



Town of Amherst
Committee of the Whole

Date: **Monday, April 17, 2023**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. Call to Order	
1.1 Territorial Acknowledgement	
“I would like to acknowledge that our gathering today is taking place in (MEEG-MA-GEE), the traditional, unceded and ancestral territory of the Mi’kmaw people. I would also like to acknowledge that Nova Scotia has another unique people. These are the Indigenous Blacks of Nova Scotia whose legacy and contributions date back over 400 + years predating confederation of this land. We are all treaty people.”	
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6. In Camera

6.1 Approval of In Camera Agenda

6.2 Approval of In Camera Minutes

6.2.1 Approval of Minutes - March 21, 2023

6.2.2 Approval of Minutes - March 27, 2023

6.2.3 Approval of Minutes - April 5, 2023

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

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

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

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

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

7. Adjournment



Town of Amherst
Committee of the Whole
Monday, April 17, 2023

Consent Agenda

MOTION:

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

- 1.4 Approval of Minutes**
- 4.1 Strategic Priorities Update**
- 4.2 Policy/Bylaw Review Update**
- 4.3 CAO Task Report**
- 4.4 Second Reading Memo**
- 4.5 Operating Budget Memo**
- 5.1 Financial Services Report**
- 5.2 Communications and IT Report**
- 5.3 HR and Customer Service Report**
- 5.4 Operations Report**
- 5.5 Police Services Report**
- 5.6 Fire Services Report**
- 5.7 Planning & Strategic Initiatives Report**
- 5.8 Community Living Report**
- 5.9 Solid Waste Education and Enforcement Report**

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

Date: March 20, 2023
Time: 4:00 pm
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Aaron Bourgeois, Director, Operations
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Krista Crossman, Director, HR & Customer Services
Kim Jones, Director, Corporate Communications and IT
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Municipal 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 Deputy Mayor Landry
That the agenda be approved as circulated.**

MOTION CARRIED

1.2 Approval of the Consent Agenda

**Moved By Councillor Fawthrop
Seconded By Deputy Mayor Landry
That the consent agenda be approved with the removal of items 3.6, 4.3, 4.7, 4.8 and 5.2.**

MOTION CARRIED

1.3 Approval of Minutes

1.3.1 February 21, 2023

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

**Moved By Councillor Fawthrop
Seconded By Deputy Mayor Landry
To approve the minutes of the February 21, 2023 Committee of the Whole meeting as included in the agenda package.**

MOTION CARRIED

1.3.2 February 22, 2023 Capital Budget

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

Moved By Councillor Fawthrop

Seconded By Deputy Mayor Landry

To approve the minutes of the February 22, 2023 Capital Budget meeting as included in the agenda package.

MOTION CARRIED

2. Presentations

2.1 Lillian Albon Animal Shelter

Mark Casey and Karen Cormier presented on behalf of the Lillian Albon Shelter.

3. Council Direction Requests

3.1 Requests for Proclamations and Flag Raising Ceremonies Policy Amendments

Moved By Councillor Davidson

Seconded By Councillor Emery

That Council forward the amended Request for Proclamations and Flag Raising Ceremonies Policy to the March 27, 2023 meeting of Council for approval.

MOTION CARRIED

3.2 Salary Administration Policy Amendments

Moved By Deputy Mayor Landry

Seconded By Councillor Emery

That Council forward the amended Salary Administration Policy to the March 27, 2023 Council meeting for approval.

MOTION CARRIED

3.3 Overtime Policy Amendments - Non-Union Employees

Moved By Councillor Fawthrop

Seconded By Councillor Emery

That Council forward the amended Overtime Policy - Non-Union Employees to the March Council meeting for approval.

MOTION CARRIED

3.4 Local Improvement Bylaw D-02

Moved By Councillor Davidson

Seconded By Councillor Baker

That Council forward the repeal of the existing Local Improvement Bylaw and first reading of the new Local Improvement Bylaw to the March 27, 2023 regular meeting of Council.

MOTION CARRIED

3.5 Bylaw Respecting Discharge into Public Sewers D-03

Moved By Councillor Emery

Seconded By Councillor Fawthrop

That Council forward first reading of the amended Bylaw Respecting Discharge into Public Sewers D-3, to the March 27, 2023 regular meeting of Council.

