



Town of Amherst  
Committee of the Whole

Date: Monday, January 16, 2023  
Time: 4:00 pm  
Location: Council Chambers, Town Hall

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| <b>1. Call to Order</b>                    |         |
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| 5.2 | Approval of In Camera Minutes  |         |
| 5.3 | MGA 22(2)(a) - acquisition, sale, lease and security of municipal property |         |
| 5.4 | MGA 22(2)(a) - acquisition, sale, lease and security of municipal property |         |
| 5.5 | MGA 22(2)(e) - contract negotiations                                       |         |
| 6.  | Adjournment  |         |

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Town of Amherst  
Committee of the Whole  
Monday, January 16, 2023

### **Consent Agenda**

#### **MOTION:**

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

- 1.3 Approval of Minutes**
- 2.4 Signing Authority Policy**
- 2.5 Banking Policy**
- 2.6 Request to Present**
- 2.7 Accessibility Strategy**
- 3.1 Yield Sign Review**
- 3.2 CAO/Clerk Task Report**
- 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:** December 19, 2022  
**Time:** 3:00 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  
Greg Jones, Director of Fire Services  
Sarah Wilson, Director, Finance  
Krista Crossman, Director, HR & Customer Services  
Aaron Bourgeois, Director, Operations  
Andrew Fisher, Director, Planning & Strategic Initiatives  
Kim Jones, Director, Corporate Communications/Clerk  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Deputy Clerk

**Staff Absent** Dwayne Pike, Chief, Police Services

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**1. Call to Order**

Mayor Kogon called the meeting to order at 3:00 p.m.

**1.1 Approval of Agenda**

Moved By Councillor Emery

Seconded By Councillor Baker

That the agenda be approved as circulated.

**MOTION CARRIED**

**1.2 Approval of the Consent Agenda**

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

That the consent agenda be approved to include the following:

**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**

**MOTION CARRIED**

**1.3 Approval of Minutes**

**1.3.1 November 21, 2022**

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

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Landry**

**That the minutes of the November 21, 2022 Committee of the Whole meeting be approved as included in the agenda package.**

**MOTION CARRIED**

**2. Council Direction Requests**

**2.1 2023 Meeting Dates - Jones**

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

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Landry**

**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.**

**MOTION CARRIED**

**2.2 Council Committee Review**

**Moved By Councillor Emery**

**Seconded By Councillor Davidson**

**That Council accept the recommendation of staff for this review; however, recommend that the Community Arts Council be reviewed instead of repealed.**

**MOTION CARRIED**

**2.3 User Fee Policy Amendments**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Baker**

**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**

**MOTION CARRIED**

**2.4 Housing Investment Policy**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Fawthrop**

**That the Housing Infrastructure Investment Policy as included in the agenda package be forwarded to a January 2023 meeting of Amherst Town Council for consideration and approval.**

**MOTION CARRIED**

**2.5 Green Space Beside Town Hall Request**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**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.**

**MOTION CARRIED**

**2.6 Draft Accessibility Strategy**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Emery**

**That Council accept the draft Accessibility Strategy and forward approval of it to a January meeting of Council.**

**MOTION CARRIED**

**2.7 Intermunicipal Cooperation**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**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 be involved in the 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.**

**MOTION CARRIED**

**2.8 Snow Clearing Request**

**Moved By Councillor Davidson**

**Seconded By Deputy Mayor Landry**

**That staff be directed to not approve the citizen request for enhanced snow removal efforts near the E.B. Chandler School, and further communicate with the citizen the efforts that staff are taking to mitigate flooding in this area.**

**MOTION CARRIED**

**3. Information Items**

**3.1 Sustainable Communities Challenge Fund Application**

Information item; approved as part of the consent agenda.

**3.2 Policy and Bylaw Review**

Information item only; no further direction given at this time.

**3.3 Strategic Priorities Update**

Information item; approved as part of the consent agenda.

**4. Monthly Reports**

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

**4.1 Financial Services**

**4.2 HR and Customer Services**

**4.3 Operations**

**4.4 Police Services**

**4.5 Fire Services**

- 4.6 Planning and Strategic Initiatives**
- 4.7 Community Well Being**
- 4.8 Solid Waste Education and Enforcement**

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

**MOTION CARRIED**

- 6. Adjournment**  
**Moved By Councillor Baker**  
**Seconded By Councillor Emery**  
**To adjourn the meeting.**

**MOTION CARRIED**

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Kimberlee Jones  
Municipal Clerk

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David Kogon, MD  
Mayor

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

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

**DATE:** January 16, 2023

**SUBJECT:** Residential Solid Waste Collection Contract Award

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**ORIGIN:**

The current 5-year residential solid waste collection contract is due to expire on March 31, 2023. A new contract is required to continue with this service.

**LEGISLATIVE AUTHORITY:**

Municipal Government Act Section 65; The council may expend money required by the municipality for (q) collecting, removing, managing, and disposing of solid waste.

**RECOMMENDATION:**

That the award of the new five-year residential solid waste collection contract for three stream collection, yard waste, bi-weekly bulky item pickup and six extra summer organic collections to Miller Waste Systems Incorporated, Alternative Collection Proposal, in the amount of \$2,525,979.07 be forwarded to the January 23, 2023 regular meeting of Council.

**BACKGROUND:**

The Town's contract with Miller Waste for collecting municipal solid waste expires on March 31, 2023. A joint request for proposals with the County of Cumberland was conducted and proposals from two vendors were received, Miller Waste Systems Incorporated and Royal Environmental Inc.

As requested in the RFP, Miller Waste submitted a proposal for the 'status quo' in regards to our waste collection and they also provided an 'alternative proposal'.

**DISCUSSION:**

Staff from the Town and County of Cumberland completed independent evaluations of the proposals received. The highest scoring proposal for both municipal units was the 'alternative' collection proposal submitted by our current service provider, Miller Waste Systems. The proposals were evaluated on the following criteria;

- Experience & References 10%
- Contingency Management 10%
- Fleet & Fleet Management 10%
- Proposed Methodology 30%
- Price 40%



If awarded, the earliest the alternative collection schedule can be put into effect is April 1, 2024. Until that time the current collection schedules will remain in place.

Once implemented, the new collection schedule for Amherst residents would be;

- Each household will place all materials on the curb on the same day once every 2 weeks. Organics and source separated solid waste will be collected using one split stream rear-load truck, while a second split stream rear load truck will collect fibre materials and container recycling. Each household will have two trucks collect from them each pick-up day.
- Amherst will be split over two days, with the approximately 75% of the Town being done on the first Tuesday and the remaining 25% being collected on the second Tuesday.
- Primary reason for proposing Tuesday collection in Amherst is to avoid rescheduling due to holidays which most often fall on Mondays and Fridays.
- Additional services such as Bulky item collection, Christmas tree pick-up, weekly summer organics collection and spring/fall leaf and yard waste pick-up will also be collected on Tuesday's.

**FINANCIAL IMPLICATIONS:**

Awarding the alternative collection contract for \$2,525,979.07 will save \$74,327.47 over the 'status quo' proposal during the five-year life of the contract.

The residential collection cost is captured within the residential solid waste charge, this charge can be adjusted by Council depending on the cost of the service.

Historical solid waste charges over the past 20 years;

- First implemented at \$150 in 2002/03
- Gradually increased to \$174 by 2012/13
- Gradually reduced to \$160 by 2017/18
- Current charge is \$185

The impact on the cost to each household for this bid is an additional \$73 which would bring the solid waste charge to approximately \$258. While significant, an increase of this magnitude was not totally unexpected given what staff have seen with other municipal contracts as of late.

In addition to the above financial impact of the new collection contract, the annual solid waste charge will have to be further increased due to the increase of tipping fees by CPI.

At this time Council is being asked to award the residential solid waste contract only, the final solid waste charge will be approved by Council during the budget process.





## COMMITTEE OF THE WHOLE

CDR# 2023001

Date: January 16, 2023

### **SOCIAL JUSTICE IMPLICATIONS:**

There are no social justice implications.

### **ENVIRONMENTAL IMPLICATIONS:**

The new collection schedule and use of new fleet vehicles used for collection should result in reduced greenhouse gas emissions.

### **COMMUNITY ENGAGEMENT:**

No specific community engagement has been contemplated for the award of the RFP. However, during the first year of the contract Miller Waste will prepare detailed maps and collection schedules and communicate the proposed collection schedule changes with residents. Town staff will promote the collection schedule changes via social media.

### **ALTERNATIVES:**

1. Do not award the contract for residential solid waste collection at this time.
2. Award the contract for the 'status quo' contract option.

**ATTACHMENTS:** None

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Report prepared by: Aaron Bourgeois, Director of Operations  
Report and Financial approved by:



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

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

**DATE:** January 16, 2023

**SUBJECT:** Snow Removal Bylaw Review

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**ORIGIN:**

A complete policy and bylaw review is a one of Council's strategic priorities.

