



Town of Amherst
Committee of the Whole

Date: **Tuesday, February 21, 2023**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

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6.2.1	January 16, 2023	
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6.7 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

6.8 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property

6.9 MGA 22(2)(e) - contract negotiations

6.10 MGA 22 (2)(e) - contract negotiations

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

6.12 MGA 22(2)(e) - contract negotiations

7. Adjournment



Town of Amherst
Committee of the Whole
Tuesday, February 21, 2023

Consent Agenda

MOTION:

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

- 1.3 Approval of Minutes**
- 3.2 Community Arts Council Committee Policy Repeal**
- 3.3 COVID-19 Property Tax Financing Program Policy Repeal**
- 3.4 Downtown Business Advisory Committee Policy Repeal**
- 3.6 Request to Present**
- 4.1 Isthmus of Chignecto Correspondence**
- 4.2 Cumberland County Youth Development Center Report**
- 4.3 Hotel Marketing Levy Update**
- 4.4 CAO Task Report**
- 4.5 Town of Amherst Facebook Page**
- 4.6 Strategic Priorities Update**
- 4.7 Cornerstone Funding Update**
- 5.1 Community Living Report**
- 5.2 Corporate Communications Report**
- 5.3 Financial Services Report**
- 5.4 Fire Services Report**
- 5.5 HR and Customer Service Report**
- 5.6 Operations Report**
- 5.7 Planning & Strategic Initiatives Report**
- 5.8 Police Services**
- 5.9 Procurement Report**
- 5.10 Solid Waste Education and Enforcement Report**

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

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

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

Members Absent Councillor George Baker

Staff Present Jason MacDonald, Chief Administrative Officer (via Zoom)
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Krista Crossman, Director, HR & Customer Services
Kim Jones, Director, Corporate Communications/Clerk
Sharon Bristol, Director, Community Living
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Deputy Clerk

1. Call to Order

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

1.1 Approval of Agenda

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of the Consent Agenda

Councillor Emery asked to pull item 4.4 Police Services Monthly Report from 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

2.4 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

- 4.5 Fire Department Monthly Report
- 4.6 Planning & Strategic Initiatives Monthly Report
- 4.7 Community Living Monthly Report
- 4.8 Solid Waste Education and Enforcement Monthly Report

MOTION CARRIED

2. Council Direction Requests

2.1 Solid Waste Collection RFP

Moved By Councillor Emery

Seconded By Deputy Mayor Landry

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.

MOTION CARRIED

2.2 Snow Removal Bylaw

Moved By Councillor Fawthrop

Seconded By Councillor Davidson

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

MOTION CARRIED

2.3 Discharge of Firearms Bylaw

Moved By Councillor Davidson

Seconded By Councillor Emery

That no changes are being recommended to the Discharge of Firearms Bylaw at this time.

MOTION CARRIED

2.4 Signing Authority Policy

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

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

MOTION CARRIED

2.5 Banking Policy

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

That no changes are recommended to the Banking Policy at this time.

MOTION CARRIED

2.6 Request to Present

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

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

That staff be directed to schedule a presentation to Committee of the Whole from the Cumberland Public Libraries.

MOTION CARRIED

2.7 Accessibility Strategy

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 January 23, 2023 regular meeting of Council acceptance of the Town of Amherst Accessibility Strategy as presented to Council in December 2022.

MOTION CARRIED

3. Information Items

3.1 Yield Sign Review

Information item only; approved as part of the consent agenda.

3.2 CAO / Clerk Task Report

Information item only; approved as part of the consent agenda.

3.3 Strategic Priorities Update

Information item only; approved as part of the consent agenda.

4. Monthly Reports

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

4.1 Financial Services Monthly Report

4.2 HR and Customer Service Monthly Report

4.3 Operations Monthly Report

4.5 Fire Department Monthly Report

4.6 Planning & Strategic Initiatives Monthly Report

4.7 Community Living Monthly Report

4.8 Solid Waste Education and Enforcement Monthly Report

4.4 Police Services

Councillor Emery asked Chief Pike for an update on the MCU; information item only.

5. In Camera

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That the Committee move to an In Camera session.

MOTION CARRIED

Councillor Baker arrived during the in-camera session.

6. Adjournment

Moved By Councillor Baker

Seconded by Deputy Mayor Landry

To adjourn the meeting.

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor



A Community Resource

February 2023

Regional Libraries in Nova Scotia

Nova Scotia Regional Libraries



Cumberland Public Libraries



- Advocate
- Amherst (Four Fathers Memorial Library)
- Oxford
- Parrsboro
- Pugwash
- River Hebert
- Springhill (Miners Memorial Library)
- Borrow By Mail Service
- Headquarters (Amherst)

Responsibilities

Municipal Units

- Building or space for the library
- Furniture
- Maintenance



Library Board

- Staff
- Equipment
- Collection (books, movies, magazines, electronic resources)
- Headquarters location

Speaking of maintenance...



How We're Funded

- Provincial government
- Municipal Units
- Fundraising (donations, grants, etc.)

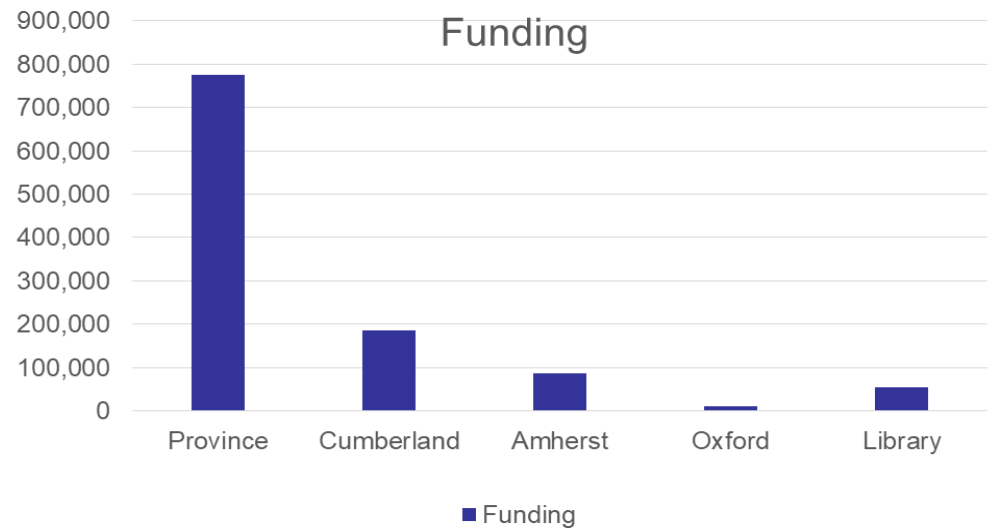
Province \$775,400 -73%

County \$186,267 -17%

Amherst \$87,299 -8%

Oxford \$10,334 -1%

Fundraising \$54,538 -5%



Staffing

- 24 employees + students and contract positions
- 17 FTE
- 3 professional librarians (Masters Degree)
- 2 library technicians (Library Technicians Diploma)
- Systems Manager, Office Manager
- Library Clerks, Branch Assistants

Collection



Books, movies, TV shows, E-books, magazines, audiobooks, & more

Downloadable Audiobooks & E-Books

- Downloadable e-books, audiobooks, magazines, graphic novels, movies, tv shows, music
- Over 24,000 items checked out last year alone



Accessible Products

- Braille
- CD audiobooks
- Large print



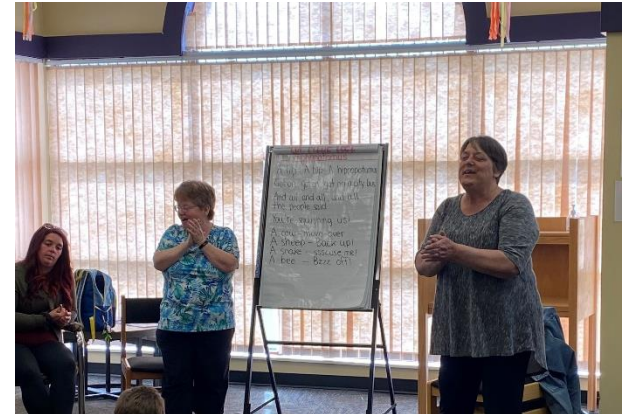
Centre for Equitable Library Access
Centre d'accès équitable aux bibliothèques



National Network for
Equitable Library Service

Programs

- Summer Reading programs for all ages
- Craft and Fun Programs for all ages
- Book clubs
- Kids, Teen & Family Movies
- Author visits
- Informational Sessions



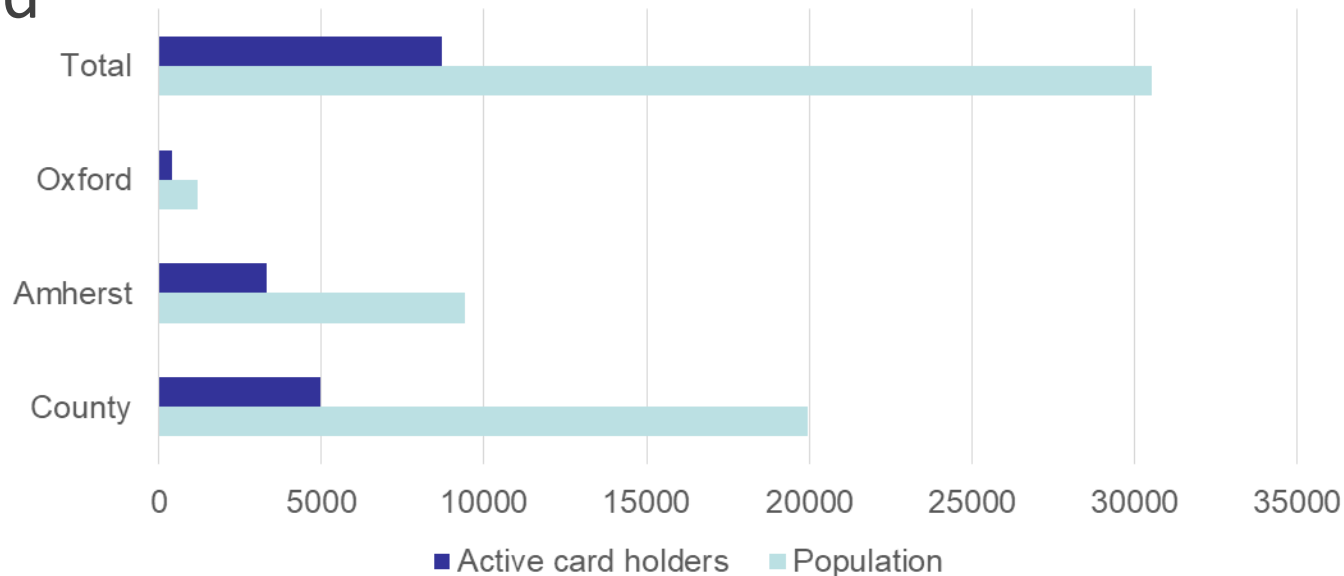
How We Do!

