memo for Council's discussion. In the meantime, the rent is being paid.

Status: In Progress

Task: 20220228 Council – Wellfield Generator

Update: Generator has been delivered to the supplier, Total Power Limited. They adding the fire extinguisher, spare tire, and toolbox. Supplier to advise on completion and delivery date. Delivery is now expected the week of November 21, 2022.

Status: In Progress

Monthly Report

Police Services

November 2022

TRAINING

Crisis Negotiator Training: From October 3rd to the 7th APD hosted a Crisis Negotiator Course with the assistance of Monique Rollins and CCI (Canadian Critical Incident Inc). Crisis negotiators play an important role in de-escalating incidents and in planning operations and are an essential part of the critical incident team. 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 trained 5 of our members including Sgt Galloway, Sgt Graham, Cpl McNair, Cpl Walsh and Cpl Hebert.

Search Warrant Training: October 24th -28th: Cst Wayne Gillam, who has been assigned to the Cumberland Integrated Street Crime Enforcement Unit, attended the 5-day 'Search Warrant' course that covers all the basics of writing judicial authorizations for any kind of investigation. The course ensures that not only can the candidates write a warrant, but have a full and complete understanding of the requirements for each kind of warrant. This course fully prepares candidate for the work completed in the Street Crime Unit.

Source Management Course: October 16th to 20th: Cst Wayne Gillam, attended the 'Source Management Course' hosted by H Division RCMP. This 5-day course covers the essential principals and protocols around proactive source development and management paying close consideration to legal issues, tactical behavior and the psychology of influence and persuasion as well as the source payment process. As an information led unit, the development and handling of confidential human sources is critical to success for the Street Crime Unit.

OPERATIONAL

Major Crime Unit: Our Major Crime Unit continues to dealing with a very high number of tasks and are extremely busy. For 3 weeks during the month of October, Sgt Aaron Graham was temporarily moved from patrol to the Major Crime Unit to assist with the backlog of tasks and files in the MCU task que. Many of the outstanding tasks include multiple warrants, preparing court files and disclosure, interviews and reviewing an enormous amount of data from investigative files and warrant results. Sergeant Graham returned to patrol on November 4th. With the current resources to MCU, we are able to respond to priority complaints, but remains difficult to keep on top of the work generated and assigned by the unit and it is very difficult to be proactive.

Homelessness: Amherst Police are still dealing with homelessness issues on a regular basis, but such calls are usually concerning one or two individuals on a very regular basis. As compared to 140 homelessness related calls in August, we had 93 in September and 58 such calls in October.

Identity Fraud Update: The APD Major Crime Unit is continuing the investigation that resulted in several people being arrested on September 29th in relation to the fraudulent ordering and delivery of a truck. As a result of the search of a residence, police have confirmed that fentanyl was seized during the incident both during the search as well as during the personal search of two of the subjects. This highlights the increased risk for the public and our officers due to the volatility of fentanyl and the requirement for protocols to mitigate risk such as Narcan Kits and proper PPE. The members are also actively dealing with numerous stolen/located identification cards which have already resulted in more fraud investigations being opened and actively pursued. The investigation is continuing as there are numerous exhibits to be examined which will result in additional investigations to be opened and charges being laid.

Halloween – October 31st: Halloween was a success this year with very few calls for service and made for an opportunity for our members to mingle with the public and do proactive foot patrols in high traffic areas. Social media posts on our Facebook page documented some of the contact our members had with many of the kids out trick or treating.

Drug Charges – October 19th: The Cumberland County Integrated Street Crime Enforcement Unit (SCEU) arrested an adult male as part of an ongoing investigation. SCEU conducted a traffic stop on a vehicle on Crescent Ave and arrested a 41-year-old Amherst man. During a search of his vehicle, police located and seized Cocaine. The man was later released on conditions and will appear in Amherst Provincial Court on March 27, 2023 at 9:30 a.m. He will be charged with Possession of Cocaine for the Purpose of Trafficking. The investigation is continuing.

Stabbing – October 17th: Police responded to a complaint of a stabbing on October 17th at approximately 10:50pm that an adult male had been stabbed during an altercation with another man. During the investigation, officers received a second call that provided more information about the stabbing and resulted in the arrest of 24-year-old Riley Fillmore (Coish). The injured male was taken to the Cumberland Regional Health Care Centre where he was treated for serious but non-life-threatening injuries. Fillmore/Coish was charged with aggravated assault and possession of a weapon following an investigation. Fillmore was remanded into custody but later released by the courts on conditions. He is scheduled to appear in Amherst provincial court on a later day to answer the charges.