MOTION CARRIED

- 3.6 **Commercial Development Support Bylaw P-09**
Moved By Councillor Emery
Seconded By Councillor Fawthrop
That Council maintain status quo with respect to the Commercial Development Support Bylaw.
MOTION CARRIED
- 3.7 **Mobile Vendors on Streets and Sidewalks Bylaw C-10**
Moved By Councillor Emery
Seconded By Councillor Fawthrop
That Council forward first reading of the Vending Bylaw with amendments to the March 27, 2023 regular meeting of Council.
MOTION CARRIED
- 3.8 **Proceedings of Council Policy Amendments**
Moved By Councillor Emery
Seconded By Councillor Davidson
That staff make further amendments to the Proceedings of Council Policy #10350-24 and bring back to Committee of the Whole at their April 17, 2023 meeting.
MOTION CARRIED
- 3.9 **Planning Advisory Committee Policy Amendments**
Moved By Councillor Davidson
Seconded By Councillor Emery
That Council forward approval of amendments to the Planning Advisory Committee Policy to the March 27, 2023 regular meeting of Council.
MOTION CARRIED
- 3.10 **North Tyndal Wellfield Advisory Committee Policy Amendments**
Moved By Councillor Fawthrop
Seconded By Councillor Emery
That Council forward approval of amendments to the North Tyndal Wellfield Advisory Committee Policy to the March 27, 2023 regular meeting of Council.
MOTION CARRIED
- 3.11 **Inventory Control of Non-Capital Equipment Policy**
Moved By Councillor Fawthrop
Seconded By Councillor Chambers
That Council forward the new Inventory Control of Non-Capital Equipment Policy to the March Council meeting for approval.
MOTION CARRIED
- 3.12 **Procurement Policy Amendments**
Moved By Councillor Emery
Seconded By Deputy Mayor Landry
That Council forward the proposed amendments to the Procurement Policy #3700-01 to the March 27, 2023 Council meeting for approval.
MOTION CARRIED

- 3.13 **Request for Mitacs Funding**
Moved By Deputy Mayor Landry
Seconded By Councillor Davidson
That the request for funding for the Pathways to Resiliency research project in the amount of \$13,500 be forwarded to Council for approval.

MOTION CARRIED

- 3.14 **Request to Present - Cumberland Municipal Alcohol Project**
The following motion was approved as part of the consent agenda:
Moved By Councillor Fawthrop
Seconded By Deputy Mayor Landry
That this item be placed on the agenda of the next Joint Council meeting.

MOTION CARRIED

- 3.15 **Council Conference Attendance and Professional Development Policy**
Moved By Deputy Mayor Landry
Seconded By Councillor Chambers
That staff be directed to review the Council Conference Attendance and Professional Development Policy and bring a report with recommended amendments back to Committee of the Whole at their May 2023 meeting.

MOTION CARRIED

4. Information Items

- 4.1 **Nova Scotia Power Community Reliability Tie Update**
Update approved as part of the consent agenda. Information item only; no direction given or action required.
- 4.2 **Historical District Correspondence**
Information item; no direction given or action required at this time.
- 4.3 **Waste Water Treatment Plant**
Information item only; no direction given or action required at this time.
- 4.4 **Businesses Recognition Event**
Moved By Deputy Mayor Landry
Seconded By Councillor Emery
That staff be directed to bring back a detailed report on hosting a meet and greet event for Amherst businesses with Mayor and Council during small business week in October, with consideration of sponsoring an award or awards to Amherst businesses at the Chamber of Commerce event.

MOTION CARRIED

- 4.5 **Policy/Bylaw Review Update**
Information item only approved as part of the consent agenda; no direction given or action required.
- 4.6 **Cumberland Business Connector Report**
Information item only approved as part of the consent agenda; no direction given or action required.

4.7 CAO Task Report

Deputy Mayor Landry asked if a date has been set yet to discuss intermunicipal cooperation. The CAO replied that a tentative date has been scheduled for Monday, April 10 at 4:00 p.m.

4.8 Strategic Priorities Update

Information item only at this time.