**LEGISLATIVE AUTHORITY:**

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

**RECOMMENDATION:**

That no revisions to the Snow Removal Bylaw are required at this time and that Council approve the staff review of this bylaw.

**BACKGROUND:**

This purpose of the snow removal bylaw is to ensure a high level of sidewalk snow clearing for pedestrian activity in the downtown. It requires the Town to clear sidewalks in the downtown after snowfall accumulation, and property owners to subsequently maintain the sidewalk surface adjoining their respective premises free of snow and ice.

**DISCUSSION:**

Upon review, staff are recommending no changes to the bylaw at this time. The level of service provided for snow clearing operations in the downtown outlined in this bylaw is reasonable and achievable.

While not a revision, there is a typographical error in section 9 that should be corrected. The year 1997 is shown as 197.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**SOCIAL JUSTICE IMPLICATIONS:**

Providing a high level of service for sidewalk snow removal in the downtown core is beneficial for all pedestrians, especially those with limited mobility.





**COMMITTEE OF THE WHOLE**

**CDR# 2023004**

**Date: January 16, 2023**

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications.

**COMMUNITY ENGAGEMENT:**

There is no community engagement required at this time.

**ALTERNATIVES:**

Do not approve the bylaw review and direct staff to make changes to the bylaw.

**ATTACHMENTS:**

Consolidated Snow Removal Bylaw D-1-C.

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Report prepared by: Aaron Bourgeois, Director of Operations  
Report and Financial approved by:



TOWN OF AMHERST  
SNOW REMOVAL BYLAW CONSOLIDATION

1. In this Bylaw, reference to a designated street means:

- |                    |   |
|--------------------|---|
| Victoria Street -  | South side, from Station Street to Acadia Street;<br>North side, from Herbert Street to C.N.R. Crossing   |
| LaPlanche Street - | East side, one hundred sixty-five feet (165') from the Northerly margin of Victoria Street;<br>West side, two hundred forty-eight feet (248') from the said margin. |
| Havelock Street -  | Both sides of the street from Victoria Street to Prince Arthur Street   |
| Church Street -    | Both sides from Victoria Street to the southerly side of Church – Albion Streets intersection.  |
| King Street -      | Both side of King Street and Princess Street  |
| Prince Arthur St - | North side of Prince Arthur Street between Church and Havelock.   |

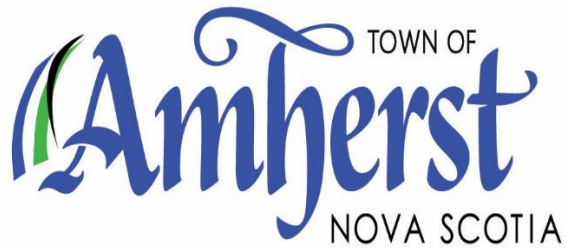
2. Each designated street is designated in pursuance of the Municipal Government Act Section 310-1-a.
3. For the purposes of this Bylaw, “Owner” shall mean: every person who occupies, or if there are no occupiers, the persons in charge, and if there are no persons in charge, the owners of houses, stores, lots and pieces of land fronting on a designated street.
4. When snowfall accumulation exceeds 5 centimetres the Town will clear a 42” path along all designated sidewalks.
5. Within four hours of the completion of paragraph 4 above, all owners shall clear away any remaining snow, ice or slush, from the 42” path along the sidewalks adjoining their respective premises.
6. In the case of snow and ice buildup less than 5cm in depth all owners shall clear away all snow, ice or slush from a 42” wide path along the sidewalk adjoining their respective premises.
7. Every person who violates this bylaw shall be liable on summary conviction to the penalty prescribed by the Summary Proceedings Act.
8. Section 18 to 20 and 22 of the Town of Amherst Streets Bylaw are repealed.
9. The Snow Removal Bylaw number D-1 dated January 3, 1997 is hereby repealed.

## CONSOLIDATION NOTES

D-1 Approved by Council February 25, 2002.

D-1-1 Approved by Council December 22, 2014

The bylaw was amended to ensure a high level of sidewalk snow clearing for pedestrian activity in the downtown. It requires the Town to clear sidewalks in the downtown after snowfall accumulation, and property owners to subsequently maintain the sidewalk surface adjoining their respective premises free of snow and ice.



**COMMITTEE OF THE WHOLE**

**CDR# 2023005**

**DATE: January 16, 2023**

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

**SUBMITTED BY:** Dwayne Pike, Chief of Police

**DATE:** January 16, 202

**SUBJECT:** Discharge of Firearms Bylaw Review

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**ORIGIN:** Bylaw Review Policy

**LEGISLATIVE AUTHORITY:** MGA 172(1)(d) A council may make by-laws, for municipal purposes respecting alarms and alarm monitoring systems

**RECOMMENDATION:** Staff have reviewed the Discharge of Firearms Bylaw and are not recommending any changes at this time.

**BACKGROUND:** Staff are completing a review of all Town of Amherst Bylaws and Policies to ensure they are relevant and updated appropriately. Every document is to be reviewed on a 4-year cycle. The Discharge of Firearms By-Law was reviewed as a result of this initiative.

**DISCUSSION:** By-law C-2, the "Discharge of Firearms By-Law" was originally titled 'The Town of Amherst Firearms and Air Rifles Bylaw' and came into effect in December of 1992. It was updated after a full review in June 2015. The by-law primarily deals with the use and discharging of firearms in the Town of Amherst. A 'Firearm' is defined as "a gun, a rifle, or any barrel or device from which any shot, bullet or other projectile may be discharged and includes anything that has been adapted for use as a firearm but does not include water guns or foam-based weaponry (Nerf) designed to be played with by children. Firearms are not to be discharged or fired within town limits, except in 3 instances:

- When a peace officer or armed guard discharges their weapon in the performance of their duties;
- When using a CO2 powered paint-marking devices in specific conditions between consenting people and on property that the owner has consented to their use;

- The use of an air or compressed gas gun provided that its use on property has been authorized and safety precautions, including a suitable backdrop for target shooting is being utilized;

In 2014-2015, the previous version of this By-Law was reviewed and compared to updated By-Laws in other jurisdictions. Changes made at the time reflect the change in technology and devices available. Those changes are still relevant with the majority of firearms concerns being covered and governed by federal firearms legislation such as the Criminal Code. As a result, there is no need to make any changes to the 2015 version of this by-law.

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

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to this decision

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications

**COMMUNITY ENGAGEMENT:** No Community engagement required

**ALTERNATIVES:**

1. Direct staff to do a further review or make specific changes to this by-law

**ATTACHMENTS:** Bylaw C-2 – Discharge of Firearms By-Law

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Report prepared by: Dwayne Pike, Chief of Police  
Report and Financial approved by:



Town of Amherst

**DISCHARGE OF  
FIREARMS BYLAW**

Bylaw No: C-2

Effective: 26 June 2015



I, Gregory D. Herrett, Town Clerk and Chief Administrative Officer of the Town of Amherst do hereby certify that the following is a true copy of the **Discharge of Firearms Bylaw** adopted by council at a meeting held

Given under the hand and seal of the Town of Amherst this 26<sup>th</sup> day of June 2015.

\_\_\_\_\_  
Gregory D. Herrett, CA  
Town Clerk and Chief Administrative Officer

**TOWN OF AMHERST**  
**DISCHARGE OF FIREARMS, C-02**

1. This by-law is entitled the “Discharge of Firearms By-law”.

2. Definitions

In this by-law:

- (1) “firearm” means a gun, rifle, or any barrel or device from which any shot, bullet or other projectile maybe discharged and includes anything that has been adapted for use as a firearm but does not include water guns or foam based weaponry (Nerf) designed to be played with by children;
- (2) “owner” has the same meaning as in the Municipal Government Act;
- (3) “public place” means any place to which the public have access as of right or by invitation, express or implied;
- (4) “Town” means the Town of Amherst;

3. No Discharge of Firearms

Except as authorized in this bylaw, no person shall fire or discharge any firearm in the Town of Amherst.

4. Exceptions

Section 3 does not apply to:

- (1) Any peace officer or licensed armed guard who discharges a firearm in the performance of duty;
- (2) The use of CO2 powered paint marking devices, provided that:
  - a. Such devices shall not be discharged at or near persons who have not consented to participate in a game or recreational activity involving firing of CO2 powered paint marking devices; and

b. The owner of land upon which such devices have been discharged has consented to the discharge of such devices on his or her property.

(3) The use of an air or compressed gas gun or pistol provided that the owner of land upon which such devices are used has consented to the discharge of such devices on his or her property and providing the person discharging the air or compressed gas gun or pistol has taken proper precautions for the safety of others in the operation of the said air or compressed gas gun or pistol, including the proper installation of a suitable backdrop for target shooting.