- 102,349 items borrowed last year (even though we had to shut down due to COVID restrictions)
- 43,068 in-person visits & 46,374 virtual visits
- 34,768 hours of Wi-Fi use
- Distributed over 138,000 COVID rapid tests on behalf of Public Health since Dec. 2021



Population

- Serve 30,538 people throughout Cumberland (2021 Census)
- 8,698 (28%) of residents have an active library card



Why It Makes Sense!

- As a Community
 - Public space open and accessible to all with free, equitable service
 - Community gathering place
 - Addressing the digital divide
 - Life long learning opportunities
 - Recreational and cultural opportunities

Why It Makes Sense!

Average Canadian reads 17 books per year.

Average cost of a book is \$37

That's \$2,216 for a family of 4.

Your library card is free!!!



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol Director, Community Living

DATE: February 21, 2023

SUBJECT: **Community Support Grants Policy Amendments**

ORIGIN: Review of Policy prior to annual budget deliberations.

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

RECOMMENDATION: That Council refer the amended Community Supports Grants Policy to the February Council meeting for approval.

BACKGROUND: The Town of Amherst has been awarding community grants to individuals and organizations for many years. This places value in our community and ensures that non profit organizations are able to operate to support the individuals of our community. It also ensures that our community has a robust schedule of events that support participation of the community.

In September 2018 a new grant policy was adopted to offer “A” fresh grants. This created two streams of funding opportunities with different requirements from the applicants to be successful. The goal was to encourage new and innovative events to compliment the standard annual events held throughout town. Feedback from the community was that this created some confusion of what to apply for and overall made the process more cumbersome for applicants and staff to manage. Last year we did not receive any applications for the “A” fresh stream of funding. In addition to this our involvement with the Municipal Alcohol project was encouraging the process to be more inclusive of family friendly events that reduce the consumption of alcohol. In keeping with our strategic priorities of inclusion, diversity and equity, accessibility and poverty reduction it was felt by staff that we needed to revise the policy to reflect these values.

DISCUSSION: It is recommended by staff that we discontinue the “A” Fresh Grant program and roll the budget into the overall Community Support grants. We are hoping that the amended policy will make the process less taxing on the non-profit sector who mostly consist of volunteers. In addition, other issues such as facility rental, a definition of poverty funding, complex financial statement requirements and caps on funding have been factored into the amended draft policy.

FINANCIAL IMPLICATIONS: The overall financial commitment to grants to organizations is not impacted by changes to this policy.





COMMITTEE OF THE WHOLE

CDR# 2023011

Date: February 21, 2023

SOCIAL JUSTICE IMPLICATIONS: There is no detriment to the community at large. We will continue to support applications that enhance the overall wellbeing of the community and elevate the social determinants of health such as reducing food insecurity and providing opportunities to positively impact the health of our community.

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: Community engagement will continue as always in the outreach to community groups, sports teams and event organizers to apply for our grants. Also engaging in activities and follow up after event as required.

ALTERNATIVES:

- 1 Keep the policy as it exists
- 2 Send back for further review
- 3 Defer to March meeting

ATTACHMENTS:

- Amended Community Support Grants Policy
- Current Community Support Grants Policy

Report prepared by:

Report and Financial approved by:



TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

APPROVAL DATE:

CAO Signature: _____

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are providing services that in the opinion of Council, are of a benefit to the residents and businesses of the Town. Applicants and Groups that actively support inclusion, diversity, accessibility and equity will be given priority-consideration as will those applications that enhance community well-being and increase the social determinants of health of the citizens of Amherst
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

POLICY OBJECTIVES

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

1. SCOPE

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. The Town would like to support programs and events that promote community well being and health and safety of our citizens. With that in mind, events based on alcohol consumption (beer gardens, wine tasting tours etc.) may only receive support if other community benefits can be shown. Overall, the Town will show preference to events that are family friendly and support the social determinants of health.

2. EXCLUSIONS

The following are exclusions from the grant program:

- a. While Council reserves the right to, it is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

- i. Businesses;
 - ii. Provincial Government organizations;
 - iii. School Boards or quasi government organizations;
 - iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations.
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
- e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations either directly or indirectly.
- f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

3. ALLOCATION OF FUNDS

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

4. SPECIAL CONSIDERATION

The following organizations are usually supported annually; however, the recipients must still comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended:

- a. Amherst Food Assistance Network
- b. Cumberland Early Intervention Program
- c. Sexual Health Centre for Cumberland County
- d. Cumberland County Transition House (Autumn House)
- e. Senior's Safety Advisory Committee
- f. Cumberland County Museum
- g. Amherst Little League Baseball Association
- h. Amherst Little League T-Ball Baseball
- i. Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

5. GUIDELINES

The following guidelines apply to all grant requests except those listed in 5 above:

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

- a. Funding -will generally be limited to no more than 40% of overall costs for an event or program
- b. Funding cannot be used to directly purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- c. Preference is given to new initiatives; however, grants may be provided in multiple years for the same initiative.

6. PROGRAMS

The following are a list of the grants available:

a. Sport and Physical Activity

Maximum funding considered will be \$500 for a team and \$250 for an individual:

- i. This includes amounts for teams traveling to Provincial, National and International competitions when the Amherst based teams or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g., Hockey Nova Scotia or Skate Canada);
- ii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team;
- iii. The individual is competing as an individual and has their principal residence in the Town of Amherst.
- iv. The Town of Amherst resident has been selected / qualified to represent the Province of Nova Scotia or Canada at a national or international competition such as the Olympics or the Canada Games.

b. Festivals and Events Grants

Less than 1,000 people anticipated to participate:

- i. Maximum funding considered under this component will generally not exceed \$1,000;
- ii. Must demonstrate broad community support;
- iii. Provides an experience not duplicated by other ongoing events, festivals or activities.

More than 1,000 people participating:

- i. Maximum funding will be determined by Council but will generally not exceed \$5,000;
- ii. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community;
- iii. Must be multi day event;
- iv. must be affiliated with a local community non-profit organization.

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered on an individual basis.

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

d. Community Well-Being

Funding will be considered for initiatives that directly impact community well-being and the social determinants of health and will normally not exceed 5,000.

e. Poverty Reduction Funding

For the purposes of this policy, "Poverty Reduction Funding" is defined as the annual funding allotment within the Community Support Area Rate (currently 0.25 of the 1.25% deed transfer tax), including any reserves for this purpose, to be used for initiatives that specifically target poverty reduction or specifically reduce the impacts of poverty on individuals or the community. All applications which Council feels meet this definition and for which Council is considering funding from the annual Poverty Reduction Funding allotment or associated reserves set aside for this purpose will be referred to the Poverty Reduction Action Committee for a recommendation.

Notwithstanding the above, Council reserves the right to fund such poverty initiatives from other sources in addition to or in lieu of the annual Poverty Reduction Funding allotment.

f. Large Scale Projects

Applications for large scale projects (generally greater than \$5,000 or multi-year initiatives) will be evaluated on an individual basis. In these cases, Council may require Municipal representation on a board, the development of an MOU and/or other reporting requirements etc.

7. APPLICATION PROCESS

The following outlines the application process:

A call out for applications will be issued by the Town in the months leading up to budget time. Community organizations will be encouraged to apply during this initial call out however applications can and will be received throughout the year and be considered based on budget availability.

Community groups may submit more than one application per year however Council will prioritize funding over a diverse collection of applications to ensure fairness and equity for all.

- a) Applications - must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project

- b) The Town of Amherst may request additional information as deemed necessary.

8. APPROVAL PROCESS

- a. For applications over \$1,000 staff will review applications, ensure requirements have been met and make recommendations to Council. Funding will be determined by council upon reviewing the proposal and recommendations from staff.

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

9. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications that are less than \$1000 provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the Town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

The CAO may waive the cost for Town owned facility rentals for organizations carrying out an event or service that satisfies the intent of this policy to a maximum of four rental waivers per year per organization.

10. PAYMENT PROCESS

For amounts over \$1,000 payment will be made as follows:

- a. 75% at the time of award
- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

11. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Use the funds in the year granted
 - iv. Council and/or the CAO may request an in-depth report for grants over \$5,000 at their discretion
- b. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- c. Non-compliance, in any aspect could result in no funding being awarded in the future year(s)
- d. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- e. If the event/project does not occur for any reason, all grant monies must be returned
- f. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

12. PUBLIC DISCLOSURE

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

Application for Funding

Date: _____

REQUEST FOR FINANCIAL SUPPORT and/or REQUEST FOR IN-KIND FACILITY RENTAL

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

Total cost of program event or activity

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



98 East Victoria Street, PO Box 516, Amherst, NS, Canada B4H 4A1
 Phone: 902-667-3352 Fax 902-667-5409

TITLE: Community Support Grants Policy
SECTION: All Town Departments
POLICY NO: 72000-08

New Amended Policy

APPLICATION

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director Community Living	To ensure adherence to the policy. Advise staff of Policy changes and create awareness in the community of policy changes.
Mayor and Council	Review and approve applications as required.
CAO	Ensure applications under \$1,000 are reviewed and decision made in accordance with policy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Amendments to policy to collapse A fresh grants, streamline application process, increase CAO approval limit, inclusion of MAP requirements, rewording to ensure policy is more inclusive and promotes community well-being	Director Community Living, Bristol	Council	February 27, 2023

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
 28 October 2019 27 January 2020 25 October 2021

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019 27 January 2020 25 October 2021

POLICY STATEMENT

- a. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the well-being and quality of life of Amherst residents.
- b. This program does not govern the following, which are separately administered:
 - i. Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);
 - ii. Residential Property Tax Rebates (low-income homeowners)

1. POLICY OBJECTIVES

The objectives of this policy are:

- a. to outline the requirements to apply and be considered for a Community Support Grant
- b. to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in a manner approved by Council.
- c. to ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
- d. to provide for public disclosure of a list of grant recipients and the amounts of those grants.