4.9 Planning Applications Update

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

5. Monthly Reports

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

- 5.1 Community Living
- 5.3 Financial Services
- 5.4 Fire Services
- 5.5 HR and Customer Service
- 5.6 Operations
- 5.7 Planning & Strategic Initiatives
- 5.8 Police Services

Moved By Councillor Emery

Seconded By Councillor Baker

That staff be directed to review the Town provided Wifi at all locations, including the stadium, and bring back a report with recommendations for upgrades.

MOTION CARRIED

6. In Camera

Due to time constraints, it was unanimously agreed to reschedule the in-camera portion of the meeting to tomorrow, Tuesday, March 21 at 4:00 p.m.

7. Adjournment

Moved By Deputy Mayor Landry

Seconded By Councillor Davidson

To adjourn the meeting.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor

**Amherst Town Council
General Operating Budget
Minutes**

Date: April 5, 2023
Time: 12:30 pm
Location: Council Chambers, Town Hall

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

Staff Present Jason MacDonald, Chief Administrative Officer
Dwayne Pike, Chief, Police Services
Greg Jones, Director, Fire Services
Andrew Fisher, Director, Planning & Strategic Initiatives
Sarah Wilson, Director, Finance
Sharon Bristol, Director, Community Living
Krista Crossman, Director, HR & Customer Services
Tom McCoag, Corporate Communications Officer
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

Staff Absent Aaron Bourgeois, Director, Operations
Kim Jones, Director, Corporate Communications & IT

The CAO gave opening remarks and provided details on the budget presentation.

1. **Information Items**
 - 1.1 **Tax Rate History**
 - 1.2 **Assessment Comparison**
 - 1.3 **Revenue Generated by \$0.01 on the Tax Rate**
 - 1.4 **Debenture Schedule**
 - 1.5 **Debt Service Ratio**
 - 1.6 **Operating Reserve Balances**
 - 1.7 **Capital Reserve Balances**
2. **General Rate – Overall**
 - 2.1 **General Rate – Overall Summary**
 - 2.2 **General Rate – Overall Revenues Detail**
 - 2.3 **General Rate – Overall Expenditure Detail**

3. Corporate Services

3.1 Corporate Summary Including Revenue Detail

3.2 Corporate Expenditure Detail

4. Police

4.1 Police Summary Including Revenue Detail

4.2 Police Expenditure Detail

4.3 RFD – Major Crime Unit / Crime Prevention Staffing

**Moved By Councillor Davidson
Seconded By Councillor Emery
To go in-camera.**

MOTION CARRIED

5. Fire

5.1 Fire Summary Including Revenue Detail

5.2 Fire Expenditure Detail

6. Communications & IT

6.1 Communications & IT Summary Including Revenue Detail

6.2 Communications & IT Expenditure Detail

6.3 RFD – Customer Notification System Software

**Moved By Councillor Davidson
Seconded By Deputy Mayor Landry
To designate the RFP for the Customer Notification System as a high priority as possible taking into consideration other priorities.**

MOTION CARRIED

Councillor Landry suggested that perhaps this be part of the website design, CAO replied staff will take this into consideration.

7. Community Living

7.1 Community Living Summary Including Revenue Detail

7.2 Community Living Expenditure Detail

8. Planning

Councillor Fawthrop left the meeting at this time.

**Moved By Councillor Davidson
Seconded By Councillor Emery
To go in-camera.**

MOTION CARRIED

- 8.1 **Planning Summary Including Revenue Detail**
- 8.2 **Planning Expenditure Detail**
- 9. **Strategic**
 - 9.1 **Strategic Summary Including Detail**
- 10. **Environmental Stewardship**
 - 10.1 **Environmental Stewardship Summary Including Detail**
- 11. **Recreations Facilities**
 - 11.1 **Recreation Facilities Summary Including Revenue Detail**
 - 11.2 **Recreation Facilities Expenditure Detail**
 - 11.3 **RFD – Debenture Balloon Payment**
- 12. **Operations**
 - 12.1 **Operations Summary Including Revenue Detail**
 - 12.2 **Operations Expenditure Detail**
 - 12.3 **RFD - Asphalt Patching**
- 13. **Policies**
 - 13.1 **Salary Administration Policy**
 - 13.1.1 RFD – Student Wage Increase
 - 13.2 **User Fee Policy**
 - 13.3 **Tax Exemption Policy**
 - 13.4 **Tax Reduction Policy**
 - 13.5 **Community Support Grants Policy**
- 14. **Solid Waste**
 - 14.1 **Solid Waste Summary Including Revenue Detail**
 - 14.2 **Solid Waste Expenditure Detail**
- 15. **Sewage**

Councillor Fawthrop returned to the meeting at this time.