Weapons Charges – SCEU: On October 12, the Cumberland County Integrated Street Crime Enforcement Unit (SCEU) conducted a search warrant in Springhill that yielded a number of weapons which included a loaded rifle, a loaded shotgun, ammunition and edged weapons which included a home-made ‘battle axe’ and a machete. A 32-year-old male and a 25-year-old male, both from Springhill are facing numerous charges as a result of the incident.

Break and Enter – October 5th: As a result of an ongoing complaint from a property owner, Amherst Police conducted a property check at a building on Industrial Park Drive which led to the arrest of 40-year-old Vincent Porter. As a result of this incident, Porter was charged with break and enter, assaulting a police officer, resisting arrest, damage to property and breach of probation. Porter remains in custody at this time as a result of the charges.

Theft of Wire – October 3rd: Amherst Police arrested and charged 55-year-old Wayne Porter in relation to the theft of wire from Nova Scotia Power. As a result of a complaint of the theft from the Power Trucks that had been parked at a local motel on South Albion Street, police, with the assistance of the public, were able to quickly locate and arrested the subject and recovered a large amount of stolen copper. The stolen wire was destined for power restoration efforts as a result of Hurricane Fiona. Porter was held in custody and appeared in court but was later released on conditions and is scheduled to appear in court to answer to the charges on a later date.

OPERATIONAL STATS – OCTOBER 2022

Occurrences:	572	Criminal Code Charges:	83
Impaired by Alcohol:	3	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	14	PPA:	5
HPA:	0	Traffic Written Warnings:	3
Vehicle Checks:	59	LCA:	1
Foot Patrol Hours:	8 hrs 50 min	Bike Patrol Hours:	0
Parking Tickets:	12	Warnings:	3

TASK UPDATES

Task: Marsh Trail ATV Issues: That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.

Update: Public Works has replaced most of the lock boxes and completed work on barricades. Most gates are now locked and work is progressing as planned.

Status: In Progress

Task: Yield Sign Review: Review and possible replacement of Yield Signs in town

Update: Public Works has confirmed that the last request for changes at 4 locations has been completed once they received the signs. Will start preparing for the next round of proposed reviews/changes

Status: In Progress

Task: Noise By-law changes

Update: Changes were made last year to the MV Act to allow municipalities to make by-laws that can deal with inspection issues (i.e. – use of decibel readers). This is a huge undertaking in regards to determining what courts will expect in regards to testing procedures and controlled environments. Halifax Regional is looking into this and it may be helpful to see what they develop and utilize as criteria for equipment, training and appropriate testing. To discuss further with the CAO

Status: In Progress

Task: Taxi By-law - Suggested changes to current bylaw

Update: Have been looking at this in depth and had to dig into UBER. At this time, only Halifax has made adjustments as a result of UBER and it appears that no other municipalities have turned their minds to this. There have also been several changes to the Liquor Control Act that we may need to keep in mind. Aside from that, there are several loop-holes that a bylaw cannot cover (Taxis' that either bring people into town or bring them out of town)

Status: In Progress

Monthly Departmental Report

Fire Department

November 2022

RESPONSES (October)

Town of Amherst – 15 events

- 2 Smoke alarm activations
- 2 Smell of smoke / Air quality check
- 6 Monitored alarm activations
- 1 Flu fire
- 1 Hazardous materials
- 1 Garbage can fire
- 1 Rescue of Animal
- 1 Vehicle fire

Contract area (District 2) – 7 events

- 1 Smell of smoke / Air quality check
- 4 Motor vehicle accidents
- 1 Monitored alarm activations
- 1 Vehicle fire

NEW FIRE APPARATUS – AERIAL PLATFORM

The new aerial platform is well into production and will be completed in the coming weeks. Chief Jones is receiving weekly updates from the supplier. The picture to the right shows a picture of the unit in production. Later this year, this unit will start its 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.



PROFESSIONAL DEVELOPMENT

Recruit Fire Fighter Training - Our recruit firefighters have completed the in-house basic fire fighter training program. The next phase of their program will focus on redefining their skills and preparing them for additional skills and knowledge testing. Presently, we are trying to coordinate final training at the Nova Scotia fire school and level 1 firefighter testing.