(4) A person discharging a flare in the case of an actual or apprehended emergency;

(5) A person participating in a historical re-enactment under, and in accordance with, the directions of the organizers of the re-enactment.

5. Penalties

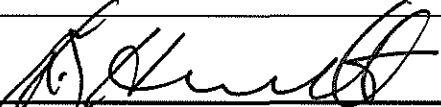
Any person who contravenes section 3 of this bylaw is guilty of an offence punishable on summary conviction by a fine not less than that stipulated by a Category C offence under the Summary Proceedings Act and not more than \$10,000 and to imprisonment of not more than one year in default of payment thereof.

6. Repeal

The Town of Amherst Firearms and Air Rifles Bylaw, C-2, approved by Council on the 16<sup>th</sup> day of September, 1985 is hereby repealed.

Discharge of Firearms Bylaw

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| Annotation for Official Bylaw Book   |                             |
|--|-----------------------------|
| Date of First Reading  | 25 May 2015                 |
| Date of advertisement of Notice of Intent to Consider  | 5 June 2015                 |
| Date of Second Reading   | 22 June 2015                |
| Date of advertisement of passage of Bylaw  | 26 June 2015                |
| Date of mailing to Minister a certified copy of Bylaw  | 26 June 2015                |
| Effective Date of Bylaw  | 26 June 2015                |
| I certify that this Discharge of Firearms Bylaw was adopted by Council and published as indicated above                                      |                             |
| <br>_____<br>Gregory D. Herrett, CA<br>Town Clerk and CAO | <u>26 June 2015</u><br>Date |

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First Reading of Council - 25 May 2015  
Notice of Intention to Adopt - 5 June 2015  
Second Reading of Council - 22 June 2015  
Notice of Publication – 26 June 2015  
Effective Date - 26 June 2015

## Discharge of Firearms Bylaw

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### NOTICE OF PUBLICATION

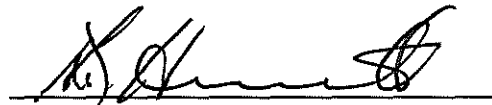
At its regular meeting held June 22, 2015 Amherst Town Council approved second reading of a new Discharge of Firearms Bylaw, C-2, which repeals and replaces the bylaw of the same name adopted by Council on September 16, 1985.

The new bylaw prohibits the firing or discharge of firearms in Section 3. Section 4 of the bylaw provides that the prohibition against discharging firearms does not apply to peace officers or licensed armed guards discharging a firearm in the performance of duty, to the use of CO2 powered paint making devices under certain conditions, the use of an air or compressed gas gun or pistol under certain conditions, or persons participating in a historical re-enactment.

Copies of the bylaw may be inspected and/or a copy obtained at the office of the Town Clerk, Dominion Public Building, 98 Victoria Street, Amherst during regular business hours or on the Town's website, [www.amherst.ca](http://www.amherst.ca)

I, Gregory D. Herrett, Town Clerk and Chief Administrative Officer of the Town of Amherst do hereby certify that the above is a true copy of an advertisement duly advertised in the Amherst News on the 26<sup>th</sup> day of June, 2015.

Given under the hand of the Town Clerk and under the corporate seal of the Town of Amherst this 26<sup>th</sup> day of June, 2015.



Gregory D. Herrett, CA  
Town Clerk and Chief Administrative Officer

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First Reading of Council - 25 May 2015  
Notice of Intention to Adopt - 5 June 2015  
Second Reading of Council - 22 June 2015  
Notice of Publication - 26 June 2015  
Effective Date - 26 June 2015



## COMMITTEE OF THE WHOLE

CDR# 2023002

Date: January 16, 2023

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

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** January 16, 2023

**SUBJECT:** Policy Review – Signing Authority Policy

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**ORIGIN:** Policy Review.

**LEGISLATIVE AUTHORITY:** Town of Amherst Signing Authority Policy, # 3400-01

**RECOMMENDATION:** That Council forward the revised Town of Amherst Signing Authority Policy # 03400-01 to the January 23, 2023 Council meeting.

**BACKGROUND:** As part of the policy review, this policy has been reviewed and changes are recommended. The changes include removing the position of Chief Financial Officer and updating the listed bank accounts by replacing the wording with all Town bank accounts.

**DISCUSSION:** In September 2022 the Salary Administration Policy was amended and the position of Chief Financial Officer was removed, therefore the Signing Authority Policy has been amended to reflect this. This does not impact the ability of the Town to sign documents or cheques. In # 2 of the policy, it listed various bank accounts some of which have not been active for many, many years. Therefore, the policy has been updated to state “all Town bank accounts” which will include all current and future accounts of the Town.

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

**COMMUNITY ENGAGEMENT:** No community engagement required.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to this decision.

**ALTERNATIVES:**

1. The changes are necessary to make the policy reflect current operations.

**ATTACHMENTS:** Signing Authority Policy, 03400-01.

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Report prepared by: Sarah Wilson, Director of Finance

Report and Financial approved by:



**TITLE:** SIGNING AUTHORITY POLICY  
**SECTION:** FINANCE  
**POLICY NO.:** 03400-01

**REFERENCE/DATE:** 21 September 1992  
: 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002  
26 January 2015; 23 November 2020, 28 February 2022

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**PURPOSE:**

To identify signing officers of the Town of Amherst

**POLICY STATEMENT:**

1. All documents signed under the seal of the Town shall be signed by the:
  - a) Mayor or Deputy Mayor (any one of them)And
  - b) Chief Administrative Officer, Town Clerk, ~~Chief Financial Officer~~ or Treasurer (any one of them).
  
2. ~~For All Town bank accounts General, Payroll, Water, Stadium, Trust and Reserve Fund any~~ cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:
  - a) Mayor, Deputy Mayor, Designated Councillor (any one of them)And
  - b) Chief Administrative Officer, ~~Chief Financial Officer~~ or Treasurer (any one of them).

**TITLE:** SIGNING AUTHORITY POLICY  
**SECTION:** FINANCE  
**POLICY NO.:** 03400-01

**REFERENCE/DATE:** 21 September 1992  
 : 25 September 1995; 25 March 1996; 21 May 1996; 12 December 2000; 25 November 2002  
 26 January 2015; 23 November 2020, 28 February 2022

## ROLES AND RESPONSIBILITIES

| Title/Role                          | Responsibilities   |
|-------------------------------------|--|
| <b>Chief Administrative Officer</b> | CAO:<br>a. To ensure all documents are signed by the proper signing authorities.   |
| <b>Director of Finance</b>          | Director of Finance:<br>a. To ensure all documents are signed by the proper signing authorities.<br>b. To ensure any changes to signing authorities are corresponded to the proper external organizations. |

## VERSION LOG

| Version Date            | Amendment Description                                  | Amendment/Policy Owner | Approved By | Approval Date |
|-------------------------|--|------------------------|-------------|---------------|
| <b>January 23, 2023</b> | Policy review – remove CFO, update bank account names. | Director of Finance    |             |               |
|                         |  |                        |             |               |
|                         |  |                        |             |               |
|                         |  |                        |             |               |



## COMMITTEE OF THE WHOLE

CDR# 2023003

Date: January 16, 2023

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

**SUBMITTED BY:** Sarah Wilson, Director of Finance

**DATE:** January 16, 2023

**SUBJECT:** Policy Review – Banking Policy

---

**ORIGIN:** Policy Review.

**LEGISLATIVE AUTHORITY:** Town of Amherst Banking Policy, # 3400-02

**RECOMMENDATION:** There are no changes recommended for the Banking Policy. As part of the policy review, this policy is being reviewed with Council.

**BACKGROUND:** As part of the policy review, this policy has been reviewed and no changes are recommended.

**DISCUSSION:** This policy is to direct that monies received by the Town are deposited in the Bank at least once per day. This ensures the Town's revenues are earning their maximum potential. This is a common current and past practice of the Town.

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

**COMMUNITY ENGAGEMENT:** No community engagement required.

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications to this decision.

**ALTERNATIVES:**

1. Suggest changes to the policy.

**ATTACHMENTS:** Banking Policy, 03400-02.

---

Report prepared by: Sarah Wilson, Director of Finance

Report and Financial approved by:



**TITLE:** BANKING POLICY  
**SECTION:** FINANCE  
**POLICY NO.:** 03400-02

**REFERENCE/DATE:** June 19, 1995, Page No. 442

**POLICY STATEMENT:**

Monies received by the Town of Amherst, its boards and agencies, shall be deposited in the Bank at least once per day.

**PURPOSE OF THE POLICY:**

The purpose of this policy is to ensure the Town’s revenues are earning their maximum potential.

