



Town of Amherst
Committee of the Whole

Date: **Monday, December 19, 2022**
Time: **3:00 pm**
Location: **Council Chambers, Town Hall**

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1. Call to Order	
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5.	In Camera	
5.1	Approval of In Camera Agenda	
5.2	Approval of In Camera Minutes	
5.2.1	November 21, 2022	
5.2.2	November 28, 2022	
5.3	MGA 22(2)(c) - personnel matter	
5.4	MGA 22(2)(c) - personnel matters	
5.5	MGA 22(2)(e) - contract negotiations	
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6.	Adjournment	



Town of Amherst
Committee of the Whole
Monday, December 19, 2022

Consent Agenda

MOTION:

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

- 1.3 Approval of Minutes**
- 2.1 2023 Meeting Dates**
- 3.1 Sustainable Communities Challenge Fund Application**
- 3.3 Strategic Priorities Update**
- 4.1 Financial Services Monthly Report**
- 4.2 HR and Customer Service Monthly Report**
- 4.3 Operations Monthly Report**
- 4.4 Police Department Monthly Report**
- 4.5 Fire Department Monthly Report**
- 4.6. Planning & Strategic Initiatives Monthly Report**
- 4.7. Community Well-Being Monthly Report**
- 4.8 Solid Waste Education and Enforcement Monthly Report**

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

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

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

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Police Chief
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Corporate Services
Krista Crossman, Director, 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 at 4:00 p.m.

1.1 Approval of Agenda

Moved By Councillor Emery

Seconded By Councillor Baker

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of the Consent Agenda

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

To approve the consent agenda as circulated.

MOTION CARRIED

1.3 Approval of Minutes - October 17, 2022

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

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

That the minutes of the October 17, 2022 Committee of the Whole be approved as included in the agenda package.

MOTION CARRIED

2. Presentations

2.1 Cumberland Business Connector Presentation

Jonathan McClelland presented on behalf of the Cumberland Business Connector.

3. Council Direction Requests

3.1 Requests for Proclamations and Flag Raising Ceremonies Policy Amendments

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

That Council forward the proposed amendments to the Requests for Proclamations and Flag Raising Ceremonies Policy #10350-14 to the Inclusion, Diversity and Equity Committee for review.

MOTION CARRIED

3.2 Street Banner Policy

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That Council forward the new Street Banner Policy #XXXXX back to staff to consult with the Legion regarding the future of the veteran banner program.

MOTION CARRIED

3.3 December Meeting Date

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

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

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.

MOTION CARRIED

3.4 Territorial Acknowledgement

Staff to discuss this policy with the Inclusion, Diversity and Equity Committee to confirm the use of the word Mi'kmaw and if it is still appropriate.

Moved By Councillor Davidson

Seconded By Councillor Emery

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.

MOTION CARRIED

3.5 Hotel Levy

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That staff be directed to reach out to the Municipality of Cumberland County, the Town of Oxford and hotels in the Cumberland region to discuss this issue further.

MOTION CARRIED

3.6 Appointment of Development Officer

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

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

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.

MOTION CARRIED

3.7 Gritty to Pretty Program

Moved By Councillor Baker

Seconded By Councillor Emery

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.

MOTION CARRIED

4. Information Items

4.1 2nd Reading - Development Agreement Application - Brown/Mosher

Staff were directed to reach out to the developer to discuss the development of building B first, and how this would affect their development plans.

4.2 2nd reading - Land Use Bylaw Amendment Application - Rezoning Fleming/Paradise

Approved as part of the consent agenda. Information item only; no direction given or action required at this time.

4.3 Strategic Priorities Update

Approved as part of the consent agenda. Information item only at this time; no direction given or action required.

4.4 Dangerous/Unsightly Premises Semi-Annual Report

Approved as part of the consent agenda. Information item only at this time; no direction given or action required.

4.5 Tree Canada Edible Tree Grant

Approved as part of the consent agenda. Information item only; no further direction at this time.

4.6 Beacon Street Park Sponge Repair

Information item only at this time.

4.7 CAO Task Report

Approved as part of the consent agenda. Information item only; no direction given at this time.

5. Monthly Reports

The following monthly reports were approved as part of the consent agenda; information items only:

5.1 Corporate Services

5.2 HR and Customer Services

5.3 Operations

5.4 Police Services

- 5.5 Fire Services
- 5.6 Planning and Strategic Initiatives
- 5.7 Community Well Being
- 5.8 Solid Waste Education and Enforcement

- 6. In Camera**
Moved By Councillor Emery
Seconded By Deputy Mayor Landry
That the Committee move to an In Camera session.

MOTION CARRIED

- 7. Adjournment**
Moved By Councillor Fawthrop
Seconded By Deputy Mayor Landry
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, Municipal Clerk

DATE: December 19, 2022

SUBJECT: 2023 Meeting Dates

ORIGIN: 2023 Holidays

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 December 19, 2022 regular meeting of Council approval to change the February 2023 Committee of the Whole meeting date from Monday, February 20, 2023 to Tuesday, February 21, 2023 due to the Heritage Day holiday, change the May 2023 regular meeting of Council date from Monday, May 22, 2023 to Tuesday, May 23, 2023 due to the Victoria Day holiday, and further change the December 2023 regular meeting of Council date from Monday, December 25, 2023 to Monday, December 18, 2023, and further reschedule the December 18, 2023 Committee of the Whole to start at 3:00 p.m. instead of 4:00 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: In 2023, Heritage Day falls on Monday, February 20, our regular Committee of the Whole day, Victoria Day falls on Monday, May 22, our regular Council meeting day, and Christmas falls on Monday, December 25, also our regular Council meeting day. Typically, Council will choose to just reschedule by 1 day, for minimal disruption. That is the recommended option, however Council may reschedule any of these meetings to other dates at their discretion.

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





COMMITTEE OF THE WHOLE

CDR# 2022086

Date: December 19, 2022

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

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: No social justice implications.

ALTERNATIVES: Council may choose any other dates, or choose to allow the existing schedules meetings to remain.

Report prepared by: Natalie LeBlanc, Deputy Clerk

Report and Financial approved by:



MEMORANDUM

TO: Mayor Kogon and Council

From: Kim Jones, Director/Municipal Clerk

Date: December 19, 2022

Subject: Committees

Staff have compiled a list of all our committees, broken down by the categories of legislated, internal, external and joint committees.

As you can see, some are recommended for review and/or repeal.

LEGISLATED	
Accessibility Advisory	Keep
Board of Police Commissioners	Keep
Joint Occupational Health and Safety Committees	Keep
Planning Advisory Committee	Keep
INTERNAL	
Amherst Youth Town Council	Keep
Audit Committee	Keep
Committee of the Whole	Keep
Community Arts Council	Recommend to repeal
Heritage Advisory Committee	This is essentially PAC now. Pending MPS review will determine
Inclusion, Diversity and Equity Committee	Keep
Tree Advisory Committee	Recommend to repeal policy and establish procedure
Downtown Business Advisory Committee	Recommend repeal. Committee no longer exists
EXTERNAL	
Cumberland Public Libraries Board	Keep
L.A. Animal Shelter	Keep
Municipal Alcohol Project	Review. Establish what our responsibilities/expectations are under this group
Senior Safety Advisory	Review. Establish what our responsibilities/expectations are under this group
YMCA	Keep
JOINT	
Poverty Reduction Advisory	Keep
CJSMA	This will eventually be repealed

Community Centre Steering Committee	Keep
Intermunicipal Tourism Committee	Cmte still exists within MCC but is inactive at this time.
Joint Councils	Keep but review TOR
Northern Region Solid Waste	Keep
Regional Emergency Management	Keep
North Tyndal Wellfield Advisory	Keep but review TOR

Those identified for immediate repeal include Community Arts Council Policy, Tree Advisory Committee, and the Downtown Business Advisory Committee. None of these committees have been active for several years. If Council is in agreement we will bring these forward in January 2023 for repeal.

Staff also propose bringing the Municipal Alcohol Project and Seniors Safety Committee review back to Council by April 2023, if not sooner.

The North Tyndal Wellfield Advisory TOR review is tentatively scheduled for April 2023 and we would recommend the Joint Councils TOR be reviewed at the next Joint Councils meeting.



COMMITTEE OF THE WHOLE

CDR# 2022087

Date: December 19, 2022

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jeff Bacon, Business Development Officer

DATE: December 19, 2022

SUBJECT: User Fee Policy Amendments

ORIGIN: 2022-23 Operating Budget

LEGISLATIVE AUTHORITY: Municipal Government Act, section 84 allows council to make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That Council forward the following changes to the User Fee Policy to a January 2023 meeting of Council for approval:

Services/Products – Operational Services		
Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included

BACKGROUND: The Town of Amherst has installed an Electric Vehicle Charging Station behind Town Hall on 98 Victoria St. The station is able to charge two vehicles and has dedicated parking spaces for each charger allowing simultaneous charging. To activate and use the charger, each vehicle operator is charged an hourly user fee. This new Electric Vehicle Charging Station user fee will need to be included in the Town’s User Fee Policy.

DISCUSSION: Through discussions with comparable station owners in both private and public sectors and a review of standard industry user fees throughout the Maritimes, it is recommended a user fee of \$1.50 per hour, taxes included, for electric vehicle charging stations be added to the User Fee Policy. Details of the review are in the attached memorandum. This new user fee line item would be included under Operational Services, under the Section Services/Products – Operational Services, in the policy.

Upon activation, station usage monitoring will measure the number of connections, power consumption, and time-of-day use. The station functionality allows owners to adjust the operational time of use and user fee rates at any time. If it is determined adjustment to the user fee is necessary, based on usage, requests to amend the user fee policy will be submitted to Council.



FINANCIAL IMPLICATIONS: This new user fee will provide an additional source of revenue for the Town. Station functionality requires an annual Cloud Access subscription and a transaction fee charge of 10%. With these costs, tax adjustment, and the cost of the power consumption from the station usage, it is to be determined the amount of revenue that will be gained.

COMMUNITY ENGAGEMENT: A press release will be issued announcing the availability of the station.

ENVIRONMENTAL IMPLICATIONS: The advancement of the Electric Vehicle industry benefits the shift from the need for fossil fuels. A large increase in the availability of EV charge stations is needed for this transition.

SOCIAL JUSTICE IMPLICATIONS: Demonstrating how the Town of Amherst is adopting new technologies to support environmental and climate change initiatives draws attention to the issues and builds community awareness.

ALTERNATIVES:

1. Council does not include the user fee as stated.
2. Council could request additional changes to the Policy.

ATTACHMENTS: Memorandum; User Fee Policy with Amendment

Report prepared by:

Report and Financial approved by:

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Annual Review of User Fees**

Minutes reference date:	30 April 2007	29 October 2007	18 April 2008
	28 May 2009	26 April 2010	24 May 2011
	23 May 2012	01 May 2013	30 April 2014
	12 June 2015	25 May 2016	03 October 2016
	23 January 2017	23 May 2018	15 May 2019
	25 May 2020	22 June 2020	27 September 2021
	08 June 2022		

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the *Municipal Government Act*, in the Town’s Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of the Schedule shall rest with the department to which a fee applies. Any additions/deletions to the Schedule will be updated by the Executive Office. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town’s Bylaws, Policies and Procedures more efficient and to determine the impact on each year’s projected revenues during the budget process. By combining all of the fees in one document, the review will be more visible and complete.

Corporate Services		
SERVICE/PRODUCT/ADMINISTRATIVE	FEE	HST STATUS
Photocopies	.25/copy	Plus HST
Tax Certificates	\$50.00	HST Exempt
NSF Cheques	\$20.00	HST Exempt

By-Law Fees Collected by Corporate Services		
C-4 Dog-By-Law, Schedule A		
Dog License spayed/neutered	\$15/yr	HST Exempt
Dog License un-spayed/un-neutered	\$30/yr	HST Exempt
Lost Tag Replacement	\$15	HST Exempt
Dog-1 st Impoundment	\$30	Plus HST
Licensed Dog-2 nd Impoundment	\$70	Plus HST
Licensed Dog-3 rd & Subsequent Impoundments	\$100	Plus HST
Unlicensed Dog-Impoundments	\$100	Plus HST
Maintenance fee – Impoundment period	\$15/per day	Plus HST
C-11 False Alarms - After 2nd Notice	\$50/alarm	HST Exempt

Operational Services		
It is not the intention of the policy to rent Town of Amherst equipment to the general public; these rates and the availability of this equipment are contemplated for use by commercial concerns only.		
Equipment Charge out Rates	Rate per Hour	HST Status
Backhoe	\$93.00*	Plus HST
Loader	\$97.25	Plus HST
1-ton trucks/Service trucks	\$44.23*	Plus HST
3-5 ton trucks	\$66.00*	Plus HST
Street Sweeper	\$115.00*	Plus HST
Trackless	\$70.00*	Plus HST
Sewer Camera	\$100.00*	Plus HST
Line Locator	\$50.00*	Plus HST
Hole Hog	\$45.00*	Plus HST
Vermeer Brush Chipper	\$60.00*	Plus HST
Steamer	\$30.00*	Plus HST
Trash Pump	\$15.00	Plus HST
Diaphragm Pump	\$15.00	Plus HST
Line Painter	\$115.00/hour	Plus HST
Overhead charges extra – see procedure		
* Price includes one operator and fuel during normal working hours; overtime labour rates are extra.		