Leadership Development Day – On October 29th the leadership team of the Amherst fire department took part in a full day leadership development day. This included a morning focused on leadership and coaching that was facilitated by an outside source; followed by an afternoon focusing on leadership and operational skills development.

EVENTS

Memorial Service - On October 9th the fire department held its annual memorial service. Annually, this is an opportunity to pause and remember those we have lost, with the utmost of gratitude and respect.

Annual Firefighters' Banquet - On November 5th the fire department held its annual banquet. This was the first full scale banquet since Nov 2019. I am extremely proud how the team pulled together the banquet on very short notice and made it a great success. This is an opportunity each year to look back on the past year and acknowledge the years of service and efforts that the members of the Amherst fire department put forth.

Pumpkin Patrol - Members of the Amherst fire department participated in the annual pumpkin patrol event. Fourteen members and three vehicles participated in this year's event.

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.

TASK UPDATES

Task: No open tasks at this time

Monthly Report

Planning & Strategic Initiatives

November 2022

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

The PAC met November 7th where the committee met with Upland Planning to discuss various subjects to inform the draft Land Use Bylaw. A draft MPS and LUB is expected from the consultant by the end of November.

Public hearings were held on October 20th for a Development Agreement for a three-building apartment complex, and a rezoning of property at Flemming Street and Paradise Avenue. Follow-up memos on these items are included in this package, and Council will be asked to consider 2nd and final reading of both items at the regular Council meeting on November 28, 2022.

The Dangerous or Unsightly Property Administrator has provided their semi-annual report, which is included in this package.

As noted above, new MPS and LUB drafts are anticipated to be complete by the end of November. If timing permits, the drafts will be presented to the PAC in December. Updates and related documents remain available at planamherst.ca.

Our new Land Use Planner, Abiola Falaye, started on November 3rd. He brings to the town extensive international educational and work experience in planning and environmental management. Abiola is also a recent graduate of the GIS program at the NSCC Centre of Geographic Sciences. As such, he is able to help fill the gap left by the retirement of the Town's former GIS Technician.

Regarding the Community Centre Feasibility Study, potential partner and user group engagement activities have been taking place wrapping up in November. A meeting with the study consultant and the steering committee is scheduled for December 6th. This will be an opportunity for the consultant to present what they learned from data collection, potential partner and user groups input opportunities, and get feedback on potential facility components, building footprints and locations.

The Business Development Officer (BDO) continues to engage the business community via BREI visits and meetings with existing and potential businesses. A host of supporting workshops and business engagement opportunities continue to be arranged, including:

- The Cumberland Business Connector (CBC) has released the 2022 Youth Entrepreneurship Challenge on October 21st, closing on December 20th. The challenge is offered to youths in school, up to Grade 12. The CBDC and NS Works are supporting this program with visits to ARHS to discuss entrepreneurship and encourage participation.

- On December 1st the CBC will be releasing the Cumberland Business Challenge for Entrepreneurs 18 years and older.
- The United Way of Colchester hosted an informal Meet and Greet at the Community Credit Union Business Innovation Centre on Monday, November 14th from 1:00 – 3:00 pm.
- On November 16th there was a Mind Your Business workshop for both Unincorporated and Incorporated Businesses on what to keep in mind as they prepare for Tax season.
- The NS Department of Labour, Skills, and Immigration is developing a Workplace Education initiative to provide area businesses with in-house education upgrade programs for their employees.
- On November 21st Members of Team Cumberland will be hosting a second informal meet and greet for the business community titled a Small Business Thank You Reception from 9:00 AM to 10:30 AM at the NSCC Springhill Campus.
- That afternoon there will be a follow-up Mind Your Business Workshop for the Tourism Community along the Bay of Fundy coast at the Parrsboro Hall.

The BDO attended the NS Regional Enterprise Networks, Partners for Progress Conference in Wolfville NS. The conference gathered a network of economic developers across Nova Scotia to discuss economic challenges and the strategies the RENs are applying in each of their different regions.

TOA Tourism and Promotional literature updates have been completed and have been distributed to various locations and organizations to update their stock.

A New Business Recognition certificate was presented to T.M. Beauty Bar on October 24th.

The Amherst Chamber of Commerce is in the process of a name change and rebranding; however, as they are federally incorporated under the Board of Trade Act they continue to operate as the Amherst & Area Chamber of Commerce but will cease at such time Industry Canada signs off on the change. This is expected by end of 2022. Concurrently, they are also co-promoting themselves as the new Cumberland Chamber of Commerce.