2. SCOPE

The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities, for example). The value of requests is not limited; however, applicants must be aware that:

- a. The application process is competitive;
- b. There are more grant applications received than available funding;
- c. Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient;
- d. Preference is given to new initiatives, but a promising event/project may receive, in its infancy, a grant for more than one year provided there is evidence that the event/project is developing successfully and is sustainable in the future without continued program support

3. EXCLUSIONS

The following are exclusions from the grant program:

- a. It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g., health, social services)
- b. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns
- c. Funding applications will not be considered from the following:
 - i. Businesses;

- ii. Provincial Government organization
 - iii. School Boards or quasi government organizations;
 - iv. Non-profit organizations for the purpose of funding accumulated deficits;
 - v. Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - vi. Organizations with political affiliations
- d. Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief
 - e. Funding will also not normally be provided to fundraising campaigns of national charitable organizations
 - f. Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

4. ALLOCATION OF FUNDS

Council is not obligated to:

- a. Provide funding in the form of Community Support Grants;
- b. Spend all the funds allocated for grants in any given year;
- c. Award the full amount requested in an application; or
- d. Renew any grant

5. SPECIAL CONSIDERATION

The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.

- a. Amherst Food Assistance Network
- b. Cumberland Early Intervention Program
- c. Sexual Health Centre for Cumberland County
- d. Cumberland County Transition House (Autumn House)
- e. Senior's Safety Advisory Committee
- f. Cumberland County Museum
- g. Amherst Little League Baseball Association
- h. Amherst Little League T-Ball Baseball
- i. NSCC Grant last payment fiscal 2021/22
- j. Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

6. LIMITATIONS

The following limitations apply to funding for the Programs listed below:

- a. Funding shall be limited to no more than 40% of overall costs for an event or program
- b. Funding will be provided for a maximum of five consecutive years.

- c. Funding cannot be used to purchase products regulated by the Liquor Control Act R.S., c. 260, s. 1. or the Cannabis Control Act 2018, c. 3, s. 1.
- d. An organization can only apply for funding under either the regular Community Grant or “A” Fresh start for the same activity, item or event. For example, an event cannot apply under “A” Fresh Start and under the Community Support Grant

7. PROGRAMS

The following are a list of the grants available:

1. A” Fresh Start

One annual intake with a maximum annual allocation \$35,000. See Appendix A.

2. Community Support Grants

a. Sport and Physical Activity

Maximum funding considered will be \$500 for a team and \$250 for an individual

- i. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
- ii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team
- iii. The individual is competing as an individual and has their principal residence in the Town of Amherst.

b. Festivals and Events Grants

Less than 1,000 people anticipated to participate:

- i. Maximum funding considered under this component will be \$1,000
- ii. Must demonstrate broad community support; and
- iii. Provides an experience not duplicated by other ongoing events, festivals or activities.

More than 1,000 people participating:

- i. Maximum funding will be determined by Council but will not exceed \$5,000;
- ii. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
- iii. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization

c. Organizational Equipment

Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.

d. Community Well-Being

Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants. Applications will be considered up to a maximum of \$5,000.

8. APPLICATION PROCESS

The following outlines the application process:

- a. Applications may be submitted throughout the year
 - b. An annual callout occurs in October, with a submission deadline of December 31st
 - c. Council will only approve one application per year per group in addition to the “A” Fresh Start grant. Applications for “A” Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.
-
- a) Applications for amounts under \$1,000 must submit the following information
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project
 - b) Applications for amounts over \$1,000 must submit the following information:
 - i. A complete Community Grant Application
 - ii. a proposed budget for the project.
 - iii. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
 - c) The Town of Amherst may request additional information.

9. APPROVAL PROCESS

- a. The follow outlines the approval process for applications:
 - i. Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
 - ii. Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
 - iii. Council determines all grant levels per organization as per maximum allocations identified in number 9 above.
- b. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town’s best interest to do so
- c. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.
- d. Funding will be determined by council upon reviewing the proposal and recommendations from staff

11. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) may approve applications submitted under section 8a, b, c, d of this policy that are \$500 and less, provided such applications qualify in accordance with this policy. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December).

12. PAYMENT PROCESS

For amounts over \$1,000 payment will be made as follows:

- a. 75% at the time of award

- b. 25% at the time of receipt of the final report, including receipts. Reports must be received by no later than one year after the event/project is held

13. CONDITIONS

- a. Grant recipients shall:
 - i. Make no misrepresentation on their application
 - ii. Use the grant as described in the application
 - iii. Provide a final report after the completion of the activity
 - iv. Use the funds in the year granted
- b. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed within one year of the occurrence of the event The report shall include:
 - i. A copy of receipts for funding used
 - ii. An outline of the impact of the grant upon the organization and community
- c. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been within one year of the occurrence of the event The report shall include:
 - i. A copy of receipts for funding used
 - ii. An outline of the impact of the grant upon the organization and community
 - iii. The proposed project budget submitted with the original application with updates for actual revenue and expenditures
- d. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.
- e. Non-compliance in number 13 above, could result in no funding being awarded in the future year(s)
- f. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted
- g. If the event/project does not occur for any reason, all grant monies must be returned
- h. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

14. PUBLIC DISCLOSURE

- a. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis
- b. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This program is held once per year, with up to \$35,000 available.

1. Applications
 - a. Organizations may only be chosen once every two years
 - b. Application Deadlines
 - i. Application call-out in February of each year
 - ii. Public vote in May of each year
2. Qualifying applications
 - a. In order to qualify, the presentation, idea, or use of the money must be for creative, new events or initiatives. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area
 - b. Normal ongoing operations of an organization do not qualify
3. Selection Process
 - a. A maximum of five finalists will be selected using an evaluation criteria
 - b. All qualifying applicants, are eligible to be one of the finalists reviewed by a staff committee and approved by Council at the April council meetings.
 - c. The five (or fewer) selected are required to present at the public event in May.
4. Presentations
 - a. The public meeting would be for 1 ½ hours at the Community Credit Union Business Innovation Centre
 - b. All presenters and public are welcomed to attend
 - c. Selected applicants are required to make presentations of 10 minutes each
5. Decision making
 - a. After all presentations are complete, members of the public will vote to rank the quality of the presentation
 - b. Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the finalists
6. Awards
 - a. Up to \$35,000.00 to be awarded, but all finalists chosen receive an award
 - b. Public vote on the finalists. Council then votes on final ranking of all the finalists
7. Other
 - a. Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event
 - b. Those receiving grants will have 12-months after the approval date to plan and execute the event.

- c. Council may decide to not award the full \$35,000.00. The remainder of the \$35,000.00 may be made available to Community Support Grants requests submitted throughout the year

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (Event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1

Phone: (902) 667-3352 Fax: (902) 667-5409

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol Director, Community Living

DATE: February 21, 2023

SUBJECT: **Community Arts Council Committee Policy Repeal**

ORIGIN: Review of all policies and bylaws.

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

RECOMMENDATION: That Council forward the Community Arts Council Committee Policy to the February Council meeting for repeal.

BACKGROUND: This CAC committee has not been functioning for several years. It was formed after the development of the Arts and Culture strategy in 2007.

DISCUSSION: Although the recommendation to repeal this policy is suggested it in no way reflects an unwillingness to support the arts of our community. The policy as it exists is not current to reflect our existing structures. The committee it governed no longer exists in any form. Councillor Fawthrop and staff are currently working with various members of the Artistic community to host a general meeting to inform actions moving forward. There are also plans underway to look at Arts recognition in a meaningful way.

FINANCIAL IMPLICATIONS: None

SOCIAL JUSTICE IMPLICATIONS: None

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: Community engagement will continue with the Arts community to determine how their interests can be best supported and promoted moving forward.

ALTERNATIVES: 1 Keep the policy
2 Defer to next month

ATTACHMENTS: Community Arts Council Committee Policy

Report prepared by: Sharon Bristol, Director of Community Living
Report and Financial approved by:



DEPARTMENT: Community and Economic Development

TITLE: **Community Arts Council Committee Policy**

Minutes reference date: 26 March 2012 25 June 2012

PURPOSE:

To establish a policy for the governance of the Community Arts Council (CAC) Committee to carry out the Arts, Culture and Heritage Strategy.

BASIS:

The basis for the CAC Committee comes from the Town's Arts Culture and Heritage Strategy known as Authentically Amherst.

ROLE OF COMMITTEE:

The role of a Community Arts Council Committee is to:

1. Provide advice to the Arts, Culture and Heritage Coordinator;
2. Assist the Coordinator in the implementation of the Arts, Culture & Heritage Strategy;
3. Monitor and evaluate and make recommendations concerning all the Town's plans and policies which are expected to have an impact on cultural life in the community;
4. Increase communication and cooperation amongst the community stakeholders;
5. Take leadership in setting community arts direction;
6. Take an active role in promotion of the arts, culture and heritage community;
7. To act as a liaison between Council and the cultural community;
8. To act as an informed resource for staff and Council by responding to requests for information or advice.

MEMBERSHIP:

1. The Council shall appoint members to the Community Arts Council Committee by resolution.

DEPARTMENT: Community and Economic Development

TITLE: **Community Arts Council Committee Policy**

Minutes reference date: 26 March 2012 25 June 2012

2. Membership shall include:
 - 2 members of Town Council
 - 5 members at large up to 2 from outside the Amherst geographic boundary, but based in Cumberland County)
 - 1 member for the hospitality/accommodation sector
 - 1 member from Amherst Youth Town Council
 - The Mayor will be appointed as an ex-officio member.
 - The Director of Community and Economic Development will be a non-voting member and will participate in meetings as required.
3. The term for public members shall be two or three years, and members may be re-appointed to the Committee.
4. In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper.
5. At the beginning of the first meeting of the fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice-chair may be re-elected.

STAFF RESOURCES:

1. The Arts, Culture and Heritage Coordinator is responsible for all functions of the Committee including:
 - a. Calling meetings;
 - b. Taking minutes;
 - c. Distributing reports and other information as required;
 - d. Notifying and contacting public as required; and
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
2. Where additional information or work is required of staff by the Committee the Director of Community and Economic Development will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
3. Meetings are to be attended by the Arts, Culture and Heritage Coordinator or designate. At the discretion of the Coordinator, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer, the Director of Transportation and Public Works, the Director of Planning and Development and the Director of Community and Economic Development.

DEPARTMENT: Community and Economic Development

TITLE: **Community Arts Council Committee Policy**

Minutes reference date: 26 March 2012 25 June 2012

MEETINGS:

1. Meetings will be scheduled by the Chairperson in consultation with the Arts, Culture and Heritage Coordinator.
2. All meetings are open to the public
3. Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

Amherst Town Council may at any time by resolution repeal this policy and therefore release the committee members of their obligations as members.



COMMITTEE OF THE WHOLE

CDR# 2023009

Date: February 21, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: February 21, 2023

SUBJECT: Policy Review – COVID-19 Property Tax Financing Program Policy

ORIGIN: Policy Review.

LEGISLATIVE AUTHORITY: Town of Amherst COVID-19 Property Tax Financing Program Policy, # 3800-05

RECOMMENDATION: That Council refer the COVID-19 Property Tax Financing Program Policy to the February Council meeting to be repealed as the payment term relating to this policy ended in January 2023.