Operational Services By-Laws		
D-3 Wastewater Discharge By-Law		
One Connection	\$750.00	HST Exempt
Storm Sewer Connection (if done at the same time as sewer connection)	\$250.00	HST Exempt
D-19 Sanitary Sewer Rates By-Law		
Residential Metered Customers	\$.99 m ³	HST Exempt
Commercial/Industrial/Institutional metered customers	\$.49 m ³	HST Exempt
Annual Base Charges – Meter Size		
5/8"	\$72.00	HST Exempt
3/4"	\$108.00	HST Exempt
1"	\$175.00	HST Exempt
1.5"	\$344.00	HST Exempt
2"	\$545.00	HST Exempt
3"	\$1,085.00	HST Exempt
4"	\$2,000.00	HST Exempt
Annual Non-metered Mobile Home Park Owner	\$178.53 /dwelling unit/year	HST Exempt
Uniform Charge for Wastewater Treatment Facility for unmetered mobile homes billed on the property Tax Bill	\$72.00/yr	HST Exempt

Solid Waste Rates		
Solid Waste Collection billed on Tax Bill	\$185.00/yr	HST Exempt
Replacement Green Bin (Composter)	\$95.00	Plus HST
Replacement White Kitchen Compost (Bucket)	\$5.00	Plus HST

Services/Products – Operational Services		
Electric Vehicle Charging Station User Fee	\$1.50/hr	HST Included
Street Breaking Permit (Policy 31600-08)	\$500.00	Plus HST
Commercial Sewer Service (Policy 31600-14) Estimated by Engineer and final adjustment when work is done	Cost of Service	Plus HST

Planning and Development Department		
Zoning Confirmation Letter	\$50.00	HST Exempt
Copy of Land Use Bylaw or Municipal Planning Strategy	\$20.00	HST Exempt
Copy of Zoning Map (11 x 17)	\$5.00	HST Exempt
Copy of Zoning Map (50 cm x 60 cm)	\$10.00	HST Exempt
Application to Amend the Land Use Bylaw	\$200.00	HST Exempt
Application for a Development Agreement	\$200.00	HST Exempt
Application to Amend the Municipal Planning Strategy	\$300.00	HST Exempt
Application for a Variance or Site Plan	\$75.00	HST Exempt
Creation of Mapping Document	\$60.00/hr(including 10 lineal metres of maps)	Plus HST
Print Existing Map – less than 50 cm x 50 cm	\$25.00	Plus HST
Print Existing Map – more than 50 cm x 50 cm	\$50.00	Plus HST

Building Permits		
New residential buildings, community centres, churches	\$50.00 + \$0.12 per square foot	HST Exempt
New Commercial, Industrial or other building not listed	\$50.00 + \$0.17 per square foot	HST Exempt
All alterations or repairs	\$50.00 + 0.25% of value	HST Exempt
Decks, accessory buildings and farm buildings	\$50.00 + \$0.04 per square foot	HST Exempt
Demolition	\$20.00	HST Exempt
Permit Renewals	\$50.00	HST Exempt
Development Permit	\$50.00	HST Exempt

Police Department		
Commissioner of Oaths Signing	\$15.98	HST Exempt
Criminal Record Check/Vulnerable Sector for Amherst citizens to participate as volunteers for community organizations.	Waived	N/A
Criminal Record Check	\$30.00	Plus HST
Criminal Record Check for Amherst citizens to participate as volunteers for community organizations	Waived	N/A
Serial # Verification (homemade trailers)	\$25.00	Plus HST
Fingerprints (for non-criminal reasons)	\$50.00	Plus HST
Accident Reports	\$25.00	Plus HST
Community Room Rental	\$125.00/day \$75.00/half day	Plus HST
C-9 Taxi By-Law, Schedule E		

**TOWN OF AMHERST POLICY
Annual Review of User Fees – Schedule A**

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Taxi Cab License	\$25/yr	HST Exempt
Taxi License Transfer	\$10	HST Exempt
Taxi Driver License	\$20/yr	HST Exempt
Taxi Driver License Replacement	\$10	HST Exempt
Taxi License Photo	\$10.00	Plus HST

Fire Department		
Firefighter	\$20.00/hour	HST Exempt
Apparatus	\$200.00/in use; \$100.00/standby	HST Exempt
Standby Jaws of Life Alarm	\$350.00	HST Exempt
Meters	\$50.00/hr	HST Exempt
Saws	\$50.00/hr	HST Exempt
Lighting System	\$25.00/hr	HST Exempt
Generator	\$25.00/hr	HST Exempt
Foam – All Types	\$185.00/jug	HST Exempt
Specialized Suits – Hazmat	Replacement cost	HST Exempt
PPE (bunker gear)	Replacement cost	HST Exempt
Fire Extinguisher Training	\$300.00 up to 15 people	Plus HST
Fire Inspections	\$75.00/hr	Plus HST
Inspection Confirmation Letter	\$50.00	HST Exempt

Recreation

Ice Time/Stadium								
The rates below are per hour plus HST.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
Early Time 6:30-8:30am	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$128.00
Fair Time 8:30-5:00pm	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	-	-	\$128.00
Prime Time 5:00-12:00am	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00
Youth Time Monday-Sunday	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00

Youth Time Rates Include:

- Groups affiliated with Amherst Skating Club; or
- Groups affiliated with another skating club; or
- Groups affiliated with Skate Nova Scotia and/or Skate Canada who are **18 years old and younger.**

- Groups affiliated with Cumberland County Minor Hockey; or
- Groups affiliated with another minor hockey association; or
- Groups affiliated with Hockey Nova Scotia or Hockey Canada who are **18 years old and younger.**

- Groups affiliated with Ringette Nova Scotia; or
- Groups affiliated with Ringette Canada who are **18 years old and younger.**

- Community groups who don't reside in the Town of Amherst and are **18 years old and younger.**

Photocopies/Stadium (Policy 72000-06)		
8 ½ X 11 (Town Paper)	\$0.10/copy	Plus HST
8 ½ X 14 (Town Paper)	\$0.15/copy	Plus HST
11 X 17 (Town Paper)	\$0.25/copy	Plus HST
8 ½ X 11 (own paper)	\$0.05/copy	Plus HST
8 ½ X 14 (own paper)	\$0.05/copy	Plus HST
11 X 17 (own paper)	\$0.10/copy	Plus HST

Ballfield User Policy (Policy 72300-01)		
Lights	\$18/diamond/game	Plus HST
Tournament Fee	\$100/day	Plus HST
Tournament Lights	\$30/day	Plus HST

Stadium Advertising Rates plus artwork, design and production*		
Ice logos	\$400.00	Plus HST
Dasherboard	\$400.00	Plus HST
Wall Signage (4X6)	\$400.00	Plus HST
Ice Making Machine	\$2,500.00	Plus HST
Red and Blue Line – per line (not per side)	\$100.00	Plus HST
Stairs Kick Plates	3 for \$150.00	Plus HST
Score clock Small	\$600.00	Plus HST
Score clock Large	\$850.00	Plus HST

*In addition to the advertising rate, the customer will be responsible and invoiced for all cost(s) associated with the creation of artwork, design, production & installation if applicable. Actual quote will be provided at the time the service is requested.

Off Season Stadium Rentals		
Rink Floor Only	\$50.00 per hr or \$630.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Entire Facility including meeting rooms, team rooms	\$70.00per hr or \$790.00 per day (8:00a.m. to 12:00a.m. midnight)*	Plus HST
Extra Employees	\$25.00 per person per hour	Plus HST
2 nd Floor meeting room and lounge	\$50.00 per hour or \$150.00 per day	Plus HST

Beer/Liquor Concession Robb Centennial Park (Policy 72300-05)		
Concession only. NSAGA requirements responsibility of organizing committee	\$100.00/day	Plus HST

*Includes one employee during that time

Community Credit Union Business Innovation Centre			
Rental Fee	Daily	1/2 Day	Hourly
Conference Room	\$400.00	\$250.00	\$80.00
Conference Room – Community	\$240.00	\$150.00	\$48.00
Boardroom	\$125.00	\$80.00	\$25.00
Boardroom – Community	\$75.00	\$48.00	\$15.00
Hub	\$75	\$50	
Hub – Community	\$45	\$30	
Evening & Weekend Surcharge			\$20.00
Evening & Weekend Surcharge – Community			\$12.00
Sound & Lighting Technician			\$30.00
Sound & Lighting Technician – Community			\$18.00

*HST shall be applied and be in addition to all rates noted for the Community Credit Union Business Innovation Centre

Municipal Government Act Fees – FOI-POP Section 466, MGA
The fees charged for access to information under Part XX of the MGA (Freedom of Information and Protection of Privacy) shall be in accordance with the Freedom of Information and Protection of Privacy Regulations of Nova Scotia, as amended from time to time.

Note: “All rates and charges with respect to the Amherst Water Utility will be in accordance with the schedule of rates for water and water services as approved by the Utility and Review Board of Nova Scotia from time to time and as reflected in the Order of the Board.”

MEMO

Date: December 5, 2022
 To: Jason MacDonald, CAO, Andrew Fisher, Director, Planning & Strategic Initiatives
 From: Jeff Bacon, Business Development Officer
 Re: Electric Vehicle Charging Station User Fee Rate

This memorandum is to provide a summary of the current electric vehicle charging station user fee rates around the Maritimes and recommendations for amendment of the Town of Amherst User Fee Policy.

The Electric Vehicle (EV) industry in Canada has grown significantly over the last 4 years but there has been nominal growth in Atlantic Canada. In 2021 alone, 93.4% of new zero-emission vehicles were registered in Canada’s three largest provinces. However, over 2022 there has been a significant interest in the investment of Electric Vehicle infrastructure motivated by funding programs like the EV Boost program by the Clean Foundation.

Through investigation of average user fee rates charged by existing stations in both the private sectors and public sectors in the 3 Maritime provinces and conversations with neighboring municipalities participating in funding programs and manufacturer’s representatives, the below summary tables were developed.

<u>MUNICIPAL ENTITY</u>	<u>LOCATION</u>	<u>CHARGE RATE PER HOUR</u>
	<i>NOVA SCOTIA</i>	
Town of Truro		\$1.50/hr for first 2 hours then \$10/hr after
Municipality of the County of Antigonish		\$1.50
Berwick		\$1.50
West Hants Regional Municipality		\$1.50
	<i>PEI</i>	
City of Summerside		\$1.75
Town of Alberton		\$2.00
City of Charlottetown		\$3.00 or \$4.00
	<i>NEW BRUNSWICK</i>	
City of Saint John		\$0.25
City of Moncton		\$1.50
City of Fredericton		\$1.50

*The locations of these EV charging stations are at Town/City Hall or Municipal Center

<u>PUBLIC OR PRIVATE ENTITY</u>	<u>LOCATION</u>	<u>CHARGE RATE PER HOUR</u>
	<i>NOVA SCOTIA</i>	
Citadel Hill Parks Canada		FREE
STFX University		\$1.00
Lunenburg Station 1 FD		\$1.05
Canada Post Membertou – Nova Scotia		\$1.33

Heatherton Community Centre		\$1.50
Antigonish Motel Inn And Suites		\$1.50
Shell Yarmouth		\$1.50
Best Western Bridgewater		\$1.50
Mahone Bay Fire Hall		\$1.50
Mahone Bay Centre		\$1.50
*There are 6 additional stations in Mahone Bay Area with a user fee rate of \$1.50		
CKF Inc.		\$1.50
West Hants Regional Sports Complex		\$1.50
Sobeys Elmsdale		\$1.50
Sobeys Digby		\$1.50
Sobeys Liverpool		\$1.50
Needs Shelburne		\$1.50
Needs Stellarton		\$1.50
	<i>PEI</i>	
EFFICIENCY PEI		\$2.00
Commercial Home Hardware in North Rustico		\$2.00
Cornwall North River Fire Hall		\$2.19
	<i>NEW BRUNSWICK</i>	
NB Liquor - Oromocto Cannabis Building		\$1.50
NB Power Fredericton head office		\$1.50
NBCC Fredericton		\$1.50

The findings show the typical user fee being charged by providers averages between \$1.50/hr to \$2.00.

The province of Prince Edward Island has a higher average of \$2.00 to \$3.00 with their largest provider of stations, Efficiency PEI, having multiple charge stations across the province at a fee of \$2.00 per hour.

The City of Charlottetown has adapted their fee to be time of day and weekday and weekend based to charge between \$3.00 and \$4.00 per hour.

The City of Fredericton station users will be charged \$1.50 per hour to use the chargers, with the city to receive about 70 percent of that revenue, while N.B. Power keeps the rest. The city offers an annual subscription that can also be purchased for \$150.

In the City of Saint John, Saint John Energy manages their electrical distribution and their EV charging station network and applies a user fee of \$0.25 per hour.

The provincial utility NB Power states their user fee at their City of Fredericton main headquarters as \$1.50 per hour but does not state this fee at their other locations across the province. Irving Fuels does not display the user fee rates of their EV charging station network as well.

In NS, the adoption of EV charging stations is slowly starting to increase by municipalities with the current consensus using a rate of \$1.50 per hour. In the case of the Town of Truro, they apply the \$1.50 per hour rate fee for the first 2 hours of usage but then increase the fee to \$10 per hour. From discussions with the Town of Truro and the review of station providers across the Maritimes, it was admitted this \$10 per hour rate increase is not common among providers and most do not apply this rate increase.

In the private sector, the Empire Company has the largest offering EV Charging stations at their NEEDS and Sobeys locations across NS at the rate of \$1.50 per hour.

From this review and comparison, it is the recommendation of staff to apply a user fee rate of \$1.50 per hour taxes inclusive. If over the course and time it is determined this rate fee is required to change, the EV Charging station functionality allows the Town of Amherst to adjust this rate fee and its application at any time with the approval of the Council.



COMMITTEE OF THE WHOLE

CDR# 2022090

Date: December 19, 2022

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: December 19, 2022

SUBJECT: Housing Infrastructure Investment Policy

ORIGIN: Council's direction to stimulate housing construction in light of the current housing shortage being experienced in Amherst.