**ROLES AND RESPONSIBILITIES**

| Title/Role               | Responsibilities  |
|--------------------------|---|
| Cashier/Customer Service | Cashier/Customer Service will:<br>a. Ensure bank deposits are completed daily.  |
| Director of Finance      | Director of Finance will:<br>a. Complete bank reconciliations in a timely manner which validates that bank deposits have been recorded in the bank. |

**VERSION LOG**

| Version Date     | Amendment Description      | Amendment/Policy Owner | Approved By | Approval Date |
|------------------|----------------------------|------------------------|-------------|---------------|
| January 23, 2023 | Policy review – no changes | Director of Finance    |             |               |
|                  |                            |                        |             |               |
|                  |                            |                        |             |               |

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Kimberlee Jones, Municipal Clerk/Director  
DATE: January 16, 2023  
SUBJECT: Presentation to Council Request

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Staff have been contacted by Denise Corey on behalf of the Cumberland Public Libraries who would like to make a brief presentation to council speak to Council about the library and its services to the community. It's been a few years since she has spoken to Council and would like to update you on library funding, programming, services, and more.

In accordance with Policy 10350-24 Proceedings of Council Policy, I am seeking Council's direction on whether it may be interested in such a presentation. Should Council have an interest I will proceed to arrange for a presentation, suggesting that the presentation could be scheduled for February Committee of the Whole meeting.

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

**SUBMITTED BY:** Sharon Bristol, Director, Community Living

**DATE:** January 16, 2023

**SUBJECT:** **Accessibility Strategy**

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**ORIGIN:** In 2017 the Accessibility Act was legislated by the Province of Nova Scotia. Each Municipality was required to develop their own Accessibility Strategy to comply with the Access by Design 2030.

**LEGISLATIVE AUTHORITY:** NS Accessibility Act 2017

**RECOMMENDATION:** That Council forward to the January 23, 2023 regular meeting of Council acceptance of the Town of Amherst Accessibility Strategy as presented to Council in December 2022

**BACKGROUND:** The Province of Nova Scotia enacted the Accessibility Act in 2017. Access by Design 2030 is Nova Scotia's strategy to make the province accessible by 2030. It was released to the public in September 2018. Each Municipality was tasked with developing their own strategic plan for removing the barriers to participation in their community through accessing communications, goods and services, transportation, employment and the built environment. Work on the strategy was delayed during covid due to lack of community gatherings so work began in early 2022.

**DISCUSSION:** In May 2022 the Community Well Being Manager developed a survey to start the community consultation process. Over 180 citizens, community groups and persons with lived experience were contacted to complete a survey and provide feedback in the areas of Goods and Services, Communications, Employment, Transportation and the Built Environment. Information gained from this consultative process formed the basis for the action plans of the Strategy. The Accessibility Committee reviewed the consultation documents and feedback and approved the strategy at the November 2022 meeting. The strategy was presented to Council at the December meeting where suggestions on the document were requested. No feedback has been given to change the document in its current state. The strategy will be reviewed on an ongoing basis and yearly reports on progress will be developed.

**FINANCIAL IMPLICATIONS:** Acceptance of the strategy may have future financial implications as the actions are operationalized. This will be reviewed by senior management and factored into capital budgets as we move forward.





## COMMITTEE OF THE WHOLE

CDR# 2023006

Date: January 16, 2023

**SOCIAL JUSTICE IMPLICATIONS:** The Town of Amherst Accessibility strategy will allow persons with disabilities to equitably access programs, services, employment and transportation within the community. By removing the barriers to participation our citizens will have an enhanced quality of life.

**ENVIRONMENTAL IMPLICATIONS:** None

**COMMUNITY ENGAGEMENT:** The Accessibility Committee is comprised of persons with lived experience and will continue to meet quarterly to ensure the ongoing needs of our community are identified and communicated to Council. They will provide advice and input to council on an ongoing basis.

**ALTERNATIVES:**

- 1 Decline acceptance of the document.
- 2 Refer back to committee for further revisions

**ATTACHMENTS:** Accessibility Strategy Document

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Report prepared by:

Report and Financial approved by:



# 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

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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

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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

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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](http://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](http://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

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- 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.



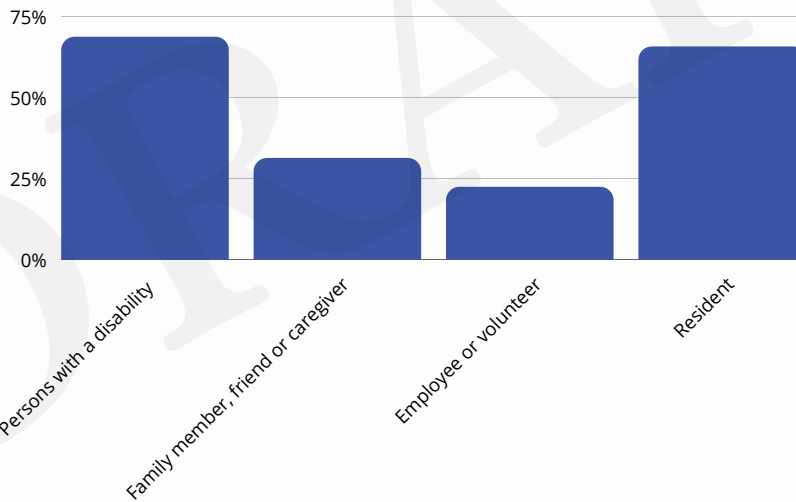
# Community Consultation

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

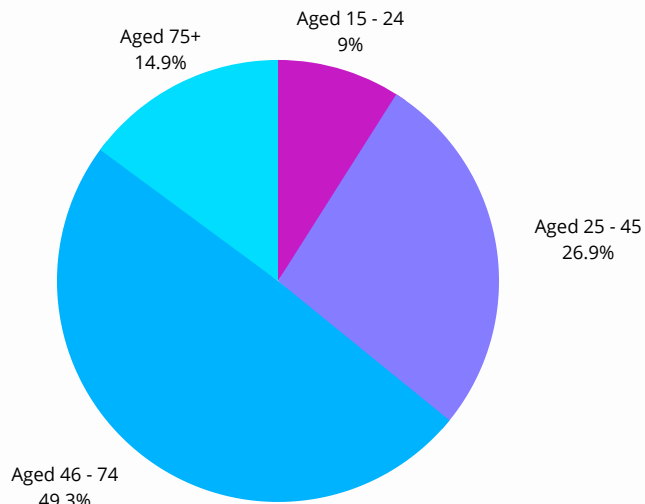
- 68.7% Persons with a disability (visible or invisible)
- 31.3% Family member, friend or caregiver of a person with a disability
- 22.4% Employed or volunteer at an organization that provides services to people with disabilities
- 65.7% Resident of the Town of Amherst



Graph 1. Respondent Demographic

### Age of respondent

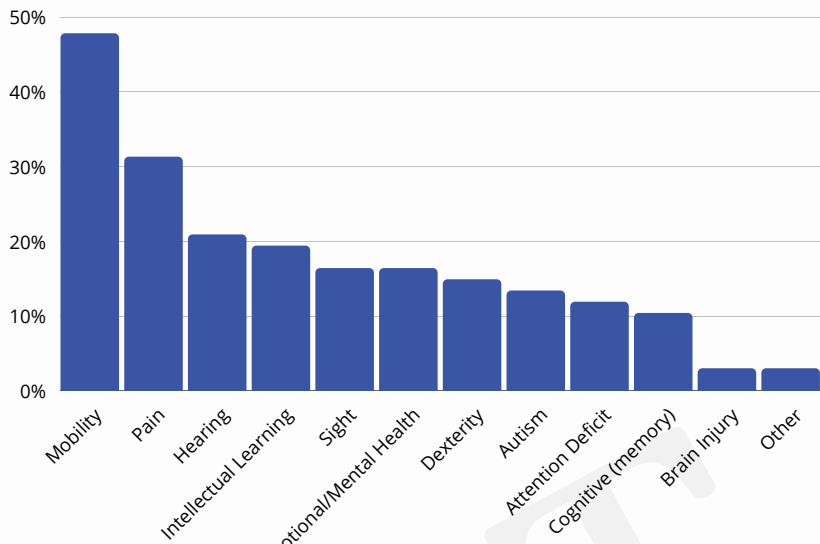
- 9% aged 15-24
- 26.9% aged 25-45
- 49.3% aged 46-74
- 14.9% aged 75+