BACKGROUND: As part of the policy review, this policy is recommended to be repealed as the payment terms relating to this policy ended in January 2023.

DISCUSSION: This policy was implemented in the fall of 2020 to allow the Town to offer an extended payment for 2020/21 taxes to customers whose account was in good standing. The extended payment plan charged customers interest of 1.35% per year and a term of 30 months to reimburse the Town.

There were four customers who took part in this program. One left the program within the first four months (paid off taxes) and the other three stayed for the duration of the program. The Town earned a total of \$2,193.01 in interest from this program over the 30 months. The final payments for the COVID-19 Property Tax Financing Program were made on January 10, 2023.

FINANCIAL IMPLICATIONS: There are no financial implications to repeal this policy.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

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

ALTERNATIVES: Program is complete, no alternatives.

ATTACHMENTS: COVID-19 Property Tax Financing Program Policy, # 3800-05.

Report prepared by: Sarah Wilson, Director of Finance Report and Financial approved by:



DEPARTMENT: CORPORATE SERVICES

TITLE: **COVID-19 Property Tax Financing Program Policy**

Minutes reference date: September 28, 2020 July 10, 2020 May 25, 2020

1. This Policy is entitled the “COVID-19 Property Tax Financing Program Policy.”

2. **Objective:**

The Town of Amherst is concerned about the health and safety of residents. The Town of Amherst recognizes that facilitating the payment of property taxes in installments will better allow citizens of Amherst to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

3. **Authority:**

Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

4. **Scope:**

4.1 Residential - The following owners of residential property are eligible to participate in the Program:

4.1.1 An owner of a residential property that is the owner’s primary residence, where the owner has experienced financial hardship through a significant reduction in income due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 1, 2020;

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);

4.2 Commercial - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than \$2,000,000 and where the owner's business or building located on the property has experienced financial hardship through loss of sales related to the State of Emergency, demonstrated through the following:

4.2.1.1 For a business that was in operation before March 1, 2019 - that the sum of total sales for March, April and May of 2020 is less than 70% of the sum of total sales for March, April and May of 2019. The owner will be required to provide and certify a schedule of sales by month to support the application.

4.2.1.2 For a business that was established on or after March 1, 2019 – an analysis of all monthly sales from the inception of the business to May 31, 2020 clearly establishing loss of expected sales of 30% or more due to the State of Emergency for the period from March 1, 2020 to May 31, 2020. The analysis may be required to be supported by further documentation such as, but not limited to, cash flow projections prepared the purpose of obtaining financing at the time of establishing the business

4.2.2 An owner of a taxable commercial or resource property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act*;

4.3 Exclusions: Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;

4.3.2 Property owners who have received compensation from Business Interruption Insurance as a result of the State of Emergency;

4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;

4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;

4.3.5 Properties for which there is an active tax agreement with the Town through legislation or bylaw;

4.3.6 Properties owned by non-profit organizations that are funded by the Town or that are partially exempted from property tax;

4.3.7 All properties managed under payment-in lieu-programs.

4.4 General Requirements

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application. For greater clarity, an account is not in arrears if it has a balance of \$0 or less in respect of prior years, or if the property owner has a signed payment arrangement and has fulfilled all obligations under the arrangement to the date of application.

4.5 Application

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Town an application in the form as determined by the Town from time to time.

4.4.3 The application deadline to participate in the Program is October 31, 2020.

5. **Administration**

5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due between April 1st, 2020 and September 30th, 2020 for approved properties may be paid in installments as follows.

5.1.2 For each property, Program participants will pay tax installments as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due.

5.1.2.2 Following these six months at \$25 per month, 24 equal monthly payments to amortize the balance of the amount eligible for the Program including interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.4 The rate of interest for the Program will be 1.35% per year.

5.1.5 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

5.2 Terms of the Program

5.2.1 The Treasurer, or his or her delegate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the Town throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and

5.2.3.2 The outstanding taxes and interest then owing will become subject to the Town's regular rate of interest for overdue taxes of 12% per annum.

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program, including existing signed payment arrangements, are due on their normal dates and any amounts not paid when due will be subject to the Town's regular rate of interest for overdue taxes of 12% per annum.

5.2.5 Payments received by the Town from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the Town.

6. Responsibilities

6.1 Council will:

7.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

7.2 The Chief Administrative Officer will:

7.2.1 Be responsible for the administration and implementation of this policy and the Program; and

7.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

7. General Provisions

Payments received by mail are deemed to be paid on the date received by the Town.

TO: Mayor Kogon and Members of Amherst Town Council

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

DATE: February 21, 2022

SUBJECT: Downtown Business Advisory Committee Policy

ORIGIN: Council Priority to review all Committees and Bylaws of Council.

LEGISLATIVE AUTHORITY: MGA 48(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

RECOMMENDATION: That Council forward the repeal of the Downtown Business Advisory Committee Policy - Number 10350-23 to the February Council meeting.

BACKGROUND: In May 2012 the Downtown Business Advisory Committee Policy was established to set out guidelines for membership of the Downtown Business Advisory Committee. The Committee was created to act as a voice for the downtown business community in Amherst and a conduit to Amherst Town Council. The Committee was to consist of 5-7 members of the business community, the Mayor and two members from Council, and economic development staff as non-voting members.

Three years after forming the committee, the Downtown Business Advisory Committee felt its role became unnecessary and recommended in its last council update in June 2015 that it be disbanded. The committee has not met since this recommendation.

DISCUSSION: In 2022 a group of downtown business owners and operators formed the Amherst Downtown Business Association with similar priorities as the original Downtown Business Advisory Committee by liaising between business and community, hosting events and supporting Town events, and partnering with local organizations. Their mission statement is to, 'work as a collective voice to promote and grow our community' with a vision of a 'revitalized historical downtown that is unique and welcoming, and fosters growth of our community.' While this group is not a 'committee of Council', Business Development and Community Living staff are engaging the association on an ongoing basis.

FINANCIAL IMPLICATIONS: There are no financial implications related to this issue.



COMMITTEE OF THE WHOLE

CDR# 2023014

Date: February 21, 2023

COMMUNITY ENGAGEMENT: Staff will continue to engage the Amherst Downtown Business Association.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: Supporting the newly formed Amherst Downtown Business Association continues to foster the conditions to facilitate business development.

ALTERNATIVES:

1. Council does not repeal the policy
2. Council does not repeal the policy and proposes amendments
3. Council defers a decision pending more information

ATTACHMENTS: Downtown Business Advisory Committee Policy

Report prepared by: Jeff Bacon, Business Development Officer
Report and Financial approved by: N/A



DEPARTMENT: Community and Economic Development

TITLE: **Downtown Business Advisory Committee Policy**

Minutes reference date: 28 May 2012

PURPOSE:

The Downtown Business Advisory Committee is the voice for the downtown business community in Amherst and the conduit to Amherst Town Council. The Committee shall:

- 1) Provide advice and guidance to Town Council on matters including policies and programs related to the downtown;
- 2) Suggest and recommend to Town Council ways the Town can support, retain and/or attract business investment to the downtown core;
- 3) Assist in dissemination of information from the Town Council to the downtown business community;
- 4) Assist in coordinating existing and planned downtown projects, initiatives, marketing programs and other new opportunities to increase use of Downtown Amherst.

DEFINITIONS:

- 1) The Downtown Business Advisory Committee area is defined in the map attached as appendix "A".

ROLE OF COMMITTEE:

- 1) To strengthen and enhancing pride in the downtown by Amherst residents;
- 2) To provide support on specific opportunities and projects as requested by Council;
- 3) To advise on promotional and marketing opportunities that will increase traffic to downtown businesses and motivate participation by all stakeholders;
- 4) To act as an informed resource for Council by responding to requests for information or advice sent directly to the Advisory Committee by Council;
- 5) To participate in, monitor and regularly evaluate and/or make recommendation on all the Town's plans and policies which are expected to have an impact on the downtown;

DEPARTMENT: Community and Economic Development

TITLE: **Downtown Business Advisory Committee Policy**

Minutes reference date: 28 May 2012

- 6) To act as a liaison between Council and the downtown community by anticipating and responding to the information needs of both.

MEMBERSHIP:

Council shall appoint members to the Downtown Business Advisory Committee by resolution. The Committee will include:

- 1) At least five (5) members and no more than seven (7) members at large from the downtown business community;
- 2) Two (2) members of Amherst Town Council;
- 3) The Mayor will be appointed as an ex-officio member;
- 4) The Director of Community and Economic Development will be a non-voting member and will participate in meetings as required.

The following is the criteria for members:

- 1) Members at Large must be business owners or managers or designates doing business in the Downtown Core Area District;
- 2) Members need to demonstrate a positive attitude on growing the downtown and be willing ambassadors promoting the downtown to Amherst residents and visitors alike.
- 3) Members from Amherst Town Council will be appointed every two years.

At the beginning of the first meeting of each fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

Members will be appointed as required for either two or three year terms effective April 1st of that year on the Committee.

DEPARTMENT: Community and Economic Development

TITLE: **Downtown Business Advisory Committee Policy**

Minutes reference date: 28 May 2012

MEMBER RESPONSIBILITIES:

- 1) Take the leadership role in planning initiatives, events and promotions in support of downtown business;
- 2) Help identify problems or issues the Town needs to deal with to assist downtown business;
- 3) Help identify opportunities and leads for potential new business investment for the downtown;
- 4) Facilitate and lead in the implementation of the Centre First – Downtown Amherst Action Strategy;
- 5) Consult with relevant downtown stakeholders regarding issues and opportunities related to growing Downtown Amherst;
- 6) Report to Council regarding the status of the Centre First – Downtown Amherst Action Strategy and other initiatives carried out in support of Downtown Amherst.

MEETINGS:

- 1) Meetings will be scheduled by the Chairperson in consultation with the Director of Community and Economic Development;
- 2) All meetings are open to the public;
- 3) Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

APPLICATION PROCESS FOR APPOINTMENTS FROM THE PUBLIC:

- 1) In January of each year, if any terms are about to expire or vacancies have occurred, advertisements will be posted in the local media and the Town's website requesting expressions of interest from the public to serve on the Downtown Business Advisory Committee.