RECOMMENDATION: That the attached Housing Infrastructure Investment Policy be forwarded to a January 2023 meeting of Amherst Town Council for consideration and approval.

BACKGROUND: The Town of Amherst is experiencing a housing shortage as we emerge from the COVID-19 pandemic. This shortage is impacting the ability of our local businesses and service providers to hire much needed workers. Business leaders, health care providers and more are telling us that more housing of all types and tenures is needed in the Town.

DISCUSSION: Notwithstanding the above need for housing, there is very little in the way of new subdivision developments within the Town. Some of the reason may be attributed to the fact that most of the undeveloped land is owned by a few landowners who may not be highly motivated to develop their property. In addition, we are told that the high cost of street and associated infrastructure is a deterrent to new subdivision development.

In order to help incentivise new development, the Town is prepared, on a case-by-case basis, to temporarily fund all or a portion of the infrastructure needed to bring new housing opportunities to market. Council will only consider such arrangements when:

1. Council is of the opinion that there is a housing shortage within the town and infrastructure is required to meet the housing demand;
2. The Town has the financial capacity to fund such infrastructure;
3. At the sole discretion of Council, a satisfactory agreement can be negotiated that provides the Town with adequate security and minimal investment risk;
4. The Town retains the right to decide if Town human and equipment resources will be utilized to build / install any or all infrastructure within the development, as well as the amount to charge the property owner for that work; and
5. Any decision to utilize Town resources in four (4) above will take into consideration the impact that the project will have on other capital projects or operational requirements for the Town.



FINANCIAL IMPLICATIONS: There are significant financial implications to the implementation of this policy. In most cases it will require the Town to incur expenses of hundreds of thousands of dollars. In most, if not all cases, payback arrangements will be agreed to, but there will always be some amount of risk. In general, with risk mitigation built into each agreement, and over the long term, there is significant opportunity to grow our tax base in a meaningful way, in addition to having our initial invest paid back in full.

SOCIAL JUSTICE IMPLICATIONS: Improving housing options may impact housing affordability. More housing will also help deal with labor shortages in health care and social services.

ENVIRONMENTAL IMPLICATIONS: As with most infrastructure projects, greenhouse gas emissions will be increased due to construction. However, as new developments are located within a dense (small town) urban environment having more people live closer to work, services and leisure activities will reduce long term greenhouse gas emissions compared to developments outside the urban core of our community.

COMMUNITY ENGAGEMENT: As these agreements are negotiated on a case by base basis, fulsome community engagement is not possible.

ALTERNATIVES: Do not adopt the Housing Infrastructure Investment Policy or adopt the policy with amendments.

ATTACHMENTS: Draft Policy

Report prepared by:

Report and Financial approved by:

TITLE: HOUSING INFRASTRUCTURE INVESTMENT POLICY
SECTION: Executive Operations
POLICY NO.:

REFERENCE/DATE: SEE VERSION LOG

POLICY STATEMENT

It has become widely recognized in 2022 that the Town is experiencing a significant shortage of housing supply in all segments of the residential real estate market. In order to incentivize new housing development, the Town will consider, on a case-by-case basis, entering into an agreement with a land owner to temporarily fund all or a portion of new street and / or underground infrastructure required and intended to provide housing within the Town.

PURPOSE

To incentivize new residential development within the Town to address the current housing shortage.

APPLICATION

Town Council will consider entering into agreements with property owners who intend to bring new housing developments to market when, in the sole opinion and discretion of Council:

1. there is a housing shortage within the town and new streets and / or infrastructure are required to meet the housing demand;
2. the Town has the financial capacity to fund such infrastructure;
3. a satisfactory agreement can be negotiated that provides the Town with adequate security and minimal investment risk.

Any such agreement entered into by the town will contain:

1. Roles and responsibilities of each party;
2. Schedule of street and / or infrastructure construction;
3. Schedule and terms of payback of the Town's investment;
4. Terms and conditions of development, construction and lot sales as applicable;
5. Any other terms and conditions required to ensure the Town is not undertaking undue risk;
6. Any other terms and conditions, which at the sole discretion of Council, are in the best interests of the Town of Amherst.

The Town retains the right to refuse to enter into any agreement for any development, in any location, for any reason.

TITLE: HOUSING INFRASTRUCTURE INVESTMENT POLICY
SECTION: Executive Operations
POLICY NO.:

REFERENCE/DATE: SEE VERSION LOG

The Town retains the right to decide if Town human and equipment resources will be utilized to build / install any or all infrastructure within the development, as well as the amount to charge the property owner for that work.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor and Council	The Mayor and Council will: <ol style="list-style-type: none"> Upon recommendation of the CAO, provide direction to the CAO in regards to commencing, continuing and ending negotiations Retain sole authority to enter into any agreement that has been negotiated Maintain strict confidentiality and do not engage with property owners when contacted during negotiations.
Chief Administrative Officer	The CAO: <ol style="list-style-type: none"> Will determine opportunities to apply this policy Has the authority to negotiate on behalf of the Town Council Will update Council throughout the negotiation(s) May seek legal and other professional advice when required Will make a recommendation to Town Council regarding the agreement
Directors & Managers	Directors and Managers will: <ol style="list-style-type: none"> Provide advice and information to the CAO as required
Policy Owner	The policy owner (see version log) is responsible for reviewing the policy on an annual basis for relevancy and potential updates.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0				

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: December 19, 2022

SUBJECT: Greenspace Beside Town Hall

ORIGIN: The Amherst Legion has requested Council to consider designating the property beside Town Hall as a park to honour veterans.

RECOMMENDATION: That Committee of the Whole direct the CAO to establish a working group of key staff, Councillor Lisa Emery and members of the Amherst Legion to determine how the Legion would like to see the park used for this purpose and to develop a preliminary concept plan for the park's layout, design and use.

BACKGROUND: Members of the Amherst Legion have reached out to the Town to request that the greenspace beside Town Hall be utilized as a park for veterans. They note that the Cenotaph at Victoria Square is designated for those who have 'paid the ultimate sacrifice' and veterans that have returned from duty do not have any place in the local area to reflect on and remember their sacrifices and colleagues with whom they served.

DISCUSSION: This green space has never been officially designated as a park, nor has it been named. In recent years the wall of Town Hall has had the 'Veterans Mural' placed on it and the 'Vimy Ridge Oak Tree' has been planed there. As such it has become unofficially known as 'Veterans Park'.

If Council is interested in pursuing the Legion's request, a working group should be established to ensure that any further additions to and uses of this space reflect the wishes of the Amherst Legion as well as the vision of the Town of Amherst. Some key concepts for consideration would include:

1. A park name
2. Park infrastructure
3. Monument(s)
4. Inclusive of all veterans and people
5. Accessibility for all people
6. Other uses, both programmed and passive

The 'deliverable' of the working group would be a recommendation to Council on the above considerations and any additional related issues that the group determines.



FINANCIAL IMPLICATIONS: There are no immediate financial impacts to the establishment of the working group, however outcomes of the project could lead to capital upgrades to the site.

SOCIAL JUSTICE IMPLICATIONS: Working with our local Legion to determine how best to utilize this space to honor our veterans in an inclusive and accessible manner has positive social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to the establishment of the working group.

COMMUNITY ENGAGEMENT: The working group is a good example of proactive community engagement.

ALTERNATIVES: Do not establish the working group and decide on the future use of this site in an alternate manner.

ATTACHMENTS: n/a

Report prepared by:

Report and Financial approved by:

Town of Amherst Accessibility Plan



Background

- 2017 Nova Scotia Disability Act
- Access by Design 2030
- Provincial Accessibility Standards
- Municipal Requirements
- Community Consultation

Community Consultation

- Initiate survey of community stakeholders
- Engage in public meetings
- Presentations to community groups
- Telephone interviews with key stakeholders

Key areas of focus

- Awareness
- Goods and Services
- Information and Communication
- Transportation
- Employment
- Built environment

Community feedback

Questions to consider:

- 1 What are the barriers to accessibility
- 2 What are the top priorities
- 3 What is already working well
- 4 Other stakeholders

Results

185 residents including 7 community service organizations

68.7% of respondents were persons with a disability

31.3 % family member, caregiver

22.4% employed with organization that works with disabled

64.2 % were over the age of 46

47.8 % mobility, 31.3% pain, 20.9% hearing 19.4 Intellectual

86.6 % identified sidewalks, 71.6 % crosswalks, 40.3% streets,

16.4% parks and lighting

Successes

- Accessible events downtown, redesign of Victoria Square, low cost events
- Increasing accessible areas of playgrounds
- Council Chambers (accessibility, new technology, recorded meetings)
- Funding for CCTS, increase number of sidewalks and trail systems
- Adaptive work stations and potential assistive technology
- Installation of elevators, accessible walkways and picnic tables at parks

Next steps

- Consolidation of data from surveys and community forums
- Draft of accessibility plan
- Accessibility committee reviewed the strategy
- Prioritize the actionable items
- Accessibility committee approve the plan
- Present to Directors
- Present to Council

Thank you!



Amherst
NOVA SCOTIA

Town of Amherst Accessibility Strategy

December 2022



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Welcome

The Town of Amherst is a diverse community that is striving to be equitable and inclusive.

As part of that effort, we are committed to working towards a community where every citizen, every visitor, no matter their age, ability or gender, has equitable access to our buildings, programs and services.

Our long-standing commitment towards building a barrier-free society has resulted in many improvements to our community over the years, such as the creation of accessible buildings and trails, the live-streaming of our council meetings and more. With the advent of the new Nova Scotia Accessibility Act, which recognizes accessibility as a human right and aims to make Nova Scotia an accessible province by 2030, the Town of Amherst has established an Accessibility Advisory Committee and directed it to establish an accessibility strategy that would help guide us in our effort to become a more accessible community.

To this end, the committee has consulted with the community through a survey and meetings with various stakeholders. We have listened. Using the input we received from our citizens, we have developed an accessibility strategy for the Town of Amherst that we believe is flexible enough to meet our ever-changing world while providing more than adequate guidance as together we work towards our goal of achieving an equitable and inclusive community that is barrier-free.

I would like to thank the committee and the town staff for their contributions in developing this strategy.

I would also invite everyone to read the Town of Amherst Accessibility Strategy and to work with us to create an accessible, barrier-free community in which we all love to live, work and play.



Councillor Dale Fawthrop
Accessibility Advisory Committee
Chair

Our Vision: A community that is built for everyone

In our community, it is important that all citizens have the opportunity to participate in a barrier-free society. To that end, we believe in equitable access for community living and participation by all regardless of age, ability or gender. Further, it is important that dignity and independence be a pillar of our way of thinking, acting and planning, ensuring that everybody is treated equitably, based on their needs and abilities.

During the learning phase of this strategy development, it was paramount to us that we hear from as many persons as possible with a “lived experience,” especially those who face barriers to accessibility. Only then can we appreciate and rectify the gaps in our built environment, goods and services, communications and programs.

Throughout the development of this plan our focus remained firm on how we can remove and/or prevent barriers, thereby understanding and ultimately adhering to the requirements of the Nova Scotia Accessibility Act.





Understanding Disability in our Province

It is important to understand disability in the context of our Province of Nova Scotia. According to Statistics Canada, 30% of Nova Scotians aged 15 years and older identify as having at least one disability. That is nearly 230,000 Nova Scotians. This is the largest percentage of any Canadian province. It emphasizes the important need for municipalities to take an active role in improving accessibility in their communities.

Additionally, Nova Scotia seniors, those 65 and older, account for 20% of people who have a disability.

This percentage will increase to about 25% of the population by 2030. Since older adults are more likely to experience barriers than younger people, the number of Nova Scotians with disabilities will rise as our population ages.



Nova Scotia Accessibility Act

In 2017, Nova Scotia became the third province in Canada to pass accessibility legislation. This serves as a testament to our province's commitment to become a more equitable and accessible province. The Accessibility Act recognizes accessibility as "a basic human right" and aims to make Nova Scotia an accessible province by 2030.

The goal of the Accessibility Act is to prevent and remove barriers that restrict people with disabilities from fully participating in society. It enables the government to develop standards for accessibility and outlines responsibilities for some public sector bodies, including municipalities.

The full Accessibility Act can be found at the following website:
www.nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf



“Disability” versus “Barrier”

In the Act, a disability is defined as “a physical, mental, intellectual, learning or sensory impairment, including an episodic event that, in interaction with a barrier, hinders an individual’s full and effective participation in society.”

A barrier is defined in the Act as “anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.”

The government’s strategy for achieving an accessible province by 2030 is described in Access by Design 2030.

Digital link to Access by Design 2030:

www.novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf



Provincial Accessibility Standards

Provincial standards will be developed for the following areas:

- **Goods and Services:** It will be important to ensure that people with disabilities have equitable access to goods and services.
- **Information and Communication:** It will be important to ensure that all people can receive, understand and share the information they need.
- **Transportation:** It will be important to consider the transportation needs of community members and to make it easier for everyone to get to where they need to go.
- **Employment:** It will be important to make workplaces accessible and to support people with disabilities in finding meaningful employment.
- **Built Environment:** It will be important to ensure public buildings, streets, sidewalks, and shared spaces are accessible to people of all ages and ability.
- **Education:** It will be important to make the education system accessible to all students, from early childhood to post-secondary levels.

As described in Access by Design 2030, a plan is in place to develop and implement these standards over several years. Municipalities and other affected sectors will be consulted before each standard is enacted.

These standards will first apply to the Government of Nova Scotia, then to municipalities and other prescribed public sector bodies and later to other organizations. The standards for the Built Environment and for Education are currently under development.

Other standards will be implemented in subsequent years (in an order to be determined).