Graph 2. Age of Respondent

### Type of disability

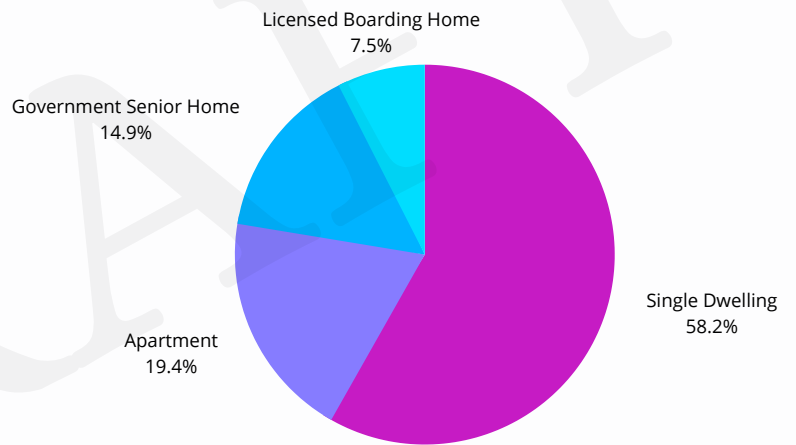
- 47.8% Mobility
- 31.3% Pain
- 20.9 % Hearing
- 19.4% Intellectual Learning
- 16.4 % Sight
- 16.4% Emotional/Mental Health
- 14.9% Dexterity
- 13.4% Autism
- 11.9% Attention Deficit
- 10.4% Cognitive (memory)
- 3% Brain Injury
- 3% Other



Graph 3. Disability Type

### Housing situation

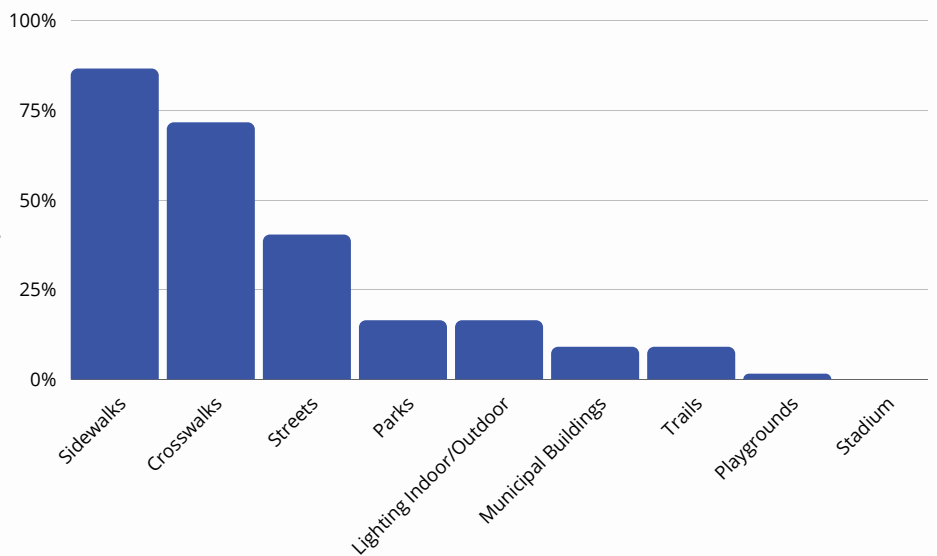
- 58.2% Single Dwelling
- 19.4% Apartment
- 14.9% Government Senior Home
- 7.5% Licensed Boarding Home
- 0% Nursing Home
- 0% Private Boarding Home



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

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*"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."*

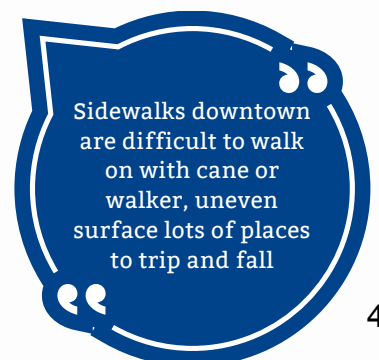
*"More accessible parks, wheelchair swings, trails to park, sidewalks should be flat."*

*"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



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# 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

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- **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](https://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](http://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/](http://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

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

[www.nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf](http://www.nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf)

[www.novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf](http://www.novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf)

## Committee Members

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### **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 Council  
From: Dwayne Pike, Chief of Police  
Date: January 16<sup>th</sup>, 2023  
Subject: Yield Sign Review – Replacement with Stop Signs

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

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

1. Veno Avenue at East Pleasant Street
2. Myrtle Avenue at Central Avenue
3. Myrtle Avenue at Fairview Avenue (east end)
4. Myrtle Avenue at Belliveau Avenue
5. Ash Street at Newton Avenue
6. Racetrack Road at Industrial Park Drive

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

# CAO/CLERK Task Report

January 2023

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## Task Updates:

### Task: NSFM Report

Direction that the Town communicate with the NSFM executive that social issues facing municipalities today need to be discussed with the province. Due to the holidays and workloads this has not been started yet

Status: Ongoing

### Task: Housing Investment Policy

This was presented to Council at December COW and will be brought forward to the January Council meeting for decision

Status: In progress

### Task: Policy Bylaw Review

Update: The schedule and framework for this review has been established and the process has begun. As such staff consider this task closed. Should the process be altered or amended, Council will be advised

Status: closed

### Task: User Fee Policy Amendments

Update: This was presented to Council at December COW and will be brought forward to the January Council meeting for decision

Status: In progress

### Task: Council Committee Review

There is no update since December meetings. The work remaining on this will be completed in January-February.

Status: in Progress

### Task: Special Election

Update: Nominations are open until January 17<sup>th</sup>. Revision of the voters list is ongoing

Status: Ongoing

### Task: Northern Region Agreement

Update: As of January 12<sup>th</sup> there are still 3 units left to sign. Brenda Rioux is coordinating.

Status: Ongoing

### Task: Town of Amherst website

There has been no work on this initiative since the holidays. Staff will reconvene later this month

Status: Ongoing

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** January 16, 2023  
**RE:** **Strategic Priorities - January update**

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The purpose of this memo is to provide an update with respect to Council's existing priorities. As noted in the December update, the November 29<sup>th</sup> Strategy Priority Planning Day confirmed a general consensus around the organization's Vision, Mission, and Guiding Principles. A desire to change some of the priorities were identified. A report on the Strategic Priority changes will be brought to Council for approval in February.

In the meantime, the following provides a status update on the existing 2022 strategic priorities.

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

On December 6<sup>th</sup> 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. Staff are in discussion with the consultant on what needs to be done to move the study forward.

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

First drafts of the documents intended to be delivered at the end of the November, have been delayed until January 13<sup>th</sup>. Staff will be reviewing the drafts and forwarding them to the PAC for review. Updates and related documents remain available at [planamherst.ca](http://planamherst.ca)

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

A procedure prescribing a review schedule for Committee/bylaw/policy was brought for Council's review in December.

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 WET facility opened over the Christmas holidays. Bell Let's Talk Day will take place January 25<sup>th</sup>. Athletic Achievers is scheduled for February 16<sup>th</sup>.

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

The Community Navigator position posting recently closed. Staff reviewed the applications with a view to schedule interviews in late January.

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

The town organized and/or supported several Christmas season events over November and December. In early January staff met to develop a calendar of events for the coming year. Plans are underway for this year's Winter Carnival in mid-February.

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**

An appeal of Council's approval to allow a 162-unit apartment complex was subsequently withdrawn. A public participation opportunity will take place January 18<sup>th</sup> for a proposed 59-unit apartment building at 155 East Victoria and 98-bed care facility at 264 Church Street. Council will be asked to make a decision regarding the RFP for multi-unit residential proposals on the former Blaine Street lands this month. Council will also be asked to make a decision to move forward with a supportive housing facility at 8/10 Prince Arthur. The WET shelter facility is now operating.

# Monthly Report

## Finance

January 2023

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The 2023/24 operating budget preparation is underway. Staff have submitted their departmental budgets and they are being reviewed by finance. There are increases expected in areas such as fuel and heating, as well as other categories as most costs have gone up in the last year. The CAO and Director of Finance have reviewed the 5 year capital budgets and Directors have submitted the RFD's for year 1 capital projects. The capital budget is expected to be presented to Council in late January or early February.

The third quarter results are being analyzed and are expected to be presented to the Audit Committee in February.

With the hiring of Sandi Embree as the new HR Administrator, Megan Legere has started transitioning her payroll duties to Sandi. This will allow Megan to commence her Accounting Clerk / Accounts Payable duties in the near future.

### Task Updates:

- Task Motion: That Council accept the proposal from Mclsaac Darragh Inc. and appoint them as the municipal auditor for auditing services for the 2022/23 fiscal year, with the possibility of four (4) single year extensions to be reviewed and determined before March 31 of each fiscal year, as recommended by the Town of Amherst Audit Committee.

Update: Contacted Cindy Costin-Fury of Mclsaac Darragh Inc and advised they were the successful recipient of the Audit RFP. She indicated they were very happy to be selected and they look forward to working with the Town.

# Monthly Report

## HR and Customer Service

### January 2023

#### 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, four (4) withdrawn. NSAAT 12 accts – seven (7) complete and five (5) outstanding as of Jan 1/23.