The Amherst Downtown Business Association (ADBA) held its first organizational event at the Amherst Theatre on October 29th. This cooperative event with the Amherst Theatre was well attended with 170 participants. The ADBA continues to explore ways to collaborate with TOA scheduled events and is developing business participation programs such as business light-up support funding to enhance the TOA Christmas lighting and a community gathering event at the Havelock Park on December 10th. Staff have shared the future lineup of events into 2023 for future planning. The ADBA Board of Directors is scheduled to present to Town Council at the November Council meeting.

The new TOA-owned Electric Vehicle Charging Station installation was completed by the intended date of October 31st, 2022. System commissioning and consumer usage rate structure is pending upon assistance from the product vendors. Planning for marketing the EV system upon completion is in progress.

The BDO continues to actively participate and support the ongoing effort to open a temporary shelter over the coming winter months organized by the partnership of the WETS Task Force.

Included in this package is a memo regarding the Hotel Levy, and a memo regarding the Gritty to Pretty Funding program.

Task Updates:

Task: LED Proposal for new 'Smart LED Streetlights'

Update: The BDO provided feedback on the FCM application content to LED Roadway in early November, and is waiting to receive the revised draft. This item has been delayed due to an LED staff illness.

Status: Ongoing

Task: Lord Amherst Drive Renaming to Ancestral Drive

Update: An update letter was sent to all businesses and property owners to advise them of the larger signs planned to ease navigation and schedule the name change for February 10th. Canada Post, first responders and NS Civic Addressing have been notified. Public Works are arranging sign installation.

Status: Ongoing

Task: Blain Street and Ottawa Avenue Acquisitions

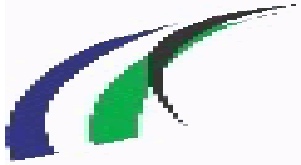
Update: The RFP for the Blaine property redevelopment closed on November 18th.

Status: Ongoing

Task: Hotel Levy Report

Update: A report on this subject is part of the November COW agenda.

Status: Ongoing



PERMIT APPLICATIONS

For the Month of October

<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>
D2022-076	25342213	138 South Albion St	0	Construction	Commercial	Ground Sign	50.00	14,000.00
D2022-077	25454752	150 Robert Angus Dr	0	Construction	Commercial	Ground Sign	50.00	1,700.00
C2022-078	25344441	143 South Albion St	0	Renovate	Commercial	Permanent Sign	50.00	32,000.00
C2022-079	25015256	44 Clifford St	0	Construction	Garage/Carport/Shed	Garage	86.00	20,000.00
C2022-080	25023136	46 Laplanche St	0	Construction	Garage/Carport/Shed	Porch/Patio	53.00	7,500.00
C2022-081	25462094	7 Sherwood Crt	0	Construction	Garage/Carport/Shed	Shed	63.00	7,000.00
Total	6		0				352.00	82,200.00

D I S T R I C T S

<i>Building Type</i>		Total
Commercial	3	3
Garage/Carport/Shed	3	3
Total	6	6

Summary of Estimated Value by District

	82,200.00
Total	82,200.00

Summary of Estimated Value by Building Type

Commercial	47,700.00
Garage/Carport/Shed	34,500.00
Total	82,200.00

Monthly Report

Community Well Being

November 2022

Marketing & Events

- Worked on graphics for the Accessibility Plan for the Community Well Being Manager
- Planning for Holiday Events
- Light Up – Hired East Coast Carolers – Logistics with PW on Light Up
- Parade – Logistics Meetings with PW, APD, Y's Men – Float Preparation for Council
- Tree for Boston – Hired Entertainment, refreshments, Logistics
- Cookie Crawl – Ordered cookies, Ticket sales
- Designed Graphics for all events
- Updating Community Calendar and Website
- Created a shop-local campaign for Cumberland Wire and Social Media
- Coordinated with The Legion , the Remembrance Day Ceremony – Social Media content
- Initial Call out for Volunteers for 2023
- Attended the Downtown Business Association meeting

Active Living

- Interviewed and hired two new Multi-Sport Coordinators
- Multisport continues with Orienteering and Tennis for the upcoming month

Accessibility

- Did agendas, attended meeting for Accessibility committee meetings
- Made presentations to Lions Club, Y's Men, Zonta and Legion
- Incorporated feedback from community consultations, worked with MarCom to finalize strategy and presented to Accessibility committee