Our Requirements as a Municipality

Under the Accessibility Act, municipalities and villages are prescribed to do the following:

1. Establish an Accessibility Advisory Committee. (completed)
2. Develop an accessibility plan within one year. (in progress)

Further, the Act states accessibility plans must be updated every three years.



Our Guiding Principles

- We commit to fostering a culture of accessibility, encouraging the prevention and removal of barriers to participation, thereby building capacity in these areas among municipal staff, Amherst Town Council members and the public.
- The principles that have guided this process should remain as priorities as we work to implement this plan.
- We will work towards equitable access for all members of our community.
- It is essential to include first-voice perspectives or lived experience of people with disabilities in the creation of this plan, actions and decision-making processes.
- Strive to understand, be compassionate and meet the needs of people who face accessibility barriers.
- Strive to identify, remove and prevent barriers in our community according to the requirements of Nova Scotia's Accessibility Act and the needs of our citizens.
- As new standards are introduced and new technologies become available, we will review and update this plan to ensure its relevance. As such, this plan should be interpreted as a living document.
- Continue to collaborate with other municipal units, the Accessibility Advisory Committee, the Nova Scotia Accessibility Directorate and community partners to advance this plan and work towards improved accessibility in our communities.



Community Consultation

The Accessibility Committee undertook public consultation efforts from May through October 2022. Despite the challenges created by the COVID-19 pandemic, the committee heard from 185 residents and seven community organizations on the issue of accessibility through an online survey, presentations to community groups, visits to senior’s complexes, phone calls, emails and informational interviews.

Summery results

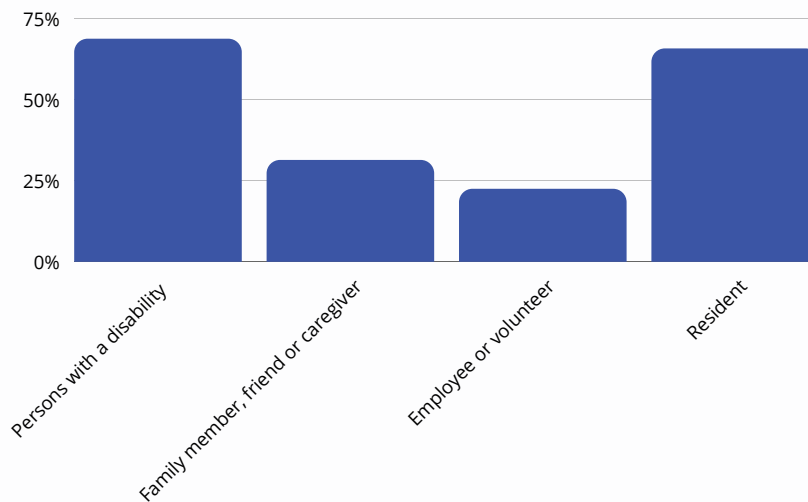
Respondent demographics

68.7% Persons with a disability (visible or invisible)

31.3% Family member, friend or caregiver of a person with a disability

22.4% Employed or volunteer at an organization that provides services to people with disabilities

65.7% Resident of the Town of Amherst



Graph 1. Respondent Demographic

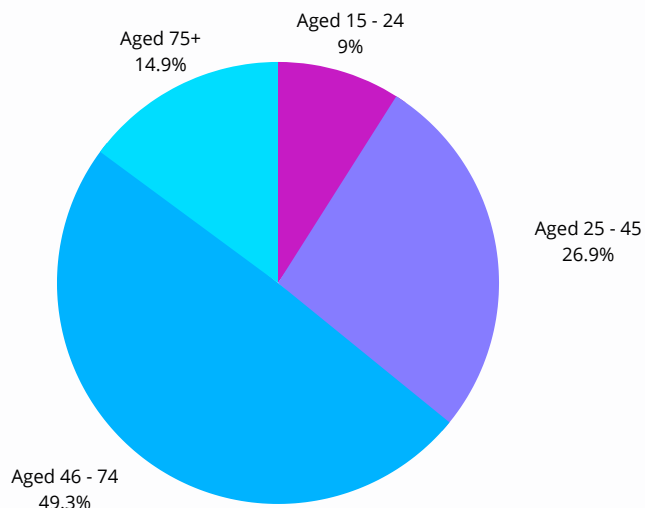
Age of respondent

9% aged 15-24

26.9% aged 25-45

49.3% aged 46-74

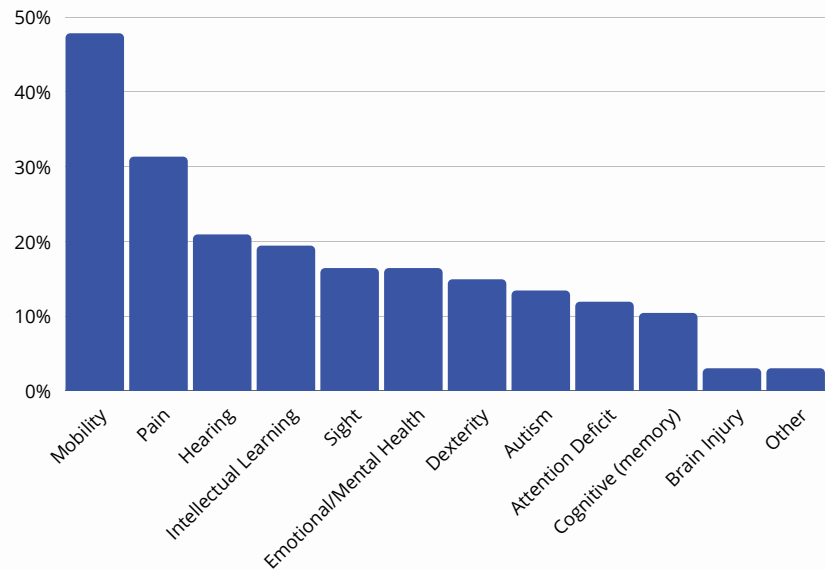
14.9% aged 75+



Graph 2. Age of Respondent

Type of disability

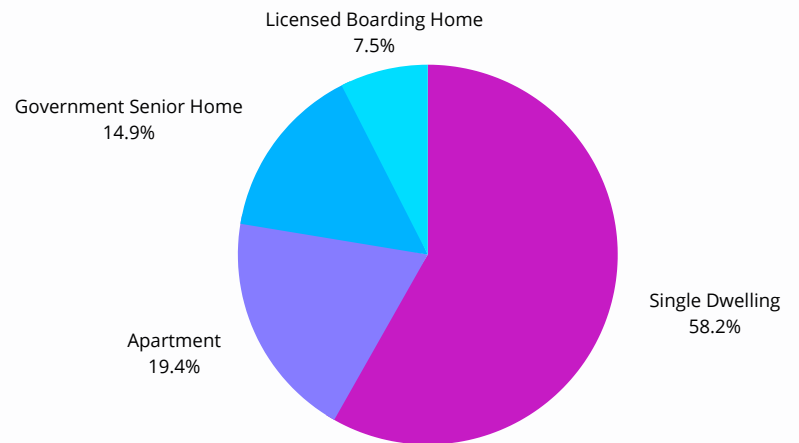
- 47.8% Mobility
- 31.3% Pain
- 20.9 % Hearing
- 19.4% Intellectual Learning
- 16.4 % Sight
- 16.4% Emotional/Mental Health
- 14.9% Dexterity
- 13.4% Autism
- 11.9% Attention Deficit
- 10.4% Cognitive (memory)
- 3% Brain Injury
- 3% Other



Graph 3. Disability Type

Housing situation

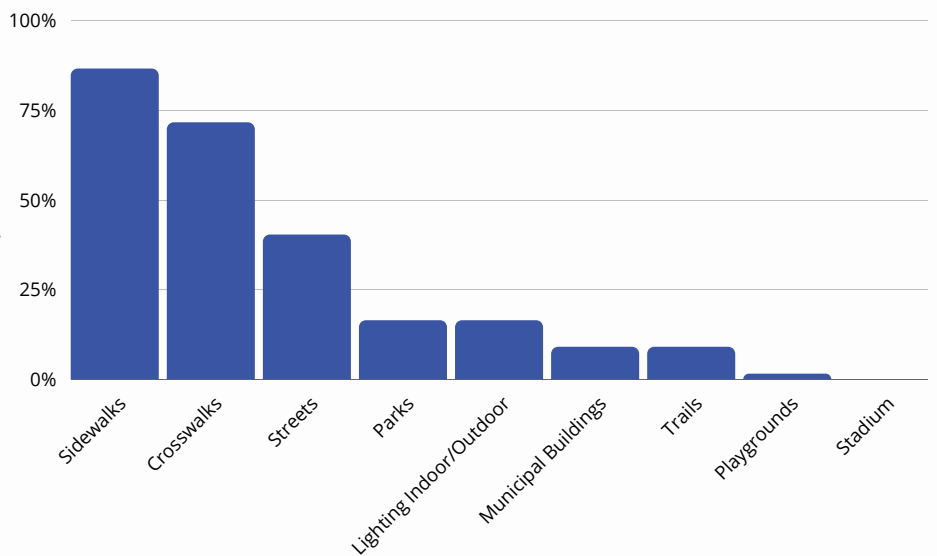
- 58.2% Single Dwelling
- 19.4% Apartment
- 14.9% Government Senior Home
- 7.5% Licensed Boarding Home
- 0% Nursing Home
- 0% Private Boarding Home



Graph 4. Housing Situation

Barriers Identified

- 86.6% Sidewalks
- 71.6% Crosswalks
- 40.3% Streets
- 16.4% Parks
- 16.4% Lighting Indoor/Outdoor
- 9% Municipal Buildings
- 9% Trails
- 1.5% Playgrounds
- 0% Amherst Stadium



Graph 5. Barriers Identified

Qualitative data: Comments from the Survey

"In 2021 I was legally blind (due to cataracts). The downtown sidewalks, crosswalks, and streets were atrocious for navigating (in one day I'm sure I almost tripped nearly a dozen times). Steps are also a hazard unless they are marked with high visibility paint/tape (a huge thank you to those areas). I have since had two surgeries and am no longer legally blind, but I will never forget the fear of immobility."

"Your question is asking about physical spaces and not the environment of the spaces I.e. lighting and sounds Something being too loud and too busy of a design are also barriers to participation. If you're thinking beyond physical barriers, think layout, flow, noise, lighting. Example does there need to be tvs on in the foyer of town hall?"

"Bandstand, anything other than first floor of stadium and Town Hall, ramp to Town Hall is difficult to access in manual chair, sidewalks are uncomfortable to navigate in any wheelchair (manual or power) because of the bumps, and along East Victoria the sloped driveways make wheeling along the sidewalk hard and potentially dangerous in slippery winter weather."

"Sidewalks are uneven, crossings lights not long enough when walking."

"Sidewalks downtown are difficult to walk on with cane or walker, uneven surface lots of places to trip and fall."

"Yes, although the brick side walk is very nice looking it's extremely uncomfortable and dangerous to those of us with mobility issues."

"Town hall staff could not tell me if the building was wheelchair accessible or not."

"Some sidewalks should be lowered for wheelchair/walker/cane users."

"Fix the crosswalks and the roads, huge step towards easier mobility for most people, and a sidewalk to the hospital. We see people walking out there all the time."

"Allow persons on Mobility Scooters to use bike lanes."

"More grants available to businesses and private citizens."

"Think beyond mobility issues."



"I work as a part of the palliative care team I'm this area. If the community could consider investing in portable ramps that could be borrowed for weeks to months at a time for end-of-life clients this would make an incredible difference in the lives of many. Folks are often stuck in their homes to die and cannot get outside as their disease progresses. Quality of life can be positively impacted if these ramps were available. I consistently run into this issue. As well- with the extreme cost of building supplies ramps are next to impossible to afford and most people do not have these resources."

"I cannot identify any specific inaccessibility barrier. However, for people who are wheelchair bound, business owners and operators should be encouraged to install access ramps to doors but within reason."

"Improve sidewalk conditions, fix holes and spots where people with visual disabilities could fall- sidewalks need to be reviewed and fixed where there are problems."

"Fix the sidewalks and make dedicated walk lights longer with no ability for cars to turn on the light."

"When using the street at lights have a sound play so that vision impaired know when to walk across."

"More accessible parks, wheelchair swings, trails to park, sidewalks should be flat."

"Sidewalk should be wider for visually impaired people and safer for wheelchairs. the trees downtown are pretty but when you can't see those are dangerous to have in a walking path. Individuals in wheelchairs should have options at the park, accessible swings and paths to equipment gravel is hard to use a wheelchair on."

"Sidewalks should be flat, hard to walk downtown. Playgrounds should have more things for adults with disabilities."

"Longer walking lights in spots that need it (by the mall), signs in braille where people can reach, fix the roads."

"Keep the sidewalks repaired and cut the weeds for better visibility, finish sidewalk to Pharmasave."





Plan of Action: Our path forward



Goods and Services



Our Commitment

The Town of Amherst will provide equitable access to goods and services provided by the municipality to our residents and visitors.

- **Services:** We will strive to enhance services provided by the town by making municipal services and events more accessible to people with disabilities, including but not limited to: accessible means of communication, digital content and technologies and welcoming service animals and support persons.
- **Service Delivery:** we will strive to improve service delivery by educating staff through ongoing awareness and training programs. Our goal is to increase knowledge and understanding of accessibility, equity, human rights, disability rights and accessibility barriers in our community. In addition, we will explore new awareness and training opportunities for staff. This will ensure that all municipal staff and Amherst Town Council can be educated in and striving toward building competency in accessibility matters.
- **Physical Space:** Upon entering Amherst Town Hall and other municipally owned buildings, physical spaces should be conducive to positive customer service experiences. For example, appropriate signage, safe quiet space to deal with sensory issues and chairs to rest in while waiting.
- **Programs:** Deliver programming to people of all ages and abilities and commit to increasing the knowledge of all program delivery staff, including summer students.
- **Events:** Improve accessibility of public events hosted by the town by planning events with an accessibility lens, including location, event delivery and/or participation. Planning should consider the needs of persons with disabilities including, but not limited to, having adequate accessible event parking, accessible portable toilets and, when possible, places to rest from sensory overwhelming environments.
- **Procurement:** Apply an accessibility lens to our procurement processes.