**Tax Certificates** – there were 9 tax certificates requested in the month of December 2022.

**Water/Sewer** – the 3<sup>rd</sup> quarter meter reading is currently in progress. Third quarter water/sewer bills will be sent to customers in January.

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

|                       | # Of Accounts Appealing | Total Assessment Value Being Appealed | Appeal Completed as of Jan 1/23 | Pending as of Jan 1/23 | Withdrawn as of Jan 1/23 | Outstanding Appeals as of Jan 1/23 | Appeals Successful as of Jan 1/23 | 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   |
| <b>TOTAL</b>          | <b>59</b>               | <b>\$25,691,800</b>                   | <b>50</b>                       | <b>0</b>               | <b>5</b>                 | <b>4</b>                           | <b>15</b>                         | <b>\$578,100</b>         | <b>\$-19,578</b>            | <b>5</b>                                      |

#### CUSTOMER SERVICE TRACKING – E11

There was a total of 53 opened cases in December and 46 cases closed. The category with the most opened/closed cases in December was compost bin replacement/repairs.

#### HUMAN RESOURCES

**Director of Community Living:** this competition concluded with Sharon Bristol being appointed to the position. Congratulations Sharon!

**HR Administrator:** the competition concluded with the hiring of Sandi Embree as the Town's new HR Administrator. Sandi began her role with us at the beginning of January. Welcome Sandi!

**Community Navigator:** this competition closed on December 30, 2022. The selection and interview process is currently underway.

**INFORMATION SERVICES (IS)**

We were busy with all the everyday Desktop IT issues that occur in all the buildings for the Town of Amherst. Continued to update the Town’s servers and applications. Installed 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<br>Capital & Ops approved June 8/22        | Process Type | Budget Type | Released | Closed | App'd | App'd By |
|--------|------------|--|--------------|-------------|----------|--------|-------|----------|
| 22-42  | <b>RFP</b> | Demolition - 2 Pearl Place & 14/16 Cornwall Street | Reg          | O           |          | X      |       | CAO      |
| 22-114 | <b>OTH</b> | Solar Project - Reservoir                          | ALTP         | C           |          |        | X     | CAO      |
| 22-115 | <b>OTH</b> | Solar Project - WWTF                               | ALTP         | C           |          |        | X     | CAO      |
| 22-112 | <b>ALT</b> | Asphalt Recycler                                   | ALTP         | C           | X        | X      | X     | CAO      |
| 22-116 | <b>RFQ</b> | Leak Testing - PW Tanks                            | Reg          | O           | X        | X      | X     | CAO      |
| 22-117 | <b>OTH</b> | Household Hazardous Waste Removal                  | ALTP         | O           | X        | X      | X     | CAO      |
| 22-22  | <b>RFP</b> | Audit Services                                     | Reg          | O           |          |        | X     | Council  |
| 22-64  | <b>RFP</b> | Engineering Services - Stormwater Mgmt.            | Reg          | C           |          |        | X     | CAO      |
| 22-67  | <b>RFP</b> | Fire Hose  | ALTP         | C           |          |        | X     | CAO      |
| 22-74  | <b>RFQ</b> | Door for Stadium                                   | Reg          | C           |          |        | X     | CAO      |
| 22-106 | <b>OTH</b> | ADP Software                                       | ALTP         | O           |          |        | X     | CAO      |
| 22-110 | <b>ALT</b> | Loader Tire  | ALTP         | O           |          |        | X     | CAO      |
| 22-111 | <b>RFQ</b> | Recycle Bins                                       | Reg          | O           |          |        | X     | CAO      |
| 22-113 | <b>ALT</b> | Routeware - Text Messages                          | ALTP         | O           |          |        | X     | CAO      |
| 22-76  | <b>RFQ</b> | Robb Complex Roof Replacement                      | Reg          | C           |          |        | X     | CAO      |
| 23-01  | <b>RFP</b> | Hanging Baskets                                    | Reg          | Ops         |          |        | X     | CAO      |
| 23-02  | <b>RFP</b> | Bedding Plants                                     | Reg          | Ops         |          |        | X     | CAO      |

# Monthly Report

## Operations

### January 2023

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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.
- The self watering hanging baskets have been shipped to the flower nursery to be planted and will be returned in early June.
- Additional wood chips have been added at the dog parks to help with the wet Spring like conditions we have been experiencing.
- Mild weather conditions have delayed ice making at the outdoor rink.
- Stadium elevator repairs were completed on December 16<sup>th</sup> and following an inspection by the Province was put back into service on December 20<sup>th</sup>. On December 28<sup>th</sup> the elevator experienced another mechanical failure. The issue is a faulty circuit board in the new door operator. The part has been ordered and will be installed upon arrival.
- Matt Selig has successfully completed the required training courses and exam for the Canadian Certified Playground Inspector Certification and is now working on the training courses related to playground accessibility requirements.
- The stadium will be hosting a Timbits Hockey Jamboree on the weekend of February 18<sup>th</sup>.

#### **PUBLIC WORKS**

- There were 3 snow events that required plowing of streets and sidewalks
- Sidewalk salting took place on 4 occasions and the salt truck was dispatched 5 times due to icy conditions
- There was 1 broken water main repaired on Donald Avenue and a service lateral leak repaired on Albion Street.
- Removal of the tree stumps from the off-leash dog park has been delayed until we get some colder temperatures as our heavy equipment will have to access the area.
- Decorative Christmas lighting will be removed and stored in January
- Quarterly meter reading has started and will be ongoing for the first 3 weeks of January

## **UPCOMING**

- February 21 – Family Day Holiday Rambler game and skate as a part of Winter Carnival.
- Following quarterly meter reading, staff will investigate any high or zero consumption meter reads.
- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed
- Patching of potholes with recycled asphalt is ongoing.

Task Updates:

### **Task: 20220228 Council – Wellfield Generator**

Update: The generator has been commissioned and staff training on operation and maintenance is complete.

Status: Complete

# Monthly Departmental Report

## Police Services

January 2023

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### TRAINING

**Equity/Diversity/Inclusion/Anti-racism Training for Council and Municipal Leaders:** Chief Pike completed this online training on December 6<sup>th</sup> and December 8<sup>th</sup>. The training focused on the role we play as municipal leaders in relation to anti-racism and equity recognizing that unless changes are made in our current practices and frame-works we will continue to reproduce existing oppressions. The course is geared towards reviewing and changing policies, programs and practices to ensure that they are inclusive to all in our municipality.

**Phased Interview Training:** From December 12 to the 16<sup>th</sup>, APD hosted the Phased Interview course at the Amherst Police Department. Five of our members received this 5-day training which was delivered by members of the RCMP Truth Verification Unit. This in-depth training provides members with the most up-to-date techniques in interviewing both suspects and witnesses and covered different kinds of interviews, case law and utilizes role playing and live interviews to assess and build on the skills and knowledge of each candidate. By hosting the training, we are able to train more of our members and share the costs with other departments. Hosting locally means a reduced cost in training, accommodations and meals.

**Incident Command System (ICS) 200:** Five APD members were been selected to attend ICS 200 training on January 11<sup>th</sup> and 12<sup>th</sup>. These members are all in supervisory positions as Sergeants or Corporals. ICS 200 focuses on the use of the Incident Command System and managing resources in an incident. This course is required in order to take the ICS EOC (Emergency Management Centre) and ICS 300 course which provides further training for a larger scale/multi-service response to emergency incidents.

**Critical Incident Command Course – January 23 to 27:** The Amherst Police Department has once again contracted CCT Inc (Canadian Critical Incident Inc) to deliver a specialized course in Critical Incident Command and Response. This course is a step above the Major Incident/Frontline Officer Course in which 8 of our members received training. We anticipate training 3 of our members for this course which again is being facilitated by Insp. Monique Rollins (ret) who has a vast amount of knowledge and experience with the subject matter. Rollins utilizes scenarios to challenge and engage each participant, training staff to deal with high-risk critical incidents that may require a tactical response, public disorder, public safety emergencies or disasters within the Incident Command System. The costs of the course are shared with other departments, and by hosting in Amherst, our costs are minimized by eliminating travel, accommodations and meals costs. This allows us to train more staff at a much lower price.

### OPERATIONAL

**Dog Bite with Injuries:** On December 26<sup>th</sup> APD members attended a complaint that a 3-year-old child had been bitten on the head by the family dog. The animal was seized and the Animal Control

Officer was contacted to assist with the investigation. The child was seriously injured and was transported to the local hospital and then the IWK and the injuries were not life threatening. After reviewing the matter with the ACO, the decision was made, as per the Companion Animal Bylaw, to designate the animal as a dangerous dog and euthanize it. The child has since returned home and continues to recover from the injuries. The investigation remains open at this time.