DEPARTMENT: Community and Economic Development

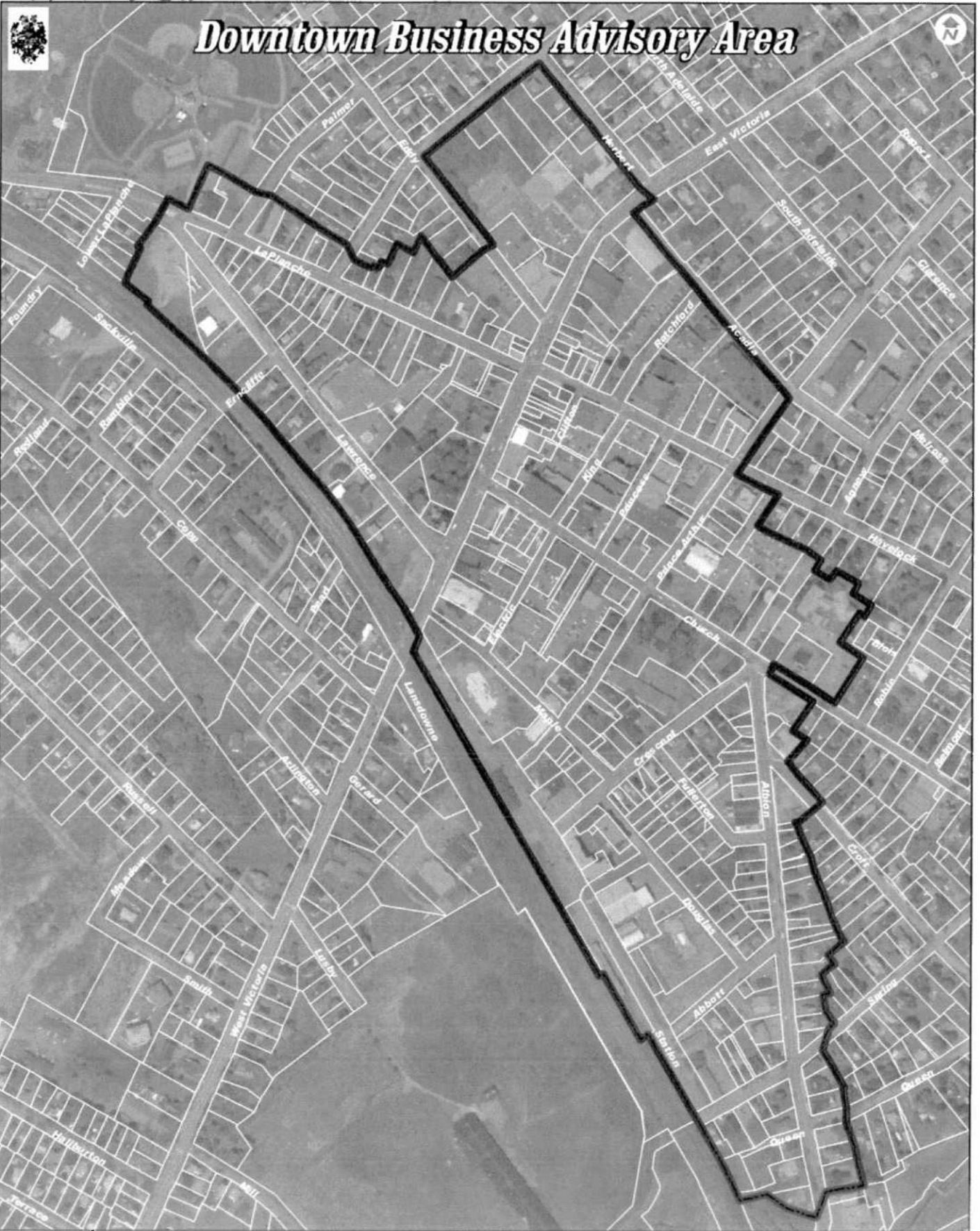
TITLE: **Downtown Business Advisory Committee Policy**

Minutes reference date: 28 May 2012

- 2) All expressions of interest will be reviewed by the Committee and a recommendation made to Amherst Town Council for appointments.

Amherst Town Council may at any time by resolution repeal this policy and therefore release the committee members of their obligations as members.

APPENDIX "A"



MEMO

TO: Mayor Kogon and Members of Amherst Town Council

FROM: Deputy Mayor Landry

DATE: February 21, 2023

RE: Recognition of Existing Local Businesses

It has been brought to my attention that there is an appetite for an event that recognizes ongoing efforts of existing businesses in our community.

My preference would be to host a gala at an appropriate venue with live entertainment and a catered meal. This event could be held in partnership with the several business associations operating in our community. Additionally, we could present some number of community contribution recognition awards.

If capacity is an issue (because we have many businesses), we could determine a set number of tickets, and distribute them to attendees in a fair manner to be determined at a later date.

Therefore, I respectfully move that at the March 2023 Committee of the Whole, staff bring back a discussion paper for further consideration on the feasibility of hosting a gala event to recognize the businesses in the Town of Amherst.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Kim Jones, Municipal Clerk

DATE: February 21, 2023

RE: **Request to present**

Staff have been contacted by Royal Canadian Legion, Branch 10, who would like to make a brief presentation to council about the Afghanistan War Memorial project.

Their request is attached.

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 March Committee of the Whole meeting.



**Branch 10
Amherst**

**The Royal Canadian Legion
Branch name and number**

47 LaPlanche Street
Amherst, NS B4H 3G9
Phone: 1-902-667-8487
amherstlegion@outlook.com

Town of Amherst
98 Victoria St. E.
Amherst, NS B4H 1X6

Re: Royal Canadian Legion presentation to Council – Afghanistan War Memorial

Dear Ms. Bristol:

The Royal Canadian Legion, Branch 10 writes to request the opportunity to present the project for the Afghanistan War Memorial as previously discussed with Mr. McDonald, Ms. Bristol, Mr. Crocker, Mr. Selig, Ms. Bickerton and Councillor Emery to Council at the next available Council meeting.

The Afghanistan War Memorial is being put together by our The Royal Canadian Legion, Branch 10, Amherst. We would like to see a green space made available for our Afghanistan War Veterans – a safe space for Veterans, and their families and friends to gather to remember their fallen comrades.

We would require the assistance of Council, to provide a space that has been chosen by the Town of Amherst for this project. Our Afghanistan War Memorial is being supported by the Royal Canadian Legion, Branch 10, The Town of Amherst, The Honourable Tory Rushton, The Honourable Dr. Stephen Ellis, Veterans Affairs, and we are requesting funding assistance through Communities, Culture, Tourism and Heritage (the Province of Nova Scotia).

The sub-committee formed through the Royal Canadian Legion, Branch 10, Amherst has met to discuss the specifics of the project, where we would like to see, the Memorial itself, (the property of the Branch), a flagpole, greenery, the cement walkway to the Memorial solar lights, and flower beds with a few benches. There will be a small sign to commemorate the donors, and Government agencies that have assisted in putting this Memorial together with the Royal Canadian Legion, Branch 10.

Please advise as to a date that we can present to council with respect to the Afghanistan War Memorial.

Thank you,

Justin McKay
Sargant-At-Arms
Royal Canadian Legion
Branch 10
Amherst, NS
902-297-3480

MEMO

TO: Mayor Kogon and Members of Council
FROM: Sharon Bristol, Director, Community Living
DATE: February 21, 2023
RE: **Nova Scotia 55+ Provincial Games**

The Nova Scotia 55+ Society will celebrate 20 years in 2023 and this year will be the 10th anniversary of the 55+ games. This event which has been hosted in various communities over the years brings over 700 participants to the area for a weekend of fun, fitness and friendship.

The 55+ Games have been hosted by many different Municipalities around NS. These Municipalities have bid on the event 2 years prior to the games being hosted. In each submission there has been a community committee who oversees the planning and execution of the event. The event is a 4-day Wednesday-Saturday in September and includes hockey, pickleball, curling, darts, tennis, bowling etc. This opportunity has enormous potential to increase tourism, market our community and increase economic activity during this time.

Various revenue streams are accessed including Provincial grants, sponsors, registrations and user fees. The Municipality agrees to contribute 10k towards the budget for the event which will be used in the implementation of the games.

Town of Amherst staff will recruit a community committee of stakeholders to oversee the development of this event. We have strong partnerships now and this will serve to strengthen those and create new ones. We are confident that a committee of interested stakeholders can be recruited.

A notice of intent must be forwarded to the 55+ Society by February 28, 2023 with a full submission bid package by April 28, 2023 for the 2025 games to be held here in our community.

With direction to proceed from Council, the Community Living Department will forward the notice of intent to submit a bid and begin the recruitment process of a steering committee to include Town staff, member(s) of Town Council, and members of the public (examples may include 55+ Club, sporting associations, service clubs etc.).



**Public Works
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

JAN 25 2023

His Worship David Kogon, MD
Mayor of Town of Amherst
PO Box 516
98 Victoria Street East
Amherst, NS B4H 4A1

Dear Mayor Kogon:

Thank you for your October 16, 2022, correspondence concerning the Isthmus of Chignecto. I have been asked to respond to your inquiry on behalf of Premier Houston.

As you point out in your letter, the Isthmus of Chignecto is a critical link between Nova Scotia, New Brunswick, and the rest of mainland Canada. This link is important economically but also to the surrounding communities.

As Minister of Public Works, I have discussed this issue with my colleague in New Brunswick, Minister Carr, as well as our federal colleagues, to advance the recommendations from the Chignecto Isthmus Climate Change Adaptation Comprehensive Engineering and Feasibility Study.

The provinces are working together with a joint project team to plan next steps and preliminary work. The provinces are in discussions with both Transport Canada and Infrastructure Canada on possible funding support from the federal government. The devastating impacts of hurricane Fiona certainly highlighted the urgency and importance of this project.

I appreciate you taking the time to share your concerns, and those of your constituents.

Yours sincerely,

A handwritten signature in blue ink that reads "Kim D. Masland".

Kim D. Masland
Minister

Report

Cumberland Community Youth Development Center

February 2023

Report for October, November, December 2022

The Cumberland Community Youth Development Centre has had a busy Winter so far. We continue to run programming along with our weekly Youth Drop In. We have had many meetings and tours with folks from Amherst and surrounding areas.

In October, we continued to run Anime/RPG club, Art Club and Youth Drop In weekly. In addition to that, we had Jennifer Houghtaling in to teach a pottery class, took a trip to Belliveau Orchard in Memramcook, NB, provided a 6-week cooking program, and did all things Halloween.

We have been wanting the youth to be as involved in what is happening at the CCYDC, as it is THEIR Centre and we want them to take pride, not only in the Centre itself, but in the thought, work and dedication put into all our offerings. Halloween was perfect, we put together a Halloween party committee with about 6-8 kids. We had planning meetings during drop in where they decided the menu, decorations, music, etc. We took them on a shopping trip, where they were given a budget to purchase decorations and other spooky items for their party. They were very proud to come back under budget! The Party was a hit, and the kids did it all- we had a fantastic time with around 27 youth in attendance.