Our Commitment (Continued)

- **Internal Policy:** Apply an accessibility lens to our policies, procedures and practices.
- **Emergency Management:** Emergency management plans and prioritization of critical infrastructure need to consider accessibility barriers and vulnerable populations to ensure safety of people with disabilities in contingency and evacuation plans.

Our Successes to Date

- Many community events are scheduled for the downtown core where accessible parking is available and surfaces are flat. Major events have streets sectioned off to only pedestrian traffic and all efforts are made to ensure everyone who wants to attend is able to do so.
- Victoria Square was completely redesigned to make the surface more accessible to everyone.
- Most events and programming are free or low cost to the public thereby eliminating the financial barriers to participation.
- The Town of Amherst currently has accessible playgrounds and work is underway to make them even more user friendly.
- The front counter at Amherst Town Hall was lowered and a ledge installed for wheelchair accessibility.



Action Plan

- We will continue to evaluate programs and services related to accessible needs.
- Where applicable, include an “Accessibility Lens”/Impact Analysis in reports to Amherst Town Council.

Information and Communication



Our Commitment

People with disabilities can equitably access information and communications provided by our municipalities.

- **Delivery of Communications:** We will endeavor to improve communications about existing municipal programs, services, and events that are accessible to people with disabilities by delivering communications in a wide range of accessible formats. Further to this, we will seek input from the public on an ongoing basis as to how they would like to receive information.
- **Public Meetings:** We will arrange public open houses and meetings to be as accessible as possible to all members of the public by offering materials in various formats, providing support to facilitate participation and making sure topics are discussed in plain language when possible.
- **Advertising/Marketing:** Develop and recommend a standardized symbol system for all public communications of programs and events to clearly identify what accessibility accommodations are available on site. For example, accessible entrances, scent-free facilities and accessible washrooms.
- **Signage:** Improve signage for municipal buildings and public facilities by implementing signage consistent with accessibility best practice. Prioritize having signage where necessary and appropriate.

Our Successes to Date

- Our Council Chambers are on one level accessible from the foyer of Amherst Town Hall. We have incorporated technology to live stream meetings for persons who are unable to be present in person.
- All council and committee meeting agendas, minutes and recorded meetings are available on our website. Hard copies are available upon request. Currently, our communications uses multiple forms of media (mainstream), social media and utilize the back of water billings.



Our Successes to Date (Continued)

- There are several kiosks about town that house information about our programs, events and celebrations.
- Ample space is dedicated in our town buildings to sit while waiting for bill payments or to talk to an employee.
- Installation of electronic signage outside the Amherst Stadium.



Action Plan

- More signage may be required in certain areas.
- We will continue the practice of disseminating all communications through a variety of mediums and explore any new ones as identified.
- We will evaluate our website limitations for persons with visual impairments.
- We will strive to hold all public meetings in barrier-free locations.
- We will recommend sensitivity training to ensure staff are better equipped to communicate with people of all ages and abilities and to provide information in an accessible format.





Transportation



Our Commitment

Residents and visitors with disabilities have equitable access to move freely and have adequate transportation options.

- **Pedestrian Infrastructure:** We will work to improve connectivity in the community by improving pedestrian infrastructure where possible, including constructing sidewalks, improving surface quality of sidewalks and implementing appropriate curb cuts. Prioritize safety of pedestrian infrastructure by investigating and making recommendations for appropriate lighting and benches to rest where possible.
- **Snow Removal:** Prioritize snow clearance at public buildings and municipally managed parking areas.
- **Parking:** Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles.



Our Successes to Date

- Currently, the Town of Amherst partially funds the Cumberland County Transportation Society bus system. The transportation society has fully accessible buses that run daily throughout Cumberland County and the Town of Amherst.
- New sidewalks installed in various areas of the town to increase pedestrian traffic.
- Several kilometres of accessible trails have been developed throughout the community.



Action Plan

- Continue to develop and enhance our transportation infrastructure.



Employment



Our Commitment

The Town of Amherst is an accessible and equitable employer. It supports the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipality.

- **Job Opportunities:** Improve opportunities for people with disabilities to gain employment with the town by ensuring job postings clearly state they are open to people with disabilities.
- **Hiring:** Improve processes, policies and practices to facilitate and encourage the recruitment, selection, transition and advancement of people with disabilities in their employment.
- **Flexibility:** Improve support and flexibility in the workplace by ensuring municipal staff and Amherst Town Council members with disabilities have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans.
- **Culture of Inclusion:** Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains and provides opportunities for career growth to people with disabilities. The town will continue to emphasize Employment Equity Statements.
- **Representation:** Actively recruit people with disabilities on all municipal committees and working groups. Review committee and council recruitment materials to ensure they are accessible.

Our Successes to Date

- Town of Amherst staff have been attending meetings to explore options for assistive technology that may assist in making the workforce equitable and accessible for all.
- We actively participate with Workers' Compensation Board of Nova Scotia and our insurance provider to develop return to work plans that meet both employer and employee needs.
- We assist employees with adaptive work stations when necessary.



Action Plan

- The Town of Amherst is currently reviewing our policies and procedures. Moving forward, we will be examining the policies through a lens of equity and accessibility.
- Staff will explore training opportunities to increase knowledge in areas of equity and accessibility.
- Enhance learning opportunities for staff to create an understanding of the value of accessibility and inclusion.



Built Environment



Our Commitment

Our buildings and outdoor spaces within the municipality provide meaningful and equitable access for users with disabilities.

- **Buildings:** Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when possible.
- **Public Spaces:** Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, diversifying recreation equipment and creating accessible parks, playgrounds and trails.
- **Washrooms:** Look for opportunities to construct and maintain more accessible public washrooms and retrofit existing washrooms where possible.
- **Temporary Disruptions:** Establish and implement processes to ensure accessibility is maintained during temporary disruptions, including emergencies, evacuations and/or special events.
- **Emergencies:** Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.
- **Construction Mitigation:** The town should, when possible, ensure accessible detours are available when a sidewalk is closed for or affected by construction.

Our Successes to Date

- The Town of Amherst currently has two accessible playgrounds (Amherst Lions Park and Ronald MacDonald Rotary Playground). Work is currently underway to make our playgrounds at Dickey, Rotary and Lions parks more accessible by installing paved walkways.
- The Amherst Fire Department, Amherst Police Department, Amherst Stadium and Amherst Town Hall all have accessible entrance systems.
- Continuation of the sidewalks have been extended from East Pleasant St. to Willow St., Church St. from East Pleasant St. to Robert Angus Drive.
- Installation of accessible picnic tables at our parks.
- Accessible parking spaces in front of town-owned buildings.
- Installation of elevators at Amherst Fire Department, Amherst Police Department, Amherst Stadium, Four Father's Memorial Library and Community Credit Union Innovation Centre.
- Designated heated room at the Amherst Stadium.



Action Plan

- Improvements may include the tactile warning plates in areas where new reconstruction is scheduled.
- Provide basic access for people of all ages and abilities to public buildings, public washrooms and at public parks.
- Recommend new and or updated signage for people with visual and hearing impairments

Implementation



Responsibilities

Accessibility Advisory Committee

- Review this Accessibility Plan at least every three years as required by the Accessibility Act and update as required.
- Review Municipal Accessibility Report Cards annually and report on progress toward meeting the commitments outlined in this plan.

Community Well-Being Manager/Director, Community Living

- Guide the work of the Accessibility Advisory Committee.
- Book meetings, prepare and distribute agendas and minutes, assist the chairperson in leading the meetings, manage recruitment for the committee when necessary.
- Act as a liaison with the Accessibility Advisory Committee and the Amherst Town Council.

Amherst Town Council

- Recognize the importance of implementing this plan and seek adequate funding to allow our municipality to meet the requirements under Nova Scotia's Accessibility Act.

CAO/Staff

- Ensure the commitments outlined in the Accessibility Plan are reflected and installed in municipal Accessibility Action Plans required as public sector bodies under Nova Scotia's Accessibility Act.
- Accept complaints, questions and concerns submitted to them by the public.

Timeline

Recognizing this strategy is a living document and as our population continues to age new issues may surface. Work will continue towards meeting the goals by 2030 and beyond. The Accessibility Act set an ambitious goal to become a fully accessible province by 2030. As such, we will also strive to have the commitments in this plan achieved by 2030.

Monitoring and Evaluating

The Town of Amherst will be responsible for submitting an Accessibility Report Card to the Accessibility Advisory Committee by November 30 each year. This report card will track and report on the progress made toward the commitments in this plan. The Accessibility Advisory Committee may also make recommendations to improve this plan.

The Accessibility Advisory Committee will continually review new directives, guidelines and updates from the province as they are released. It will determine if updates to this Accessibility Plan are required based on those updates. The Accessibility Advisory Committee will make recommendations to the Town of Amherst on the need for updates to their Accessibility Action Plan.

Glossary of Terms

- **Accessibility Act (2017):** The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The law defines the role and responsibilities of the Accessibility Directorate and the Accessibility Advisory Board, and addresses standards, compliance, and enforcement. (nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf)
- **Accessibility Advisory Committee:** A volunteer committee established by a municipality to advise Amherst Town Council about identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the municipality become a barrier-free community that complies with Nova Scotia's Accessibility Act (2017). At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.
- **Accessibility Lens:** An Accessibility Lens is a tool for identifying and clarifying issues affecting persons with disabilities used by policy developers and analysts to assess and address the impact of all initiatives (policies, programs or decisions) on persons with disabilities. It is also a resource in creating policies and programs reflective of the rights and needs of persons with disabilities.
- **Barrier:** Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice."
- **Disability:** As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."
- **Equitable/equity:** A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

Glossary of Terms (Continued)

- **Government of Nova Scotia Accessibility Plan:** A multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia. The first plan was published in 2018 and covers the years 2018 to 2021. (novascotia.ca/accessibility/plan)
- **Meaningful:** In the context of our accessibility work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.
- **Plain Language:** Conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly the intended audience can easily find what they need, understand what they find, and use the information (plainlanguagenetwork.org/).
- **Prescribed:** Means “prescribed in the Accessibility Act General Regulations.” The Accessibility Act enables the government to use the regulations to identify which organizations must comply with certain requirements. These requirements include forming an Accessibility Advisory Committee and developing an accessibility plan within one year. The use of the word “prescribed” in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction



Resources

<https://novascotia.ca/accessibility/stats-on-disability-in-Nova-Scotia.PDF>

www.nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf

www.novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf

Committee Members

Elected Representatives

Councillor Dale Fawthrop, *Chair*

Deputy Mayor Leon Landry

Citizen Appointees

Matthew Medland

Marina Godfrey

Joanne Hopper

Tammy Allen

Staff

Jason MacDonald, *Chief Administrative Officer*

Kim Jones, *Director of Communications/Municipal Clerk*

Sharon Bristol, *Community Well-Being Manager*

Cindy Brown, *Administrative Assistant*

Andrew Bickle, *Capital Asset Co-ordinator / Property Manager*

MEMORANDUM

To: Mayor Kogon and Members of Amherst Town Council

From: Councillor Hal Davidson

Date: December 19, 2022

Subject: Intermunicipal Collaboration

Our current council engaged in a proactive exercise where we established principles such as 'no surprises' and 'evidence-based decision making'. It is believed that establishing a solid foundation of working principles between our two municipalities will create more efficiencies in our respective decision-making processes and joint initiatives. This is not a criticism of the work of either municipality but rather an opportunity to create a framework between the two municipalities for collaborative work going forward.

I move that Council forward the following motion to tonight's Council meeting for consideration and approval.

I move that the Municipality of the County of Cumberland be invited to consider planning and participating in a joint meeting or workshop to develop an ongoing framework of working principles between the Town of Amherst and the Municipality of the County of Cumberland for ongoing and future collaboration.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: December 19, 2022
Subject: Snow Clearing Request

Staff have received an email request from a resident on Ralston Place, Brent Noiles, to bring the following service request to council for consideration;

“That snow clearing operations near the E. B Chandler School be augmented for the coming year. Specifically, when there are large volumes of snowfall and there is a need to clear both the sidewalks to the curb, street, and sightlines for the immediate area, so that children and traffic can enter and exit the school property, and that additional snow, usually processed by the large mobile blowing unit (the one that would help clean downtown in similar situations), be trucked away, similar as it currently done downtown.”

The reason for the request was out of concern of potential flooding this winter. Mr. Noiles believes that snow blowing activities to widen streets on Donald Avenue, Dickey Street, and Ralston Place caused significant snow build up on their properties and was a major contributor when the flooding event happened in February.

After any major snow storm or if snow has accumulated along the curbs during the winter, it is common practice for Public Works staff to widen all streets “curb to curb” using our loader mounted snow blower or trackless snowblower. This is done to create additional snow storage space and for public safety. Staff will also push snow banks back at intersections to improve sightlines. Snow is only hauled away on a regular basis from the areas required by our Snow and Ice Management Policy.

Staff are seeking direction from Council as to how they wish to proceed.

Option 1 – Approve the citizen request for enhanced snow removal efforts near the E.B. Chandler School and direct staff to provide the same service standard for snow removal as the Downtown core.