Diversity

- Compiled agenda and attended D and I committee meetings
- Worked on agenda items as discussed at the meetings
- Updated Draft strategy with UNESCO goals and developed community consultation Strategy

PRAC

- Attended Community forum on housing
- Developed agenda and attended meetings for PRAC
- Worked on agenda items outlined at the meeting
- Met with MITACS rep to discuss collaboration
- Set meetings with NSCC re: tutoring program
- Worked on updating draft strategy for the PRAC committee

AYTC

- Organized initial meeting to establish roles and responsibilities
- Worked with TOA staff to get pictures taken, bios done and emails set up
- Attended second meeting to help establish goals and objectives for the year

Other

- Attend meetings as Town rep on the Shelter Task Force

Task Updates:

<p>Task: That Council direct staff to prepare a letter to senior governments advocating for a guaranteed basic income for citizens and authorize the Mayor to sign on Council's behalf. Update: The letter was drafted and sent this month Status: Closed</p>
<p>Task: Flag raising policy Update: The existing Proclamations and Flag Raising policy has been amended to reflect the issue of what flags are automatically displayed and how to request a specific flag raising and is on the COW agenda for November Status: In progress</p>
<p>Task: New Downtown Business Association request to present Update: The Downtown Business Association will present at the November Council meeting at 6pm Status: In Progress</p>
<p>Task: AYTC Representation at Council Update: The AYTC will be represented at the November Council meeting to deliver their report Status: Closed</p>
<p>Task: Community Support Grants Update: Grant presentation occurred last month. Those who were not in attendance received their cheque in the mail Status: Closed</p>
<p>Task: Stadium Elevator/Accessibility Committee Update: Staff provided an update on the status of the elevator at the committee level, including estimated arrival of the part required to repair it. Committee appreciated the update Status: Closed</p>

Task: Banners

Update: Operations staff installed the 9 banners the Legion had in reserve prior to November 11th. Staff have prepared a new Street Banner policy for Councils review in November that will increase the number of banner spaces to 80
Status: In Progress

Task: Cornerstone request - Assistance

Update: Request was approved. MOU was signed by the Town and sent to Cornerstone
Status: In progress

Task: Town of Amherst Website

Update: We are currently identifying what we have, and would like to have in a new website design, keeping accessibility and user friendly in mind. We are putting together some parameters for requesting quotes. We are discussing how to do this to be "procurement compliant" with staff. As we do not have anyone on staff who is familiar with website development, this is taking some time.
Status: In progress

Task: NSCC Presentation

Update: Representatives from NSCC will attend the November Council meeting to update us on the successes of the scholarship program
Status: Closed

Task: Northern Region Agreement

Update: 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. Followed up with Brenda on October 4th, agreement still not signed by all parties.
Status: In Progress

Task: Navigator Agreement

Update: The Town of Amherst has signed the agreement and sent it to the County for signature.
Status: In Progress

Task:

Update:
Status:

Monthly Report

Solid Waste Education and Enforcement

November 2022

Social Media

Focus for the month was on our “What Goes Where” posts, Household Hazardous Waste Events, and Waste Reduction Week Events.



Household Hazardous Waste (HHW) Fall Event

The fall HHW event was held in Amherst on October 22nd at the Amherst Fire Hall. Over 125 residents stopped in to dispose of their hazardous materials.

Education & Enforcement Contracts/Agreements

Reports and invoices were submitted to Divert NS for Region 3's Education and Enforcement funding contracts.

Waste Reduction Week

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

Sports Equipment Swap: a number of items were dropped off for the equipment swap, however we were hoping to have a larger turnout for the swap portion of the event. Moving forward, the sports swap will take place in the month of September prior to the startup of hockey season.

Community Costume Swaps: Two costume swaps were held during the week. Lots of costumes were dropped off and staff were pleased with the turnout for the event.

Solid Waste Hotline

The Solid Waste Hotline continues to be busy receiving ~400 calls per month.

Litter project

Staff are working on trying to enhance public sorting at the Amherst Stadium. Staff are looking at purchasing new containers, improved signage, and are also working on promotional messaging using the theme “Put Waste In Its Place”.

Solid Waste Collection Contract

Staff are currently reviewing the proposals for the joint RFP for Residential Three Stream Solid Waste Collection Services.