We kicked off November by celebrating Day of the Dead with special guest Alex Ragall. Alex built an altar where participants could share special memories and pay respect to those who are no longer with us, and the evening was spent learning about the Mexican holiday.

Other offerings for the month of November were: In the kitchen cooking program, Voices (YOP), Art Club and Youth Drop In. We also introduced a new program- 2SLGBTQIA+ peer support group which runs every second Monday and is co-facilitated by one of the youths who we met right here at the centre. Our hope is that this group continues to grow and thrive, as we have some fun stuff planned for the near future.

We also had Mallory Thompson, a local wool spinner, in to give a hands-on workshop to about a dozen of our youth. They had the opportunity to try out the spinning wheel and we spent the evening creating beautiful, felted pieces of art using the wool.

We had Julie from Four Fathers Library pay us a visit during one of our November drop ins, where she facilitated a LEGO MASTER Competition. The youth worked hard to create some really awesome Lego designs and, in the end, we handed over first, second, and third place trophies made out of- you guessed it, LEGO!

We also signed up for the Amherst Christmas Parade and saw 12 youth come out to participate in representing the CCYDC. Much deserved hot chocolate and a treat were had following the parade route.

We packed December with lots of fun things, including cookie baking with Wendy Siddall, making lots of fun arts and crafts for gift giving, and it wouldn't be the holidays without a turkey dinner from scratch! To add to an already wonderful event, we invited some folks from the EAL class and along with their teacher Wendy, we also had sushi, dumplings, and veggie balls to add to the feast. With 17 youth in attendance, a couple folks from Maggie's Place, and the CCYDC staff, we enjoyed a festive turkey dinner with all the trimmings. We even had a local musician come play guitar and sing to a group of youth who would end up joining in. All who attended agreed that it was a very magical evening.

We had some plans that went a little sideways due to illness, a Christmas Play, and carolling for seniors, but we intend on partnering with those folks again in the near future to plan some fun and engaging activities with our youth.

We still have Wendy Siddall from YReach teaching English Additional Language on Tuesdays and Thursdays.

John Choynet, the Connect Center teacher for Chignecto Family of Schools has been meeting with students on Friday afternoons.

Mental Health & Additions has booked space weekly to see youth clients.

The youth outreach worker, Ruth Currie, has had many meetings with other service providers and clients. We have youth using the center facilities for things such as laundry, cooking, meetings with support workers/service providers, showering, etc.

We had a busy few months, but I feel great about the work being done here, and looking forward to a new year at the Cumberland Community Youth Development Centre.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Jeff Bacon, Business Development Officer
DATE: February 21, 2023
RE: 'Hotel Levy' follow-up

At the November 2022 COW meeting, council considered the attached memo that summarized the Marketing Levy and directed staff to ***'reach out to the Municipality of Cumberland County, the Town of Oxford and hotels in the Cumberland region to discuss this issue further.'***

Staff met with the managers of the two major accommodation providers in Amherst, the Comfort Inn and the Super 8 Hotel. The discussion of both meetings could be summarized as follows:

- Concern was expressed for corporate clients who negotiate rates based on high volume and extended stay. These clients should get special consideration in any levy.
- Any marketing levy should be applied to the entire Cumberland County region.
- Any cost difference between accommodations in the area influences where clients stay.
- Both managers expressed their interest in how the Town of Amherst would spend the tax revenue for marketing and tourism and the assurance it promotes the Town and their businesses.

A meeting with Brown's Guest Home Bed & Breakfast is still pending.

The Municipality of Cumberland's Council have instructed staff to engage the Town of Amherst and industry partners to discuss what a regional levy could look like. Town of Amherst staff were advised that these discussions will commence once economic development positions in the County have been filled.

The Town of Oxford expressed no interest at this time to implement a marketing levy as they have one hotel accommodation with only eight units. It was felt that the levy return did not warrant implementing this tax.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Jeff Bacon, Business Development Officer

DATE: November 21, 2022

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

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

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

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

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

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

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

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

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

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

CAO Task Report

February 2023

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. Status: Closed - Letter has been sent

Task: Council Committee Review

Repeal of the Community Arts Council Committee Policy is on the agenda for February.
Status: In Progress

Task: Intermunicipal Cooperation

Moved By Councillor Davidson Seconded By Councillor Emery

I move that the Municipality of the County of Cumberland be invited to be involved in 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.

Status: This has been communicated with the County CAO, however I have not tried to schedule a meeting yet. It is preferable to hold our own meeting regarding negotiating with the County first.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Jason MacDonald, CAO

DATE: February 21, 2023

RE: Town of Amherst Facebook Page

Over the last several months we have noticed a spike in negative, abusive, hateful and often false or misleading commenting on our Town of Amherst Facebook page.

Staff do monitor comments throughout the day and evening to some degree but obviously we do not have the resources to monitor 24/7. We do have the following statement on our page:

“The Town of Amherst reserves the right to refuse, edit, or remove any comments which are disrespectful in any way or that are not directly relevant to the main post upon which they are made. The Town of Amherst is not responsible for, nor endorses, any of the postings, comments, opinions, or other submissions by Facebook members on this Facebook page and disclaims any and all liability in connection with those submissions.”

We do hide or remove comments with profanity or defamatory tones. And if the commenter continues, we will block them from the page. This is not something we like to do, and always have strived to be transparent and encourage engagement but it has now become a distraction to our messages.

Our Facebook page is a tool to disseminate information to the public. It is not a 2-way engagement tool. We almost never respond to comments or questions directly on the Facebook platform, but encourage people to connect with us using formal channels.

We have reached out to other municipalities, and many are experiencing the same issues. Several are considering or have already either turned off commenting completely or do it selectively based on the post topic.

As a result, we will be turning off commenting on our main Facebook page to ensure that all those who consult our information can do so in an environment that is respectful to all. We will also be updating our contact information to a more prominent location on the page so customers can more easily submit questions or comments to staff.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: February 21, 2023

RE: **Strategic Priorities - January update**

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 29th 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 updated Strategic Priorities is being prepared for further discussion at a soon to be scheduled meeting.

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**.

The consultant met with the steering committee in December where the results of situational analysis, partner and potential facility user group consultation, and conceptual program scenarios were presented. Building and site space requirements based on core and ancillary uses were presented. Based on the feedback from the steering committee and in further discussions with staff, the consultant is looking at potential facility components and footprint requirements for two general locations. The first being a downtown location and the second is a location on a greenfield near the periphery of town. Each scenario has its own positive and negative aspects. Staff have met with the potential major facility partners to gauge their interest. A more in-depth meeting with YMCA board members is scheduled for March 7th with a view to determining in more detail under what circumstances the YMCA can be on board. It is anticipated that the outcome of this meeting will better inform what facility components can be recommended and what locations have merit.

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

First drafts of the documents were delivered to the PAC at the first of February to provide a month to familiarize members with their content. A review will take place at the March PAC. Updates and related documents remain available at planamherst.ca

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

A procedure prescribing a review schedule for Committee/bylaw/policy was brought for Council's review in December. Review of specific policies and bylaws is ongoing each month.

4. The potential expansion of the **Amherst and Area Industrial Park.**

Council have instructed staff to enter into negotiations to purchase lands that may serve to address this priority, or at least significantly impact how this project moves forward. These negotiations have stalled. A refocus of this priority is being considered in the 2023 strategic priority setting exercise.

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

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

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

The shelter is open and doing well with no major incidents. There is a nurse practitioner on site evenings from 6-8 to assist with health concerns and link to mental health services for the vulnerable.

Athletic Achievers was held on Feb 15th at CCUBIC and the first meeting of what's hoped to be an Acadian Society also met on the 15th at CCUBIC.

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

Our new Community Navigator is Allison Watson and she will start on Feb 27. We were awarded 75k as well as 75k for the County to support recruitment efforts throughout the county. Allison will be working with the three-volunteer recruitment, retention and appreciation committees to support their efforts.

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

Winter Carnival started on the weekend past.

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 took place January 18th for a proposed 69-unit apartment building at 155 East Victoria and 98-bed care facility. Council awarded an RFP for a multi-unit residential proposal on the former Blaine Street lands last month. A draft Agreement of Purchase & Sale will be on the agenda this month. Council will also be asked to approve an Agreement of Purchase & Sale to facilitate development of a supportive housing facility at 8/10 Prince Arthur. The WET shelter facility is now operating.

February 3, 2023

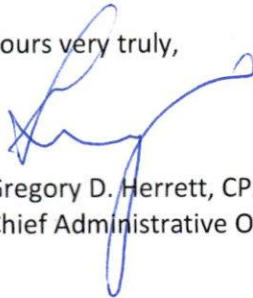
Mr. Jason MacDonald, Chief Administrative Officer
Town of Amherst
98 Victoria Street East
Amherst NS B4H 1X6

Dear Mr. MacDonald: 

At the January 18, 2023 Council Session of the Municipality of the County of Cumberland, the following motion was passed:

THAT our CAO respond to the Town of Amherst to thank them for the letter and that correspondence be sent by staff to Cornerstone to encourage them to apply for our grants to non profits to allow MCC to provide additional support to their initiative.

Yours very truly,



Gregory D. Herrett, CPA, CA
Chief Administrative Officer

ak

Monthly Report

Community Living

February 2023

Community Living

- Onboarding new hire Dave Simpson
- Accessibility Strategy approved by Council and forwarded to Province
- Finalizing the PRAC strategic plan, developed agenda packages and meeting
- Meetings with AYTC planning for outdoor skate and presentations from After the School Bell program
- Team meetings with staff
- Finalizing budget and learning SAP
- Working on reports for Council, Committees
- Interviews for Community Navigator position

Culture, Events & Marketing

- 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
- Mail outs for Volunteer Nominations and Athletic Achievers
- Queens Jubilee Planning

Active Living

- Dave Simpson getting up to speed doing training with Allison
- Met with AYTC and After the School Bell program
- Met with schools regarding summer programming ideas
- Friday Night Fun continues with the YMCA

Task Updates:

Task: MAP Report

Update: Councillor Davidson asked about MAP committee, and community support grants not supporting "alcoholic" events. Staff spoke with Councillor Emery and received a copy of the MAP policy committee. Revisions have been made to the Community Grants Policy to cover these requirements. This policy with revisions is currently under review included in this package

Status: Complete

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. This draft will be discussed at the February meeting
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 did not get to this task in January so will arrange a meeting in February with the Legion to discuss
Status: Ongoing

Task: Green space beside Town Hall

Update: Staff met with Justin and discussed the anticipated plans from the Legions perspective. A rendering is in progress from our planner Abiola and Justin has requested to present to Council in March.
Status: ongoing but going well

Monthly Report

Clerks Office/Communications

February 2023

IT Services:

- We were busy with everyday Desktop IT support issues
- Continued to update the Town's servers, network equipment and applications. Completed an update of our VMWare Vcenter server moving it off the old server.
- Worked on set up of trail cameras
- Worked on capital and operating budgets
- Continue to provide support to the Town of Oxford
- Set up new employees – accounts, equipment etc.
- Investigated and repaired issue with microphones in Council chambers.