Option 2 – Do not approve the citizen request for enhanced snow removal efforts near the E.B. Chandler School.

Staff are recommending Option 2.

Staff are well aware of the concerns of the residents in this neighborhood; however, staff are not recommending Option -1 for the following reasons:

- Staff do not think any previous snow blowing activities were a cause of the February 2022 flooding
- If approved we would be agreeing to a service level expectation that staff may not be able to meet, and
- If approved we would be providing a higher level of service for 1 small area of town and may receive similar requests from other neighborhoods

Staff believe the best use of resources in the short-term to mitigate the risk of flooding in this area, especially in advance of a winter rain storm would be to:

- Ensure catch basins in the area are free of snow and ice cover
- Remove snow and ice from storm sewer outfalls along Dickey brook
- Check ditch and brook culverts for obstructions, and
- To the best of our ability during the winter make sure the brook is free flowing

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: December 19, 2022
Subject: Sustainable Communities Challenge Fund

The Sustainable Communities Challenge Fund is a new grant program developed and administered by the Nova Scotia Federation of Municipalities for local action on climate change in Nova Scotia. It supports community efforts to reduce or remove greenhouse gas emissions, or to prepare for and respond to the impacts of a changing climate.

There was a pre-screening process for applicants in early December to ensure that proposed projects met the programs eligibility requirements. Staff submitted a pre-screening application for flood risk mitigation upgrades, which will come out of the stormwater management study that was recently awarded.

The pre-screening application was successful with our project falling into the Adaptation - built environment and climate-ready infrastructure stream of the funding program. A detailed funding application is now being prepared for submission by staff.

For the funding application the value of the project has been estimated at \$499,000. A project of this value is eligible for 70% funding. If the application is approved and the project is approved by Council the Town would be responsible for the remaining 30% or \$149,700.

It is also worthy to note that In-kind contributions can constitute up to 10% of the eligible project costs (\$49,900 in our case) and applicants may apply for funding from other government sources and this funding can contribute to the applicant's contribution.

Memo

To: Mayor Kogon and Council
From: Kim Jones, Director Corporate Communications/Municipal Clerk
Date: December 19, 2022
Re: Policy/Bylaw Review

We have developed a procedure to ensure that our policies and bylaws are reviewed on a regular basis. Council saw this last month.

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

Directors have reviewed their respective responsibilities and we have developed the schedule which is attached.

In developing the schedule the following principles were considered:

- Some policies and bylaws are more complicated and require time to research and possible acquire outside advice. These were moved further back in the schedule.
- Ensuring that individual directors workloads were considered

The attached Schedule is expected to change and be somewhat adaptable. For example, some policies/bylaws will be required to return to successive agendas, based on Council's feedback. In the event this happens, the Director may have to push some future work ahead.

We also recognize that current situations, events or changes to provincial or federal legislation may require an immediate change in a policy or bylaw. As such it will be dealt with regardless of the schedule.

Please review and if you have suggestions to rearrange or alter the timelines, please let the appropriate Director and myself know as soon as possible.

DEPARTMENT: ALL DEPARTMENTS

TITLE: **POLICY AND BYLAW REVIEW PROCEDURE**

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

Revised Date:

PROCEDURE:

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



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jan-23				
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	
	03400-02	BANKING (211-2)	FINANCE	
	C 02	DISCHARGE OF FIREARMS BYLAW	POLICE	
	D 01	SNOW REMOVAL BYLAW	OPERATIONS	
Feb-23				
	03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	FINANCE	
	10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	PLANNING	
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	
Mar-23				
	D 02	LOCAL IMPROVEMENT BYLAW	OPERATIONS	
	D 03	WASTEWATER DISCHARGE BYLAW CONSOLIDATION	OPERATIONS	
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	
	03000-05	AUDIT COMMITTEE TERMS OF REFERENCE POLICY	FINANCE	
Apr-23				
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	
	01130-01	TOWN CREST (210)02)	CLERK / COMMUNICATIONS	
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK / COMMUNICATIONS	
	03800-02	TAX REDUCTION POLICY (110-02)	FINANCE	
	03800-04	TAX EXEMPTION POLICY	FINANCE	
	D 21	MAINTENANCE OF GRASS	OPERATIONS	
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	
May-23				
Annually as part of budget process	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
	C08	REGIONAL EMERGENCY MANAGEMENT BYLAW	FIRE	
	03000-07	EXPENSE REIMBURSEMENT POLICY	CUSTOMER SERVICE/HR	
	03470-03	USER FEES	CUSTOMER SERVICE/HR	
	03700-01	PURCHASING POLICY (NEW) (211-09)	CUSTOMER SERVICE/HR	
	03800-01	TAX COLLECTION POLICY (110-01)	CUSTOMER SERVICE/HR	
Jun-23				
	04000-03	STAFF TRAINING (211-06)	CUSTOMER SERVICE/HR	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	CUSTOMER SERVICE/HR	
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	
	31600-01	CULVERT POLICY (230-02)	OPERATIONS	
	31600-08	STREET BREAKING POLICY (230-10)	OPERATIONS	
	01000-01	MEDIA POLICY (210-19)	CLERK / COMMUNICATIONS	
Sep-23				
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
	C 04	COMPANION ANIMAL BYLAW	POLICE	
	10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	COMMUNITY LIVING	
Oct-23				
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	
	04000-07	HIRING POLICY (211-23)	CUSTOMER SERVICE/HR	
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
	31800-01	SOLID WASTE SPECIAL CONDITIONS	OPERATIONS	
Nov-23				
	P 05	VACANT BUILDING BY LAW	PLANNING	
	04500-01	Safety Policy (211-25)	FIRE	
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	
Dec-23				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	
	31600-09	PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11)	OPERATIONS	
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	
Jan-24				
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
Feb-24				
	64000-03	TREE ADVISORY COMMITTEE	OPERATIONS	
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	
	31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	OPERATIONS	
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	
Mar-24				



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	OPERATIONS	
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
	31600-10	STREET INSPECTION AND MAINTENANCE (230-13)	OPERATIONS	
	31600-11	SIDEWALK INSPECTION AND MAINTENANCE (230-14)	OPERATIONS	
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	
Apr-24	72300-09	ICE ALLOCATION POLICY	OPERATIONS	
	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	
May-24	C 12	SMOKE FREE RECREATIONAL PLACES BYLAW	OPERATIONS	
	72300-10	ICE HELMET POLICY	OPERATIONS	
	03000-04	ROUNDING OF CASH TRANSACTIONS	CUSTOMER SERVICE/HR	
	04500-03	SCENT REDUCTION POLICY	CUSTOMER SERVICE/HR	
Jun-24	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
	C 03	LOITERING BYLAW	POLICE	
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK / COMMUNICATIONS	
Sep-24	C 09	C TAXI BYLAW	POLICE	
	D 22	ENCROACHMENT ON PUBLIC STREETS	OPERATIONS	
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	CUSTOMER SERVICE/HR	
Oct 2024 -NONE				
Nov-24		new council orientation		
Dec-24				
	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	CUSTOMER SERVICE/HR	
	31600-12	SEWER INSTALLATION (240-02)	OPERATIONS	
	31600-24	STREET RATING SYSTEM	OPERATIONS	
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK / COMMUNICATIONS	
Jan-25				



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	CUSTOMER SERVICE/HR	
	04000-02	SUGGESTION AWARDS (211-16)	CUSTOMER SERVICE/HR	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK / COMMUNICATIONS	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	
Feb-25				
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	CUSTOMER SERVICE/HR	
	D 06	BUILDING BY LAW	PLANNING	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
Mar-25				
	31600-15	SANITARY SEWER SERVICE TO COUNTY RESIDENTS (240-05)	OPERATIONS	
	31600-16	BUILDING SERVICE CONNECTIONS (240-06)	OPERATIONS	
	03000-03`	FUND RAISING	FINANCE	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK / COMMUNICATIONS	
Apr-25				
	72300-08	SIGN RENTAL - STADIUM (273-07)	OPERATIONS	
	10350-24	PROCEEDINGS OF COUNCIL	CLERK / COMMUNICATIONS	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	CLERK / COMMUNICATIONS	
	64000-02	GRASS MAINTENANCE POLICY (NEW)	OPERATIONS	
May-25				
	72300-04	DISCIPLINARY ACTION - RECREATION FACILITIES (271-06)	OPERATIONS	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CLERK / COMMUNICATIONS	
	04000-12	PERSONNEL POLICY & CODE OF ETHICS	CUSTOMER SERVICE/HR	
Jun-25				
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS	
	04500-04	SMOKE FREE WORKPLACE POLICY	CUSTOMER SERVICE/HR	
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	CUSTOMER SERVICE/HR	
Sep-25				
	10350-16	OFFICE OF THE DEPUTY MAYOR (210-26)	CLERK / COMMUNICATIONS	
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	
	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	CUSTOMER SERVICE/HR	
Oct-25				
	31600-17	SURPLUS FILL	OPERATIONS	
	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	CUSTOMER SERVICE/HR	
Nov-25				
	64000-04	ADOPT-A-GARDEN	OPERATIONS	
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK / COMMUNICATIONS	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING	
Dec-25				
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE	
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	CUSTOMER SERVICE/HR	
Jan-26				
	31000-01	STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (230-01)	OPERATIONS	
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK / COMMUNICATIONS	
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK / COMMUNICATIONS	
	P 07	SUBDIVISION BYLAW	PLANNING	
Feb-26				
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	CUSTOMER SERVICE/HR	
	P 03	CIVIC ADDRESS BY LAW	PLANNING	
	31600-02	STREET LIGHT POLICY (230-04)	OPERATIONS	
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING	
Mar-26				
	72300-05	SALE OF BEER/LIQUOR - ROBB PARK (272-01)	OPERATIONS	
	72300-07	BEER GARDEN POLICY - STADIUM (273-05)	OPERATIONS	
		PACE BYLAW	FINANCE	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE	
Apr-26	31400-01	VEHICULAR IDLING CONTROL POLICY (211-35)	OPERATIONS	
	10350-04	REPORTS TO COUNCIL (210-06)	CLERK / COMMUNICATIONS	
	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE	
	A 05	HERITAGE PROPERTIES	PLANNING	
	D 19	SANITARY SEWER RATES	FINANCE	
May-26	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK / COMMUNICATIONS	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK / COMMUNICATIONS	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE	
Jun-26	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE	
	03600-01	INVESTMENT POLICY	FINANCE	
	31700-03	COMMERCIAL WATER SERVICE (241-05)	OPERATIONS	
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM	
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLICE	Year 4
	31600-14	COMMERCIAL SEWER SERVICE (240-04)	OPERATIONS	
	05000-04	ROUTINE ACCESS POLICY	CLERK / COMMUNICATIONS	
	03800-03	INSTALLMENT BILLING POLICY (110-03)	CUSTOMER SERVICE/HR	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
Oct-26	31600-25	SNOW AND ICE MANAGEMENT	OPERATIONS	
	D 20	SOLID WASTE BYLAW	OPERATIONS	
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS		



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Nov-26				
	31600-13	CATCH BASINS AND LATERALS (240-03)	OPERATIONS	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-36)	FINANCE	
	03450-04	BUDGET MANAGEMENT POLICY	FINANCE	
Dec-26				
	68300-04	FIRE INSPECTION POLICY	FIRE	
	31600-23	STREET NAMING POLICY	PLANNING	
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CLERK / COMMUNICATIONS	
	68000-03	TRAFFIC AUTHORITY	POLICE	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING	
Remain as is				
	D 10	CLOSING PUBLIC STREET BY LAW	PLANNING	
	D 11	CLOSING OF PORTION OF SENATOR AVENUE BY LAW	PLANNING	
	D 12	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 13	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 14	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 15	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 16	RECORDED RESOLUTION UNSIGHTLY PREMISES ADMINISTRATOR	PLANNING	
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	
	P 01	MUNICIPAL PLANNING STRATEGY CONSOLIDATED WITH AMENDMENTS TO 202003	PLANNING	
	P 02	LAND USE BYLAW CONSOLIDATION MARCH 2020 B	PLANNING	
	31600-19	FRANKLYN STREET EXTENSION - STREET CLOSURE POLICY	OPERATIONS	
	31600-20	GOULD STREET - STREET CLOSURE POLICY	OPERATIONS	
	31600-21	PORTION OF CORNWALL AVENUE CLOSURE	OPERATIONS	
	31600-22	BOYLSTON AVENUE EXTENSION CLOSURE	OPERATIONS	
	B 01	BYLAW TO REPEAL THE TOWN OF AMHERST TAX EXEMPTION BYLAW	FINANCE	

MEMO

TO: Mayor Kogon and Members of Council
FROM: Andrew Fisher, Director of Planning & Strategic Initiatives
DATE: December 19, 2022
RE: Strategic Priorities - December update

The purpose of this memo is to provide an update with respect to Council’s existing priorities. On November 29, 2022, a Strategic Priority Planning Day was held with members of Council and senior staff. The day included a review and confirmation of our Vision, Mission and Guiding Principles, the existing ‘Top 10’ priorities, budget update, and new draft template for ongoing updates.

There was a general consensus that the Vision Mission and Guiding Principles remained appropriate, although it was suggested that the word ‘socially’ be added to the Mission as follows: *We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, socially equitable and transparent manner.*

It was also generally agreed that addressing the housing shortage should replace the Industrial Park Expansion as a top project priority. Below is the draft Council Strategic Priority Projects for 2023:

DRAFT Council Strategic Priority Projects 2023 

VISION Our vision is to be a healthy, prosperous, inclusive, and environmentally sustainable community in which people of all ages, abilities, and cultures are engaged and proud to live, work and play. [See Why We Love It!](#)

MISSION We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, socially equitable and transparent manner.