**National Day of Remembrance and Action on Violence Against Women:** On December 6<sup>th</sup>, D/Chief Hunter, Cpl Tom Wood, Cst Jeff Goodwin and Melanie Siddall attended the Amherst Lion's Club to recognize and commemorate National Day of Remembrance and Action on Violence Against Women. The special guest speaker for the event was Kiara Bubar.

**Project Red Ribbon Launch:** On December 2<sup>nd</sup>, the Annual Madd Canada Red Ribbon campaign was launched at the Amherst Police Station. Members of the Amherst Police Department, Amherst RCMP, Amherst Town Council and Cumberland Municipality Council were present along with members of the MADD Cumberland-Tantramar chapter. A few words were spoken by Vice-President Travis Dow as well as Mayor David Kogan, Mayor Murray Scott and Chief Dwayne Pike. The commitment to fighting against impaired driving was renewed and a moment of silence was held for victims and their families.

**Major Crime Unit:** Cpl Wood and Cst Goodwin continue to work their way through an enormous workload for two people. As the unit that deals with many of the more complex, sensitive and timely files and investigations, they continuously have to review and prioritize many tasks that only a plainclothes/dayshift unit can address. This results in delays with many files because of the deadlines and time that have to be assigned to attend to higher priority or emergency investigations. Their tasks are those that uniformed members working shiftwork cannot be expected to complete without the assistance of an MCU member. As noted in previous reports to Council and to the Police Commission, other 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 usually able to respond to priority complaints, but often require additional resources from the uniform section. It remains difficult to keep on top of the work generated and assigned to the unit and the goal of being proactive is very problematic. At some point in the near future, we will likely be temporarily assigning an additional member from the patrol section to MCU for a defined time frame in an attempt to deal with the backlog of work that needs to be addressed, which includes multiple warrants, interviews and going through hundreds of documents relating to warrant results to organize and prepare crown reports and identify concerns. MCU files routinely include sexual assaults, child pornography, complex and high-loss frauds, suspicious deaths, and other serious matters.

**Staff Illnesses:** During the month of December, APD staff dealt with a high amount of staff illness which included Covid and other respiratory illnesses that resulted in members and staff being off work for an extended period of time. On several occasions through the month, members were called out on overtime or during their booked vacation to cover short shifts to ensure minimal staffing limits were covered. As a result, staff and members were required once again to wear masks around the building.

**Complaints of thefts – Increase in complaints:** Over the last year there has been a significant increase in theft complaints. Our shoplifting complaints in 2022 have close to doubled when compared to 2021 (134 vs 70). General theft complaints, which include gas drive-offs and other thefts have also increased significantly between the 2 years (255 vs 140). Some of the issues may be a result of increased costs and soaring inflation.

**Homelessness:** Amherst Police continue to monitor the homelessness issue and Police complaints concerning the issues have dropped off since monitoring started this past summer. As noted, the majority of calls are usually concerning 2 or 3 individuals on a very regular basis. In December, APD lodged 19 complaints that were related to homelessness, this compares to 38 in November, 58 in October, 93 in September and 140 in August.

**PERSONNEL:**

**Retirement of Nancy Guilderson:** After working with the Amherst Police Department for over 30 years as the Executive Assistant, Nancy Guilderson worked her last shift on December 23<sup>rd</sup>, 2022. Nancy had been an integral part of the growth and development of our department. Her work ethic, expertise and ability to understand and track the ‘history’ of our department was a major contribution to our day-to-day success. Nancy will be missed, but has imparted much of her knowledge with her successor, Monica Ettinger, who has worked closely with Nancy over the last few months. We wish Nancy all the best in her retirement!

**Promotion:** Tom Wood is the successful candidate for the latest promotional competition and has been promoted to the rank of Corporal. Tom has been with the Amherst Police Department since May of 2010 after working for 10 years with the RCMP. For much of his time with APD, Tom was our Crime Prevention Officer and over the last few years has been running our Major Crime Unit. Tom’s capacity to deal with major incidents, large workloads, high risk incidents and his ability to make evidence-based decisions has been noted several times during his career with APD. Four members applied for this promotion, all of whom did very well. His promotion was announced on December 15<sup>th</sup>, 2022.

**OPERATIONAL STATS – DECEMBER 2022**

|                      |               |                           |    |
|----------------------|---------------|---------------------------|----|
| Occurrences:         | 495           | Criminal Code Charges:    | 42 |
| Impaired by Alcohol: | 4             | CDSA:                     | 0  |
| Impaired by Drug:    | 0             | CBCA:                     | 1  |
| Traffic Tickets:     | 6             | PPA:                      | 0  |
| HPA:                 | 0             | Traffic Written Warnings: | 6  |
| Vehicle Checks:      | 91            | LCA:                      | 0  |
| Foot Patrol Hours:   | 13 hrs,43 min | Bike Patrol Hours:        | 0  |
| Parking Tickets:     | 4             | Parking Warnings:         | 9  |

## **TASK UPDATES**

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

**Update:** Public Works had completed lock boxes and barricades but there has been damage (December 7<sup>th</sup>) that now requires fixing. Cameras are being looked into by Public Works who are working with IT. Hopefully will have this completed soon. Camera photos will be sent to a staff member who will be able to access when needed.

**Status:** In Progress

**Task:** Sidewalks: Research the ability to paint crosswalks to celebrate such things as Equity, Diversity and inclusivity.

**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. Still reviewing.

**Status:** In Progress

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

**Update:** 6 new intersections identified and are to be switched over by Public Works when they are able to do so.

**Status:** In Progress

**Task:** Noise By-law changes

**Update:** Still reviewing this matter, but have not had much time to do so.

**Status:** In Progress

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

**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. Still reviewing both the bylaw and how we plan to assign resources.

**Status:** In Progress

# Monthly Departmental Report

## Fire Department

January 2023

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### RESPONSES (December)

#### Town of Amherst – 15 events

- 1 Smoke alarm activations
- 2 Smell of smoke / Air quality check
  
- 6 Monitored alarm activations
- 1 Flue fire
- 2 Structure fire
- 2 Motor vehicle accidents
  
- 1 Wildland fire / Open land

#### Contract area (District 2) – 10 events

- 2 Structure fire
- 4 Motor vehicle accidents
- 1 Monitored alarm activations
- 1 Mutual aid
- 1 Power lines on fire/Arcing
- 1 Smell of smoke / Air quality check

During the 2022 calendar year the department responded to 286 calls. This is up slightly from 2021.

### PROFESSIONAL DEVELOPMENT

Weekly training - Currently, the department is focusing on preplanning for responses to various locations in our response area and the leadership team is focusing on operational planning for this year.

Incident command system training – During the month of December, January, February & March town staff including volunteer members of the Amherst fire department are taking part in ICS 100, ICS 200, ICS 300 and Emergency Coordination Centre training.

### NEW FIRE APPARATUS – AERIAL PLATFORM

The new aerial platform has finished production and has started its demo tour. We will take delivery of the new unit late July, pending final inspection. Even before the truck arrives here there will be numerous meetings and testing required to prepare.

### 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](http://www.amherst.ca/volunteer-firefighter).

### TASK UPDATES

Task: **No open tasks at this time**

# Monthly Departmental Report

## Planning & Strategic Initiatives

### January 2023

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The attached report shows development activity over the month of December 2022, as well as, year-over-year comparisons. The last two years have been remarkably similar in the number of permits (89) and the value of Construction at just over \$11 million. There was a small yet encouraging increase in approved dwelling units from 32 in 2021 to 37 in 2022. Looking forward, staff anticipate a significant increase, particularly in the latter half of 2023 as several multi-unit residential projects proceed through permit approvals.

The PAC did not meet in January due to a lack of agenda items. Delivery of draft MPS and LUB documents have been delayed but have been promised for January 13<sup>th</sup>. These documents will be reviewed by staff and forwarded to the PAC for their input.

Three applications have been received for development agreements. One application is to allow a 69-unit apartment building at 155 East Victoria Street and the second is to change the non-conforming use of the former assembly hall at 3 Robie to a commercial office. The third development agreement application involves the construction of a 100-bed care facility to replace the existing Gables Lodge. The proposed site is 264 Church Street across from the former General Homes plant. A public participation opportunity for each application will be held on Wednesday, January 18<sup>th</sup>. The PAC will consider these applications in February.

Regarding the apartment complex south of E.B. Chandler School, Council's decision to approve the development agreement was appealed to the UARB, but in early January we were further advised that the appeal would not proceed. Arrangements are underway to execute the agreement and establish what actions the developer must take next to comply with the agreement.

The Community Centre Feasibility Study consultant met with the steering committee December 6<sup>th</sup> 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. Staff are meeting with the consultant to determine specific next steps in the study process.

With regard to business development, the Cumberland Business Connector Youth Entrepreneurship Challenge applications date closed on December 20<sup>th</sup> with 14 submissions received. Applicants were submitted from across Cumberland County with half submitted by Amherst youths under 18 years old. The Connector and partners will provide workshops to applicants on how to develop a business plan and the format of how to pitch their plan in order to compete for a prize.