Special Election:

Our Special Election to fill the vacancy on Council was held on February 11th. Four candidates put their names forth and Charlie Chambers was the successful candidate, polling 1740 votes. A date for the official swearing in of Councillor-Elect Chambers will be held later this month or early next month. Voter turn out for this special election was 27.9%. These numbers are fairly comparable to other mid-term special elections in the province.

Task Updates:

Task: Town of Amherst Website
Update: Our commitment with the AMA Website Venture requires a years notice to leave. Although on the plus side this will give us an opportunity to evaluate their new upgrades coming this spring. Staff are working on a request for proposals for website development/maintenance to go out over the next few months. We do not really have any staff with extensive knowledge of website development and are seeking assistance from outside sources that will not negatively impact the RFP process
Status: In progress

Task: Special election
Update: Election was held on February 11 th . Staff are now awaiting the lapse of the appeal period and will then advise of an official swearing – in date for the Councillor-Elect.
Status: In progress

Task: Northern Region Agreement
Update: The agreement has now been signed by all
Status: Closed

Monthly Report

Finance

February 2023

The 2023/24 capital budget is complete and will be presented to Council at a special meeting on February 22nd. The 2023/24 operating budget is well underway and all operating budget segments are planned to be presented to Council in March.

The third quarter results are being finalized and are expected to be presented to the Audit Committee in early March. The Audit Committee meeting will also review the Municipal Profile and FCI Report for 2020/21 that was released by the Department of Municipal Affairs and Housing at the end of January.

As we are quickly approaching year end, staff have also directed their focus towards year end tasks.

Effective February 13th Megan Legere began her new role as Accounting Clerk / Accounts Payable.

Task Updates:

- Task Motion: The following motion was approved as part of the consent agenda:
Moved By Councillor Davidson Seconded By Deputy Mayor Landry
That no changes are recommended to the Banking Policy at this time.

Update: Banking Policy was reviewed at Jan 16 COW as part of the Policy Review and no changes were recommended. Task complete.

- Task Motion: The following motion was approved as part of the consent agenda:
Moved By Councillor Davidson Seconded By Deputy Mayor Landry
That Council forward the revised Town of Amherst Signing Authority Policy # 03400-01 to the January 23, 2023 Council meeting.
MOTION CARRIED

Update: The Signing Authority Policy was updated at the January 23 Council Meeting. The changes to the policy were to remove the position of CFO and updating the listed bank accounts. Task complete.

Monthly Departmental Report

Fire Department

February 2023

RESPONSES (January)

Town of Amherst – 14 events

- 1 Structure fire
- 3 Smell of smoke / Air quality check
- 6 Monitored alarm activations
- 1 Flue fire
- 2 Dumpster / garbage can fire
- 1 Motor vehicle accidents

Contract area (District 2) – 4 events

- 4 Motor vehicle accidents

PROFESSIONAL DEVELOPMENT

Communications training – Earlier this month, the members of the fire department took part in Trunk Mobile Radio training that was presented by representatives from Nova Scotia Public Safety and Field Communications. This training was a refresher session that allowed members the opportunity to physically have a trunk mobile radio in their hands and practice the functionality of using it in a controlled environment.

Fire school training – Over the next few months, members of the fire department will be taking part in training at the Nova Scotia fire fighter’s school. This training will include hazardous materials awareness and operations, Level 1 fire fighter certification and Level 2 fire fighter certification.

NEW FIRE APPARATUS – AERIAL PLATFORM

The new aerial platform has finished production and has started its demo tour. Recently, I had the opportunity to hear from one of my colleagues that the apparatus was on the tour cycle in Texas. In early July this unit will be in Amherst for a visit, before it heads to the Maritime Fire Chief’s Conference in Halifax. In early August we will take delivery of this unit following the final inspection.

140TH ANNIVERSARY OF THE AMHERST FIRE DEPARTMENT

This year marks the 140th anniversary of the Amherst fire department; which was established in 1883. The department have started the process of creating our celebration plan for this year which will include an open house and a few other events to celebrate this milestone. More information will be provided over the coming months.

RECRUITMENT

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

TASK UPDATES

Task: No open tasks at this time

Monthly Report

HR and Customer Service

February 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.

CUSTOMER SERVICES

Tax/Accounts Receivable/Collections:

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. We do not receive updates for 2022 appeals in February; the 2023 appeal update will be March 1, 2023.

	# 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
TOTAL	59	\$25,691,800	50	0	5	4	15	\$578,100	\$-19,578	5

Tax Certificates – there were 26 tax certificates requested in the month of January 2023.

2023 Spring Tax Sale – ten (10) final tax sale notices were mailed February 10, 2023. The spring tax sale scheduled for Tuesday, May 16, 2023.

Water/Sewer Billing - Third quarter water/sewer consumption and flat-water bills have been mailed to customers. The due date is February 28.

Customer Service Tracking – E11 - There was a total of 86 opened cases in January and 63 cases closed. The categories with the most opened/closed cases in January were compost bin replacement/repairs and icy streets (tied at 12).

Human Resources:

Active Living Coordinator: Dave Simpson began his new role as Active Living Coordinator on January 31. Congratulations Dave!

Community Navigator: this competition process concluded with Allison Watson being the successful candidate. Allison will assume her new role in late February. Congratulations Allison!

2023 Summer Students: recruitment for this year’s summer students has started and will continue into the month of March.

Monthly Report

Operations

February 2023

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 stadium hosted a Novice Hockey Jamboree on the weekend of February 18th
- There will be a Family Day Holiday Rambler game and skate as a part of Winter Carnival on February 21.
- The downtown outdoor rink opened for the season on February 8th.
- A “Put Waste In Its Place” campaign will launch on February 20th at the Amherst Stadium. The goal of the campaign is to promote patrons of the Stadium to use the available waste receptacles and to properly sort their waste.
- Matt Selig has completed the Playground Accessibility module of the Canadian Certified Playground Inspector certification program. The accessible playground module focuses on the requirements of designing, installing, inspecting, and maintaining an accessible play space for users with special needs.
- The extreme cold weather on February 4th caused some issues in our facilities. There were frozen and or broken water lines at Dickey Park washroom, stadium canteen and the Community Credit Union Business Innovation Centre.
- Planning is well underway for Spring planting of our flower beds, student hiring, and a competition for a vacancy in the recreation department.
- Staff are researching alternatives to replace 2 non-functioning obsolete luminaires over the ice surface at the stadium.

PUBLIC WORKS

- There were 4 snow events that required plowing of streets and sidewalks
- Sidewalk salting took place on 7 occasions and the salt truck was dispatched on 12 occasions to due to icy road conditions
- There were 3 broken water mains repaired; Willow Street, South Albion Street, and Brownell Avenue. Repairing the broken 10” cast iron water main on Willow Street with windchill values approaching -40C was a challenge for staff.
- Quarterly meter reading was completed in January. Water utility staff have been working on the list of meters that registered zero consumption for the past quarter and assisting customers with leak investigation for high consumption meter reads.

- The extreme cold weather on February 4th kept staff busy completing numerous water shut offs for customers that had water lines freeze and split in their homes.
- Public Works staff completed training in confined space and fall arrest. Public Works foreman, Jason McBurnie, is writing the level II water distribution operator certification exam. Level II certification is required to act as the operator directly responsible for the water utility.
- Two cameras have been installed on the marsh walking trail to monitor the trail for unauthorized use by ATV's and snowmobiles.
- Staff repaired/filled potholes using the recently purchased asphalt recycler on 7 days in the past month putting out a total of 20 tonnes of recycled asphalt. Going forward, staff intend to operate the recycler a minimum of 3 days per week depending on weather conditions and other operational needs. The 20 tonnes of recycled material placed in the last month represents a savings of approximately \$11,000 when compared to the cost of purchasing cold mix asphalt.

UPCOMING

- Snow and de-icing operations of streets, sidewalks and VIA rail platform as needed
- Patching of potholes with recycled asphalt is ongoing.
- Ice maintenance at the outdoor rink
- Acute lethality (fish toxicity) testing at the WWTP
- Annual report for the WWTP is due on March 1, 2023.

Task Updates:

Task: No outstanding tasks at this time

Update:

Status:

Monthly Departmental Report

Planning & Strategic Initiatives

February 2023

The attached report shows development activity over the month of January 2023, as well as a year-over-year comparison for that month.

A Public Participation Opportunity was held January 18th to consider three development agreement applications:

1. 59-unit apartment building at 155 East Victoria;
2. 98-bed long term care facility at 264 Church; and
3. change of non-conforming use from a community hall to a commercial office use at 3-7 Robie.

The PAC met February 6th to consider the above applications and made recommendations to be considered by Council in February. The PAC also received first drafts of the new Municipal Planning Strategy and Land Use Bylaw in early February and will review these documents at their March meeting. The PAC will also consider three additional applications, which include:

1. an increase of the number of units from 6 to 8 within an existing building at 9 North Adelaide Street;
2. a garden suite at 52 Hickman Street; and,
3. to rezone of 36/38 Beacon Street from General Residential to Open Space.

A Public Participation Opportunity to consider the above noted applications is scheduled for Wednesday, March 1st at 5:00 p.m. in Council Chambers.

The Community Centre Feasibility Study consultant is currently developing functional space programs based on the information and consultation completed so far. Meeting with key partners is ongoing, with a meeting scheduled with YMCA board members scheduled for March 7th.

With regard to a Business Development update, in February the Cumberland Chamber of Commerce (CCoC) will be hosting a number of events:

- On February 4th, Meet the Candidates in the Town of Amherst Municipal by-election for Councillor was held at 6:30 PM in the Community Credit Union Business Innovation Centre (CCUBIC) conference room. This event was open to the public, and was broadcasted on CFTA radio at 1:00 PM on February 5th.
- On February 7th, Meet the President of the CCoC. Breakfast at the CCUBIC Boardroom was held at 8:30 AM. This event profiled the not-for-profit organization Maggie's Place.
- On February 15th, CCOC hosted a breakfast in the CCUBIC conference room in partnership with Autumn House who held a seminar on the Impact of Domestic Violence on the Work Place.
- On February 28th Business After 5 networking event in the CCUBIC Conference room at 5:00 PM. This event will be profiling the not-for-profit organization Maggie's Place.