GUIDING PRINCIPLES Respect · Integrity · Collaboration · Accountability · Inclusivity · Evidence-based Decision Making · Sustainability

Community Centre Project Goal: Construction and operation of a financially feasible modern multi-purpose complex that includes an environmentally friendly, safe and inclusive facility that meets the needs of our citizens and partners by promoting community pride, healthy active lifestyles, and vibrancy that reflects community values and heritage. Project Completion: 2024	Committee/Policy /Bylaw Review Project Goal: review Council committee representation, town policies, and bylaws to ensure they reflect the vision, mission, and guiding principles while addressing the town’s strategic priorities Project Completion: 2024	Municipal Planning Strategy Renewal Project Goal: a new MPS that provides a policy framework to guide future decisions on the physical, environmental, economic, social, and cultural development of the town. Project Completion: Sept .2023	Supply of Suitable & Affordable Housing Project Goal: Address the need to increase supply of housing across all segments of the housing market, from emergency shelters to single-family houses. Project Completion: Dec. 2021
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With the replacement of Housing on the Priority Projects list, it was thought that the Expansion of the Amherst & Area Industrial Park could be repositioned under ‘**facilitate business development**’. A potential way to address industrial land expansion would be to develop a secondary plan for the undeveloped lands located on both sides of Race Track Road adjacent to the TCH.

It was also generally agreed upon that ‘**attracting people to live in Amherst**’ and ‘**festivals and events to celebrate our heritage and culture**’ both fit under the priority of ‘**ensuring community vibrancy**’. It was also thought that the existing priority to ‘**address drugs and addiction**’ had been addressed by reallocating police staff resources. It was also agreed that this issue is being addressed in the daily work of the Amherst Police Department.

With the existing Top 10 priorities redistributed into 6 priorities, several new priorities were identified, including the adoption and implementation of three strategies:

- **Accessibility Strategy Implementation**
- **Poverty Reduction Strategy**
- **Diversity, Inclusion and Equity Strategy**

It was recognized that these three important strategies will require significant staff and budget resources in the future.

In addition, there was general consensus that the following three items should be priorities in 2023:

- Completion of the already started **Asset Management Plan**.
- A review and update of the **Active Transportation Plan**, which supports other priorities such as accessibility and social equity.
- Many of the challenges and opportunities in Amherst are also regional in scope underscoring the need to look for ways to foster more **Municipal Collaboration**.

A more fulsome, dedicated report will be developed for Council’s consideration and formal adoption in early 2023.

The following provides a status update on the existing 2022 strategic priorities.

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

On December 6th the steering committee met with the consultant who presented what was learned from data collection, potential partner and user groups input opportunities. There was also a discussion around 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 that were intended to be delivered at the end of the November, have been delayed until January 13th. Updates and related documents remain available at planamherst.ca

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

A procedure prescribing a review schedule for bylaw/policy is being brought for Council's review this month.

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. These negotiations have stalled. A refocus of this priority is being considered in the 2023 strategic priority setting exercise.

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, presented 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**

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

Christmas events in December are ongoing.

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**

In November Council approved a 162-unit apartment complex. Staff are processing several residential development applications that will address the need to increase housing choice. The RFP for multi-unit residential proposals on the former Blaine Street lands close with a number of proposals. Staff are negotiated with the proponents and will bring a recommendation to Council, likely in January. In-camera discussions with a non-profit society to support those experiencing homelessness are taking place.

Monthly Report

Finance

December 2022

Work has commenced on the 2023/24 capital and operating budgets. Departments have submitted their capital budgets for years 1 – 5 which have been reviewed by the CAO and Director of Finance. Directors are working on the RFD's for the year 1 capital projects. The capital budget is expected to be presented to Council in late January. Departments are also working on their 2023/24 operating budgets. There are some areas of the upcoming budget that will need to be adjusted given the increase in such items as fuel and natural gas.

The RFP for Audit Services closed on November 28th. The Audit Committee met on December 7th to discuss the results from the RFP and have made a recommendation to Council.

Task Updates:

- Task Motion: That Council approve amendments to the 2022/23 General Capital Budget to increase the approved budget amount in the Capital budget for the Stormwater Management Study from \$50,000 to \$80,000.

Update: The 2022/23 capital budget has been amended to increase the budget from \$50,000 to \$80,000 with the increase in funding to come from the Operating Reserve. Task complete from finance side.

- Task Motion: That Council amend the current capital budget to include the purchase of a Bagela Asphalt Recycler from SNT Solutions Inc., at their quoted price of \$80,000 plus non-recoverable taxes, with funding of \$20,900 from the Water Utility Depreciation Fund and \$62,600 from the Operating Reserve – Unrestricted.

Update: The 2022/23 water and general capital budgets have been amended to add the Asphalt Recycler with funding. Task complete from finance side.

Monthly Report

HR and Customer Service

December 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 – seven (7) complete and five (5) outstanding as of Dec 1/22.

Tax Certificates – there were 18 tax certificates requested in the month of November 2022.

Water/Sewer – Preparing for the 3rd quarter and flat rate water bills the first week of January 2023.

There were six additional water meter repair and/or replacement appointments that have been completed.

Continuing with collection efforts for delinquent accounts, both tax and water/sewer. There were two water disconnections for non-payment on Dec 8/22. The customers paid in full the following day and water service was restored.

2022 Tax Sale – December tax sale was cancelled as properties were resolved.

	# 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	3
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	5

CUSTOMER SERVICE TRACKING – E11

There was a total of 41 opened cases in November and 63 cases closed. The category with the most opened/closed cases in November was applications for development/building permits.

HUMAN RESOURCES

Director of Community Living: the selection committee has concluded the interview process. Recommendation and awarding of the position are forthcoming.

HR Administrator: the competition concluded with the hiring of Sandi Embree as the Town's new HR Administrator. Sandi will begin her new role in the New Year. Welcome Sandi!

Internal CUPE Parks, Maintenance & Stadium Operator: this competition concluded with the appointment of Chris Robinson as the successful candidate. Congratulations Chris!

Community Navigator: this competition is currently in progress. Applications will be accepted until December 30, 2022.

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 and configured new Firewall at the Stadium.

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	Process Type	Budget Type	Released	Closed	App'd	App'd By
22-62	RFP	Solid Waste Collection	Reg	O		X		Council
22-102	RFP	Sale & Development of Town Lands - Blaine St	Reg	C		X		CAO
23-01	RFP	Hanging Baskets	Reg	O	X	X		CAO
23-02	RFP	Bedding Plants	Reg	O	X	X		CAO
22-42	RFP	Demolition - 2 Pearl Place & 14/16 Cornwall Street	Reg	O	X			CAO
22-81	RFP	Robb Complex - Field Lighting	Reg	C	X	X		CAO
22-77	RFP	Rotary Park - Playground Equipment	Reg	C	X			CAO
22-109	OTH	Routeware - Recollect software	ALTP	O	X	X	X	CAO
22-43	RFP	Racetrack Road Lift Station pump repairs	ALTP	O	X	X	X	CAO
22-78	RFP	Self-watering Planters	ALTP	C	X	X	X	CAO
22-58	RFP	DPB Roof Repair	Reg	C		X	X	CAO
22-108	OTH	Computer Monitors	ALTP	O	X	X	X	CAO
22-110	ALT	Loader Tire	ALTP	O	X	X		CAO
22-111	RFQ	Recycle Bins	Reg	O	X	X		CAO
22-106	OTH	ADP Software	ALTP	O	X	X		CAO
22-113	ALT	Routeware - Text Messages	ALTP	O	X	X		CAO
22-67	RFP	Fire Hose	ALTP	C	X	X		CAO
22-22	RFP	Audit Services	Reg	O		X		CAO

Monthly Report

Operations

December 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.
- New signage has been installed at the off-leash dog park for the big and small dog areas.
- The new self watering planters have arrived and have been stored until needed in the Spring
- The “wood carpet” material has been picked up to repair the Beacon Park play surface, the installation has been delayed due to staff illness.
- The outdoor exercise equipment has been removed from Rotary Park as per their request
- The Christmas holiday skating schedule is now available online.
- The stadium will be closed on December 24th at noon until 7 am on December 28th
- The frame for the outdoor rink has been installed, weather permitting the rink will be ready for use over the Christmas holidays.
- The stadium canteen is now open and hot food service will be available soon.
- Stadium elevator repairs started on December 12th and the elevator should be operational by December 15th
- Matt Selig is currently working on the training courses needed to obtain the Canadian Certified Playground Inspector Certification. Matt will be trained and qualified to evaluate existing play structures for compliance with the CSA standards, complete written inspection reports, provide recommendations for upgrading equipment to comply with CSA standards, and implement an effective inspection and maintenance program. Matt will also be completing the playground accessibility course over the winter.

PUBLIC WORKS

- Capital paving is now complete, contracted spreader patching and service cut was completed December 15th.
- There have been no snow events that required plowing of streets and sidewalks.
- Sidewalk sanders have been out on 1 occasion and the salt truck 3 times due to icy conditions.

- There were 2 broken water mains repaired (Elmwood Dr. and Donald Ave).
- Staff installed a water/sewer service on East Pleasant Street for new residential construction.
- Public Works staff completed safety training required for snow removal activities on the VIA rail platform and have also completed training in fall arrest.
- Staff will be removing the tree stumps from the off-leash dog park.
- New lighting was installed at the Community Credit Union Business Innovation Centre to address the lack of lighting on the front steps.
- Many of the trail gates on the marsh were vandalized in early December. The gates had been modified so the locks could not be cut off, however the vandals have managed to break the welds and remove some of the gates from the posts. The gates are being repaired and reinforced. Two security cameras have been purchased and are being setup by IT to email the images captured by the cameras and Public Works will complete the installation.
- Quarterly meter reading will start the first week of January.

Task Updates:

Task: 20221128 Council – Purchase of Asphalt Recycler

Update: The vendor delivered the recycler on December 6, 2022 and completed training with Public Works staff. The equipment was put into service on December 7, 2022.

Status: Complete

Task: 20220228 Council – Wellfield Generator

Update: The generator has been delivered, the supplier will be on site December 14, 2022 to commission the generator and train staff on its operation and maintenance.

Status: In Progress

Monthly Departmental Report

Police Services

December 2022

TRAINING

AWLE Conference – Cst Andrea Vriend & Cst Caitlin MacKenzie attended the Atlantic Women in Law Enforcement Conference – November 23rd to the 25th in Charlottetown, PEI. This year there were several speakers who discussed relevant and pertinent subjects related to women in policing, including Domestic and Animal violence, Surviving Murder, Post-Traumatic Stress Disorder and Diversity. They also reviewed several case studies and hosted the annual AWLE Reception and Regimental Dinner which included AWLE Awards.

Drug Recognition Expert – Education Update: Our 4 DRE's attended their bi-annual 8-hour training in Halifax. Sergeant Jason Galloway, Cpl Jeff Walsh, Cst Dave Hirtle and Cst Jeff Goodwin are required to keep their certifications updated by regular testing and training. Which includes updates in case law, reviewing curriculum and protocol, and advanced topics in impaired by drug investigations.

Sexual Assault Investigators Course: Corporal Mark McNair is scheduled to attend the Sexual Assault Investigators course in December. This course is hosted by the Department of Justice and highlights the investigative requirements and steps when dealing with Sexual Assault complaints. The course runs from December 5th to December 9, 2022.

OPERATIONAL

2022 Christmas Parade: The 2022 Annual Christmas Parade took place on November 19th with Amherst Police providing traffic support and leading the parade. It was very successful with an amazing public turnout.

Fraud & Scams Presentation: On November 21st, Chief Pike was invited to attend the Amherst Wesleyan Church to present to the Seniors Group on Frauds and Scams. Chief Pike discussed many of the recent scams that are circulating and how people can protect themselves from the many kinds of frauds that are occurring.

Remembrance Day: Remembrance Day ceremonies were held on November 11, 2022 with a good turnout from our members who marched in the procession to the Cenotaph.

Weapons Complaint – November 7th: Amherst Police are investigating an incident in which witnesses observed 4 males in a vehicle on Willow Street with what appeared to be a firearm. Witnesses were able to provide a detailed description of the vehicle and the occupants. Patrols immediately responded to the area and a short time later the vehicle was located and pulled over at the intersection of Church and Clifford Street. A search of the vehicle resulted in the seizure of 2 pellet guns (pistols), several knives and alcoholic liquor. The matter is still under investigation.

Major Crime Unit: As noted in previous reports, our Major Crime Unit continues to struggle with a very high number of tasks and are extremely busy. We have a high number of backlogged tasks/complaints that they are responsible for, and have had to continuously prioritize matters which has resulted in delays in starting investigations, completing follow-up and preparing warrants, court files and other investigative/court documents. Many of the tasks/investigations that should be forwarded to Major Crime are being left with the uniformed patrol unit who also do not have the time, resources or schedules to be able to deal with complex investigations. At this time, the patrol units are being advised that they will have to write their own warrants when possible as MCU in most cases, can no longer assist because of their workload. 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. Major incidents or files will require the assistance of other units, usually the uniformed patrol unit.

Increases in thefts: Amherst Police have observed a *significant* increase in thefts over recent months, especially in the areas of shoplifting, thefts from donation bins and gas drive-offs. In some cases, we have utilized our social media to request assistance from the public and to make the public aware. For the first 11 months of 2021 we had 60 complaints of shoplifting. In 2022 during this time frame, we have received 123 complaints. Gas drive offs occur on an almost daily basis and sometimes multiple times in a day. In many cases, we also know that shoplifting incidents and gas drive-offs are not being reported by some victims, meaning that incident counts are likely much higher than our official stats.

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, 58 such calls in October and 38 in November, with the majority of them received prior to November 11th, 2022.