On January 30<sup>th</sup> the Cumberland Chamber of Commerce is hosting a Business After 5 networking event at the CCUBIC Conference room. This is a free event for all local businesses that will be profiling not-for-profit organizations in Cumberland County. The Amherst Artisan Gallery will be presented at the start of this event.

The Cumberland Chamber of Commerce Shop Cumberland campaign continues to showcase small businesses across Cumberland County on social media platforms. The TOA Shop Local campaign effort, during the holiday season, had many local businesses expressing their appreciation of the benefit of these programs.

The extended 2021/2022 Gritty to Pretty Program closed on December 31, 2022. The participation expenditures are being tabulated for the summary report for funding receipt. The Cumberland Chamber of Commerce continues to manage business participation for the still running 2022/2023 Gritty to Pretty program which closes on March 31, 2023.

The BDO participated in the Nova Scotia Department of Economic Development's (NSDED) investment and attraction mechanisms and structure review, with regional economic development partners throughout Cumberland and Colchester Counties. The NSDED outlined the global economic pressures they are building support programs to address and solicited feedback from participants on how to address them at the regional level. Feedback was also given on other economic pressures at the local level to guide future economic development programming.

The TOA-owned Electric Vehicle Charging Station awaits the approval of the consumer user rate charge and connectivity to the ChargePoint Network. Both are expected to be completed in January.

The Commercial Development Support Program continues to be utilized by the business community for commercial projects. The latest Phased-In Assessment Agreements are being developed for the Hewson Complex and Red Coast Holdings (new Subway location) companies.

The TOA has contracted a local land agent to manage the Canada Nature Fund, Target 1 Challenge Funding program. In cooperation with the NS Department of Environment, the land agent and town staff are negotiating current Town-owned properties allocated for trade with landowners inside the wellfield protection zones. The land agent continued to investigate potential land acquisition opportunities.

Task Updates:

**Task: LED Proposal for new 'Smart LED Streetlights'**

Update: The BDO plans to push to have the FCM application ready by February.

Status: Ongoing

**Task: Lord Amherst Drive Renaming to Ancestral Drive**

Update: The name change will take place February 10th. Ground signs are set up to be in place at the same time.

Status: Ongoing

**Task: Hotel Levy Report**

Update: The BDO has had discussions with MCC and Oxford about their intentions related to the marketing levies. MCC is not considering this matter at this time due to staffing demands but will be reviewing the option in the future. Oxford has no interest at this time to implement a marketing levy as they have one hotel with only 8 units. Meetings with the general managers of local accommodations are being scheduled in January

Status: Ongoing

**Task: User Fee Policy Amendment**

Update: In December Council gave notice to amend this policy to establish an Electric Vehicle Charging Station User Fee of \$1.50 / hour. The policy amendment could be formally adopted by Council in January.

Status: Ongoing

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## November Permits

| PERMIT APPLICATIONS |          |                     |           |           |                          |                          |             | For the Month of December |  |
|---------------------|----------|---------------------|-----------|-----------|--------------------------|--------------------------|-------------|---------------------------|--|
| Number              | PID      | Civc Address        | New Units | Work Type | Bldg Type                | Proposed Use             | Permit Fee  | Value                     |  |
| D2022-090           | 25027129 | 27 West Pleasant St | 0         | Renovate  | Single Detached Dwelling | Childrens Custodial Home | 0.00        | 50,000.00                 |  |
| <b>Total</b>        | <b>1</b> |                     | <b>0</b>  |           |                          |                          | <b>0.00</b> | <b>50,000.00</b>          |  |

## 2021-2022 Comparison

| ACTIVITY REPORT   |           |           |                       |           |           |                       | For Calendar Year 2022 |  |
|-------------------|-----------|-----------|-----------------------|-----------|-----------|-----------------------|------------------------|--|
| Type              | 2021      |           |                       | 2022      |           |                       |                        |  |
|                   | Permits   | Units     | Value of Construction | Permits   | Units     | Value of Construction |                        |  |
| Single Family     | 27        | 7         | 1,033,012             | 23        | 7         | 1,417,886             |                        |  |
| Duplex/Semi       | 1         | 2         | 300,000               | 0         | 0         | 0                     |                        |  |
| Apartments        | 10        | 23        | 3,514,440             | 8         | 30        | 2,794,800             |                        |  |
| Other Residential | 27        | 0         | 314,078               | 38        | 0         | 619,300               |                        |  |
| Commercial        | 20        | 0         | 955,674               | 18        | 0         | 3,517,442             |                        |  |
| Industrial        | 3         | 0         | 4,969,500             | 2         | 0         | 2,658,558             |                        |  |
| Inst & Gov        | 0         | 0         | 0                     | 0         | 0         | 0                     |                        |  |
| Agriculture       | 0         | 0         | 0                     | 0         | 0         | 0                     |                        |  |
| Other             | 1         | 0         | 5,000                 | 0         | 0         | 0                     |                        |  |
| <b>Total</b>      | <b>89</b> | <b>32</b> | <b>11,091,704</b>     | <b>89</b> | <b>37</b> | <b>11,007,986</b>     |                        |  |

# Monthly Report

## Community Living

January 2023

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### Community Well Being

- Finalized the design of the PRAC strategic plan, developed agenda packages and meeting
- Meetings with AYTC and Junior Mayor
- Team meetings with staff
- Department cultural/community events planning (year)
- Working on reports for Council, Committees and AYTC
- Planning for Youth Outreach and Engagement meetings
- Reviewing budgets for department and planning for next year

### Culture, Events & Marketing

- Updating community calendar
- Planning for Winter Carnival 2023 – Planning and booking activities for the Town of Amherst's Community Carnival. Collaborating with community groups and local businesses on events and activities to be hosted
- Started marketing materials for Winter Carnival
- Mail outs for Volunteer Nominations and Athletic Achievers
- Compiled Physician recruitment bags – Total of 20
- Videos compiled for New Years Eve message from Council and Staff
- Updated website content and graphics under Festivals & Events
- Queens Jubilee Planning

### Active Living

- Multisport continues on Jan. 8 with JC's Taekwon-Do, followed by swimming at the YMCA. There are 25 participants and three facilitators in the program.
- Friday Night Fun continues with the YMCA
  - 5–8-year old's:
    - Dec 2, 2022 - 5
    - Dec 9, 2022 – 17
    - Dec 16, 2022 - 18
  - 9–14-year old's:
    - Dec 2, 2022 - 17
    - Dec 9, 2022 - 31
    - Dec 16, 2022 - 28

## Task Updates:

### **Task: MAP report**

Update: Councillor Davidson asked about MAP committee, and community support grants not supporting "alcoholic" events. Staff are looking into our responsibilities under this program. Meeting requested for week of January 9<sup>th</sup>

Status: In progress

### **Task: Requests for Proclamations and Flag Raising Ceremonies Policy Amendments**

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.

Status: In progress

### **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

### **Task: Green space beside Town Hall**

Update: Initial meeting held in December with Justin from the Legion. Another meeting has been requested for the week of 16<sup>th</sup>

Status: ongoing

# Monthly Report

## Solid Waste Education and Enforcement

### January 2023

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#### Social Media

Focus for the month was on our “What Goes Where” posts.

**WHAT GOES WHERE?**

**Plastic Bags**

Plastic bags are not recyclable and should be placed in your clear non-coloured bag.

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

**WHAT GOES WHERE?**

**Christmas Lights**

Old Christmas lights that are no longer working can be disposed of as garbage. Remember, before throwing out those old lights, check the bulbs to make sure they are not just loose.

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

**WHAT GOES WHERE?**

**Wrapping Paper**

Wrapping paper, ribbons, and bows are considered garbage and should be placed in your clear non-coloured bag.

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

#### Litter project

The new sorting stations for the Amherst Stadium have arrived and we are in the process of having decals created for the bins. Staff are also working on various types of signage for the stadium and are working on a social media campaign around the theme “Put Waste In Its Place, Don’t Litter”

#### Solid Waste Hotline

The hotline continues to be busy receiving ~400 calls per month.

#### Schools

Staff have reached out to the P-6 and Grade 7-8 schools in Cumberland County to promote the Divert NS online resources. These resources are aligned with the curriculum and relate to environmental issues here in Nova Scotia.

#### Christmas Tree Collection

Miller Waste will be collecting Christmas Trees on Tuesday, January 17<sup>th</sup>. Trees must be curbside by 7:00 a.m. on Tuesday and residents must remove all decorations prior to placing the tree curbside.



## Christmas Tree Collection

**Tuesday, January 17**

Please remove all decorations,  
including lights & tinsel before placing  
tree curbside.

In order to ensure collection, please  
ensure that trees are not frozen to the  
ground.