The CCoC 'Shop Cumberland' campaign continues to showcase small businesses across Cumberland County on social media platforms.

The extended 2021/2022 Gritty to Pretty Program report was submitted with a final budget expenditure of \$42,000. The CCoC reported that since the beginning of the program offer, 31 businesses have been incentivized to receive \$67,000 in funding support, but generated \$181,000 in total improvement costs. The CCoC continues to manage business participation for the still-running 2022/2023 Gritty to Pretty program, which closes on March 31, 2023.

Cornerstone has hired its Executive Director and that person is expected to begin at the end of February. They also hired a Contractor and a Project Manager for the 8/10 Prince Arthur Street supportive housing facility. The design of this facility is underway and a project schedule and timeline will be developed based on the design.

The TOA-owned Electric Vehicle (EV) Charging Station is operational and in use by the public. The user fee rate of \$1.50 / hr has been applied and the system is active on EV Charger location networks. EV owners can now consider the system as part of their travel plans. A media release was issued with a large response from the public.

The Cumberland Business Connector Youth Entrepreneurship Program has begun training sessions with students in Amherst and Parrsboro. Participants are being trained on how to make a business plan and the steps necessary to become a business owner. The Connector has hired a Business Accelerator Coordinator to continue its accelerator and business support programs.

The NS Department of Labour Skills and Immigration met with the NS Regional Economic Networks to discuss programs for Workforce attraction and labour needs in each region. The Department committed to working closely with the RENs to support programs in each area.

The NS Department of Labour, Skills, and Immigration is also working with Team Cumberland to develop a Workplace Education Program in Cumberland County. This program would offer a forum for businesses to send staff for specific training and education topics. An Organizational Needs Assessment event is being organized by the Cumberland Chamber of Commerce to solicit the business communities' input on what topics are important to the region.

Orange Hall Studios hosted a Victoria Square Grand Opening on February 11th.

The Amherst Downtown Business Association did not meet in the month of January.

Task Updates:

<p>Task: User Fee Policy Amendment Update: In January Council amended the User Fee Policy to establish an Electric Vehicle Charging Station User Fee of \$1.50 / hour. Status: Closed</p>
<p>Task: Lord Amherst Drive Renaming to Ancestral Drive Update: The name change took place February 10th. Status: Closed</p>

Task: Blaine Street and Ottawa Avenue Acquisitions

Update: A draft Agreement of Purchase & Sale for the Blaine Street property has been drafted and is being reviewed by the purchaser.

Status: Ongoing

Task: Hotel Levy Report

Update: A memo carrying out Council's direction from January is on this month's agenda.

Status: Ongoing

January Permits

PERMIT APPLICATIONS							For the Month of January	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
D2023-001	25004862	50 Tantramar Cre	0	Renovate	Commercial	Permanent Sign	50.00	2,461.00
C2023-002	25008798	9 North Adelaide St	6	Renovate	Apartments	Apartment Building	1,800.00	700,000.00
D2023-003	25135278	149 South Albion St	0	Relocate	Commercial	Shed	50.00	6,000.00
Total	3		6				1,900.00	708,461.00

2021-2022 YTD Comparison

ACTIVITY REPORT							For Month of January 2023-01-31		
Type	Jan 2022			Jan 2023					
	Permits	Units	Value of Construction	Permits	Units	Value of Construction			
Single Family	3	1	313,240	0	0	0			
Duplex/Semi	0	0	0	0	0	0			
Apartments	0	0	0	1	6	700,000			
Other Residential	0	0	0	0	0	0			
Commercial	2	0	7,000	2	0	8,461			
Industrial	0	0	0	0	0	0			
Inst & Gov	0	0	0	0	0	0			
Agriculture	0	0	0	0	0	0			
Other	0	0	0	0	0	0			
Total	5	1	320,240	3	6	708,461			
Year To Date	5	1	320,240	3	6	708,461			

Monthly Report

Police Services

February 2023

TRAINING

Incident Command System (ICS) 200: Five APD members attended and completed ICS 200 training on January 11th and 12th. 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. The course was hosted at the Amherst Fire Department. Additional EMO are scheduled in February and March 2023.

Critical Incident Command Course – January 23 to 27: Cpl Mark McNair and Cpl Wood attended the 5-day Critical Incident Command and Response Course that was hosted by the Amherst Police Department and delivered by Monique Rollins of CCT (Canadian Critical Incident Inc). This course is a step above the Major Incident/Frontline Officer Course in which 8 of our members received training in September 2021 and ties in with our recent Negotiator training in which 5 of our members received training and certification as crisis negotiators. Rollins has a vast amount of knowledge and experience with the subject matter and utilized the expertise of Chris Lussow who has an extensive background in Emergency Response, Use of Force and related training. The course utilizes case studies and scenarios to challenge and engage each participant while 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 including Fredericton, Charlottetown, New Glasgow Regional, Truro and other maritime municipal police departments.

OPERATIONAL

Major Crime Unit: The members of the Major Crime Unit continue to be busy with an extensive list of responsibilities and tasks assigned to complete. Many of the MCU files include sexual assaults, child pornography, serious frauds/thefts and complex or sensitive files that require multiple warrants and other investigative techniques. Because of the large number of tasks assigned to the 2 members of MCU, many files that have traditionally been assigned to this unit are being kept by patrol members, adding more work to units that are not designed to investigate complex matters. As the budget conversation approaches, this will be a topic of discussion as to how to best provide and allocate resources to ensure success.

Complaints of thefts – Increase in complaints: During the month of January APD received 37 theft-related complaints, 19 of which were general theft files and 15 shoplifting files. This is a fairly dramatic increase from January 2022 which saw a total of 18 total theft files, 8 general thefts and 9 shoplifting complaints. Theft complaints continue to be on the increase including a rash of thefts from vehicles that occurred over the weekend of Feb 3rd to the 5th and again

through the following week. As compared to January, our reports of thefts in February (to Feb 13th) are 37 in total, with many complaints surrounding thefts from vehicles and involving multiple complainants and addresses in each complaint. As noted in previous reports, shoplifting complaints in 2022 had nearly doubled when compared to 2021. General theft complaints, which include gas drive-offs and other thefts, have also increased significantly between the 2 years. Some of the issues may be a result of increased costs and soaring inflation. Numerous charges have been laid in relation to many of these recent incidents.

Homelessness: Amherst Police continue to monitor the homelessness issue. The majority of calls are usually concerning 2 or 3 individuals on a very regular basis. In January police received 24 complaints relating to homelessness as compared to 19 in December, 38 in November, 58 in October, 93 in September and 140 in August.

PERSONNEL:

Long Service Awards and Promotion: At the January 31st Police Commission meeting several members received their long service awards, and Cpl Wood received a certificate recognizing his promotion. Sergeant Robert MacPherson, Staff Sergeant Gairns, and Deputy Chief Hunter were recognized for 30 years of exemplary service. Sergeant Kevin Girouard, Sergeant Chris Jobe and Cst Tasha Estabrooks were recognized for 15 years of service to the community. Sergeant MacPherson (retired), Sergeant Girouard and Sgt Jobe were unable to attend for the presentation of their medals.

OPERATIONAL STATS – JANUARY 2023

Occurrences:	443	Criminal Code Charges:	59
Impaired by Alcohol:	1	CDSA:	0
Impaired by Drug:	1	CBCA:	0
Traffic Tickets:	23	PPA:	3
HPA:	0	Traffic Written Warnings:	11
Vehicle Checks:	125	LCA:	0
Foot Patrol Hours:	26 hrs 49 min	Bike Patrol Hours:	0
Parking Tickets:	2	Parking Warnings:	0

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: Cameras are in the process of being installed by Public works/IT.

Status: In Progress

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

Update: Public works to switch over the 6 new intersections that were identified. They will do so when they are able to.

Status: In Progress

Task: Noise By-law changes

Update. Still reviewing this matter, Will discuss with CAO this week during our meeting.

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

Procurement

February 2023

ID	Type	Project Capital & Ops approved June 8/22	Process Type	Budget Type	Released	Closed	App'd	App'd By
22-59	RFP	HVAC – Public Works	Reg	C	X			
22-107	RFP	Wellfield Panel Upgrades	Reg	C	X			
22-48	RFP	McCully Street Booster Engineering Services	Reg	C	X			
22-57	RFP	Library Doors – Replacements	Reg	C	X			
22-29	RFQ	Printed Plastic Bags	Reg	O	X			
22-40	RFQ	Portable Power Packs	Reg	O	X	X		
22-118	ALT	Heat pump repair – Stadium	ALTP	O	X	X	X	CAO
22-119	ALT	PSTrax Software – AFD	ALTP	O	X	X	X	CAO
22-62	RFP	Solid Waste Collection	Reg	O			X	Council

Monthly Departmental Report

Solid Waste Education & Enforcement

February 2023

Litter project

The launch of the education campaign and new sorting stations at the Amherst Stadium took place on Monday, February 20th. Various videos and educational messaging around the theme “Put Waste In Its Place” will be shared on the different social media channels. During the Rambler game on February 20th, members of the AYTC gave away Amherst Swag to fans who were “caught” using the new bins. Below are a few pictures of the new containers & signage.



Newspaper Stewardship Advertising

As part of the stewardship agreement, Cumberland County Solid Waste can place up to 4-1/2 ads per year in the Cumberland Wire, free of charge. The focus for the most recent ad is *Back to the Basics with Dual Stream Recycling*. This ad ran in the paper the week of February 13, 2023.

Business Visits

Staff have been visiting various establishments to ensure compliance with the solid waste management programs in Cumberland County.

Solid Waste Hotline

The hotline continues to be busy.

Collection Schedules

The Town of Amherst collection schedules for the upcoming 2023-2024 collection year are currently being worked on and the hope is to have them mailed out to residents the second week in March.

Social Media

We continue to have an active presence on the Cumberland County Solid Waste Facebook Page. Below are some of the topics that were touched on over the last month.



WHAT GOES WHERE?

Milk Cartons



All milk cartons should be placed in the **container** recycling bag.

Please rinse all containers before recycling.

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



WHAT GOES WHERE?

Paper Towel & Napkins



Paper towel, napkins, and tissues can all be placed in the green cart for composting!

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



Dual Stream Recycling



In effect for over 4 years!!



Winter Collection Reminders

- Collection times may vary for a number of reasons. In order to ensure collection, follow set out times below.
 - Town of Amherst - 7:00 a.m.
 - Mun. of Cumberland - 6:30 a.m.
- Ensure your bin is easily accessible. Collectors will not collect from bins that are not shoveled out.
- Ball up newspaper or place a piece of cardboard on the bottom of the cart to prevent materials from freezing to the cart.
- Place cart curbside even if it is not full.



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