OPERATIONAL STATS – NOVEMBER 2022

Occurrences:	476	Criminal Code Charges:	68
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	0	CBCA:	0
Traffic Tickets:	10	PPA:	5
HPA:	0	Traffic Written Warnings:	4
Vehicle Checks:	69	LCA:	0
Foot Patrol Hours:	8 hrs 21 min	Bike Patrol Hours:	0
Parking Tickets:	3	Warnings:	2

TASK UPDATES

<p>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.</p> <p>Update: Public Works has replaced most of the lock boxes and completed work on barricades. Cameras have been purchased are being installed by Public Works. On or about December 7, culprits damaged many of the gates and public works will be fixing same. APD has an investigative file open on the matter.</p> <p>Status: In Progress</p>
<p>Task: Sidewalks: Research the ability to paint crosswalks to celebrate such things as Equity, Diversity and inclusivity.</p> <p>Update: From review so far, information indicates we can do so as long as it does not interfere with the crosswalk standards as required in the TAC manual. Still reviewing and have some materials from Halifax to go through.</p> <p>Status: In Progress</p>
<p>Task: Yield Sign Review: Review and possible replacement of Yield Signs in town</p> <p>Update: Public Works has confirmed that the last request for changes at 4 locations has been completed once they received the signs. Have not had a chance to review the next intersections.</p> <p>Status: In Progress</p>
<p>Task: Taxi By-law - Suggested changes to current bylaw</p> <p>Update: Have taken some time to review this since last update but have not had much time to accomplish much. The Taxi bylaw is being reviewed as part of the regular review with a due date later in the Spring.</p> <p>Status: In Progress</p>

Monthly Departmental Report

Fire Department

December 2022

RESPONSES (November)

Town of Amherst – 15 events

- 4 Smoke alarm activations
- 2 Smell of smoke / Air quality check
- 3 Monitored alarm activations
- 2 Flue fire
- 1 Structure fire
- 2 Garbage can fire
- 1 Rescue from height

Contract area (District 2) – 9 events

- 1 Structure fire
- 4 Motor vehicle accidents
- 2 Monitored alarm activations
- 1 Vehicle fire
- 1 Wildland fire

PROFESSIONAL DEVELOPMENT

Weekly Training - Currently, the department is focusing its training on preparing for cold weather operations. This includes flue fire training, rural water supply management, motor vehicle rescue and interior / exterior operations.

Fire inspector training – During the month of November Greg Jones, Bob Sperry, Marty Furlong and Kurt Fawthrop attended fire inspector training sessions in Truro. In addition, Marty Furlong received his Level 1 fire inspector certification; and Greg Jones and Bob Sperry received their Level 2 fire inspector certifications during this training session.

ANNUAL FIREFIGHTERS' BANQUET

On November 5th the fire department held its annual banquet. This was the first full scale banquet since November 2019. I am extremely proud of how the team pulled together the banquet on very short notice and made it a great success. Annually, this is an opportunity 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.

COMMUNITY EVENTS

During the month of November, the department participated in the Remembrance Day ceremony, the Town of Amherst Christmas parade and the River Hebert Christmas parade. In Addition, the Amherst fire firefighter's association held their Christmas for kid's toy drive at Walmart. Thank-you to Walmart and the community for your support.

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 Departmental Report

Planning & Strategic Initiatives

December 2022

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

The PAC did not meet in December due to a lack of agenda items. In particular, delivery of draft MPS and LUB documents expected from the consultant by the end of November have been delayed. Staff have requested an updated timeline for the project and anticipate the drafts early in 2023.

Three applications have been received for development agreements. One application is to allow a 59-unit apartment building at 155 East Victoria Street, the second is to change the non-conforming use of the former assembly hall at 3 Robie Street to a commercial office, and the third is to permit the construction of a 98-bed long term care facility at 264 Church Street. A public participation opportunity for each application will be held on Wednesday, January 18th. The PAC will consider these applications in February.

At its November meeting, Council gave second reading to approve the apartment complex south of E.B. Chandler School, and to the rezoning of lands fronting on Flemming Street and Paradise Avenue. 14-day appeal notices were placed in local newspaper on November 30th. Assuming no appeals are received by the NSUARB by December 15th, staff will be in a position to sign the apartment complex development agreement and affect the change to the Land Use Bylaw Zoning Map.

Regarding the Community Centre Feasibility Study, the study consultant met with the steering committee December 6th. The purpose of the meeting was for the consultant to present what they learned from data collection, potential partner and user groups input opportunities, and get the Committee's feedback with respect to potential facility components, building footprints and locations.

With regard to business development, staff will be participating in the judging of the NSCC Business Administration second-year class presentations as part of their Business Entrepreneurship Plans. This program encourages students to consider being an entrepreneur and learn the fundamentals of running a business.

The Nova Scotia Department of Economic Development is hosting an investment and attraction mechanisms and structure review with regional economic development partners on December 12th. This meeting will discuss the challenges facing the Cumberland and Colchester areas of Nova Scotia, providing the department with feedback to improve current and potential economic development programming.

BREI industrial business engagements continue with meetings with Maritime Pride Eggs and the final execution of their Phased-In Assessment Agreement.

The Cumberland Chamber of Commerce has released the Shop Cumberland 2022. This shop local campaign creates a social media medium for both businesses and customers to promote local establishments and show their support for shopping locally.

Town staff is negotiating with a potential land agent candidate to assist in the management of the Canada Nature Fund, Target 1 Challenge Funding program. In cooperation with the NS Department of Environment and Climate Change, Town staff continues to prospect for potential land acquisition opportunities to secure the wellfield protection zones.

The application for the Green Municipal Fund offered by the Federation of Canadian Municipalities is nearing completion through collaborative meetings with Town staff and LED Roadway Lighting Ltd. This application is anticipated to be submitted in January 2023.

A New Business Recognition Certificate was presented to Jinx Grooming and Pet Services on November 18th. The Town of Amherst also recognized Nova Social Media's new downtown storefront opening on November 30th.

The Amherst Downtown Business Association (ADBA) released the Cheers to the Season holiday grant program to fund businesses to invest in holiday decorations for their storefronts and attract customers to downtown Amherst. This program was developed to coincide with the Town of Amherst Cookie Crawl event. Over 20 funding applications were submitted and the program was well received by the business community.

Final setup of the TOA-owned Electric Vehicle Charging Station nears completion with the assignment of a consumer user rate structure and additional signage installation. The station is expected to be operational and available to the public by the end of December.

Task Updates:

Task: LED Proposal for new 'Smart LED Streetlights'

Update: The BDO met with LED Roadway in at the end of November to advance the FCM application. This item has been delayed due to an LED staff illness but there is a plan to be ready to submit in early 2023.

Status: Ongoing

Task: Lord Amherst Drive Renaming to Ancestral Drive

Update: The name change will take place February 10th. Canada Post, first responders and NS Civic Addressing have been notified. Public Works have created designs for the directional signs and are evaluating the location options.

Status: Ongoing

Task: Hotel Levy Report

Update: Council directed staff to reach out to other municipal units and hotels in the region. Cumberland indicated that they intend to look at it when staffing levels allow. With only one hotel, Oxford is not pursuing it. Discussions with local accommodation providers is ongoing.

Status: Ongoing

November Permits

PERMIT APPLICATIONS								For the Month of November
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
C2022-084	25470741	8 Mission St	0	Construction	Garage/Carport/Shed	Garage	83.00	70,000.00
C2022-085	25026766	129 East Pleasant St	1	Construction	Single Detached Dwelling	Single Detached	179.00	280,000.00
C2022-087	25029836	35 Rogers Ave	0	Construction	Garage/Carport/Shed	Shed	65.00	25,000.00
C2022-088	25027764	47 Poplar St	1	Construction	Single Detached Dwelling	Single Detached	194.00	200,000.00
Total	4		2				521.00	575,000.00

Year-to-Date Comparison

ACTIVITY REPORT							For Month of November 2022-11-30
Type	Nov 2021			Nov 2022			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	2	1	105,000	4	2	485,500	
Duplex/Semi	0	0	0	0	0	0	
Apartments	1	0	800,000	0	0	0	
Other Residential	0	0	0	2	0	95,000	
Commercial	1	0	160,000	2	0	509,000	
Industrial	0	0	0	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
Total	4	1	1,065,000	8	2	1,089,500	
Year To Date	84	31	10,842,764	88	37	10,957,986	

Monthly Report

Community Well Being

December 2022

Marketing & Events

- Compiled shop local media content for TikTok and Facebook
- Volunteer recognition call out for applications
- Updating community calendar and website content
- Cookie Crawl completed. All 80 tickets sold , survey conducted for participants and feedback received from businesses , all positive feedback.
- Planning for Winter Carnival 2023 – Family Event to be hosted Feb 18th, reaching out to sport organizations and community groups.
- Compiling and scheduling holiday messaging for social media
- Holiday Events ran Nov. 18 – 20 and each event was well attended by the public.
- Wrapping up graphics and videos for the holidays.

Active Living

- Multisport took place in Springhill during November with Orienteering. Continues with tennis until Dec. 11 then breaks for the Holiday Break.
- Friday Night Fun ran in November through the Cumberland YMCA with two different age group. The children in the first group have been having a blast playing different physical activity games in the gym, freeze tag, snowman tag, graveyard, etc. We have had some art activities out, such as painting with textures, finger painting and free art.

Attendance:

Ages 5-8

- November 4, 2022 – 30
- November 18, 2022 – 21
- November 25, 2022 – 16

Ages 9-14

- November 4, 2022 – 35
- November 18, 2022 – 30
- November 25, 2022 – 28

- Learn to Lead planning took place Dec. 9 with Cumberland County, Oxford, and Cumberland Health Board. Programming expected to run Jan – March.

Community Well Being

- Finalizing the Accessibility Strategy, presenting to the Directors and developing a PP presentation for Council on the 19th
- Attending meeting with MITACS regarding PRAC initiatives, finalizing the strategic document, meetings with NSCC regarding Youth education initiatives
- Working with the WETS taskforce to revise budgets for the shelter, working on shelter policy review and meeting with the NSCC regarding the communication plans for WETS, and DCS regarding funding

- I have also attended meetings with Cornerstone, NS Public Health, Cumberland Partners
- Working collaboratively with the Mayor, and three recruitment and retention committees, I also developed the application, funding proposal and budget for the Town and County submission to the Office of Healthcare Professionals Recruitment for funding.

Task Updates:

<p>Task: MAP report</p> <p>Update: Councillor Davidson asked about MAP committee, and community support grants not supporting "alcoholic" events. Staff are looking into our responsibilities under this program and will have discussions with our committee report in January</p> <p>Status: In progress</p>
<p>Task: Special election</p> <p>Update: Staff have engaged Intelivote and requested the voters list from Elections NS. Ads have been prepared to promote potential candidates nomination packages.</p> <p>Status: In progress</p>
<p>Task: Community Support Grant – Christmas Dinner</p> <p>Update: The recipient has been advised and the cheque request issued. Presentation of the cheque scheduled for December 13th</p> <p>Status: Closed</p>
<p>Task: Permanent List of Electors Request</p> <p>Update: List has been officially requested and we expect to receive it by mid December</p> <p>Status: Closed</p>
<p>Task: Requests for Proclamations and Flag Raising Ceremonies Policy Amendments</p> <p>Update: This draft amendment was to be forwarded to the IDE committee for review and comment. The December meeting was cancelled, so this will be on their January agenda.</p> <p>Status: In progress</p>
<p>Task: Navigator Agreement</p> <p>Update: The agreement has now been signed by both the Town and MCC and the job ad was posted this week</p> <p>Status: Closed</p>
<p>Task: Northern Region Agreement</p> <p>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 December 12th, agreement still not signed by all parties.</p> <p>Status: In Progress</p>
<p>Task: Cornerstone request - Assistance</p> <p>Update: The MOU has been signed by both parties</p> <p>Status: Closed</p>
<p>Task: Town of Amherst Website</p> <p>Update: Staff have been reviewing other municipal websites, within NS and outside to develop a wish list of functions and design</p> <p>Status: In progress</p>

Task: Street Banner Policy Update: Council requested the legion be consulted on the draft policy as it relates to their Veterans Banner program. Staff will arrange a meeting in January with the Legion to discuss Status: Ongoing

Monthly Report

Solid Waste Education & Enforcement

December 2022

Social Media

Focus for the month was on our “What Goes Where” posts for coffee cups and metal cookie tins.



Metal Cookie Tins



Empty metal cookie tins can be placed in your **container** recycling bag. Better yet, save the tin and use it to store Christmas treats in!

Wondering "What Goes Where?" Download our free mobile app *Cumberland County Solid Waste*



Coffee Cups



Coffee cups, styrofoam or paper, are considered garbage. Please place these materials in your clear non-coloured bags.

Wondering "What Goes Where?" Download our free mobile app *Cumberland County Solid Waste*

Education & Enforcement Contracts/Agreements

Funding was received for the Mid-Term Reports for both the education and enforcement agreements.

Litter project

Staff are trying to enhance public sorting at the Amherst Stadium. New sorting bins have been purchased and should be set up in the new year. Staff are also looking at improved signage and are working on promotional messaging using the theme “Put Waste In Its Place”.



Solid Waste Hotline

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

EPR Summit

Staff attended the EPR Summit which was hosted by Divert NS.

Schools

Staff are working with schools to ensure proper separation of solid waste. Recent audits have shown that some of the schools need “reminders” on what goes where.

Solid Waste Collection Contract

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

Holiday Collection

Collection currently scheduled for Saturday, December 24 is now taking place on Tuesday, December 27. Staff will promote the change to the collection schedule through our social media channels and ReCollect.