 - 15.1 **Sewage Summary Including Revenue Detail**
Moved By Deputy Mayor Landry
Seconded By Councillor Emery
That staff be directed to bring back a report on the feasibility of grey water energy extraction implementation at the Waste Water Treatment Plant.

MOTION CARRIED

Chief Pike left the meeting at this time.

15.2 Sewage Expenditure Detail

Moved By Councillor Baker

Seconded By Councillor Emery

That staff complete an internal study for next year's budget discussions and report back to Council on real costs of sewage collection, pumping and treatment to ensure we can adequately fund this within the rates, and consider if rates would need to be raised in the future to generate revenue required to fund capital improvements.

MOTION CARRIED

16. Water Utility

16.1 Water Utility Summary Including Revenue Detail

16.2 Water Utility Expenditure Detail

17. Mandatory Provincial Contribution Area Rate

17.1 Mandatory Provincial Contribution Area Rate Summary Including Revenue Detail

17.2 Mandatory Provincial Contribution Are Rate Calculation

18. Community Support Area Rate

18.1 Community Support Area Rate Summary Including Revenue Detail

Moved By Deputy Mayor Landry

Seconded By Councillor Fawthrop

To change the title of "Poverty" grants monies available to "Social Equity", and to further change the title "Poverty Reserve" to "Social Equity Reserve".

MOTION CARRIED

18.2 Community Support Area Rate Calculation

18.3 Club Exemptions

18.4 RFD - Youth Free Ice

Discussion ensued around Youth Free Ice, and other options that could be considered that would still provide funding. The CAO suggested perhaps a Grant to Minor Hockey be considered with the stipulation they prove the money goes to people who need it. Staff were directed to do further work regarding Youth Free Ice, meet with CCMHA and the Skating Club, and bring options back to Council.

Moved By Councillor Davidson

Seconded By Councillor Fawthrop

That staff do a report on the appropriateness of Canada Day and New Years Eve fireworks and report back to Council.

MOTION CARRIED

Deputy Mayor Landry asked how the \$60,000 was proposed to be reallocated. Mrs. Wilson replied that \$15,000 was reallocated to Poverty, \$5,000 was reallocated to Inclusion, Diversity and Equity event, \$3,000 was reallocated for a Business Appreciation event, \$25,000 was reallocated to Grants to Organizations and \$12,000 was reallocated to Physical Activity events.

**Moved By Councillor Davidson
Seconded By Deputy Mayor Landry
That staff be directed to find \$60,000 elsewhere in the budget to support these initiatives while still funding the Youth Free Ice Program.**

MOTION CARRIED

At this time, Mrs. Wilson asked for the necessary motions to forward the following items to Council for approval:

Major Crime Unit / Crime Prevention Staffing

**Moved By Councillor Davidson
Seconded By Councillor Fawthrop
That Council forward approval of additional positions for staff in the Major Crime Unit and in Crime Prevention by adding 1 additional police position to the Amherst Police Department in the Major Crime Unit and permanently adding the civilian Crime Prevention position (noted as Option 4 in the agenda package), to the April 24, 2023 regular meeting.**

MOTION CARRIED

Debenture Balloon Payment

**Moved By Councillor Fawthrop
Seconded By Deputy Mayor Landry
That Council forward approval of including \$542,560 in the 2023/24 operating budget to pay in full the debenture balloon payment relating to the stadium renovations (debenture 28A-1) and to fund this with a transfer from the Operating Reserve to the April 24, 2023 regular meeting.**

MOTION CARRIED

User Fee Policy

**Moved By Deputy Mayor Landry
Seconded By Councillor Emery
That Council forward approval of the amendments to the User Fee Policy to change the Solid Waste Uniform Charge to the April 24, 2023 regular meeting.**

MOTION CARRIED

Sewer / Water Utility / Solid Waste Budgets

**Moved By Councillor Emery
Seconded By Councillor Fawthrop
That Council forward approval of the Sewer, Water Utility and Solid Waste budgets to the April 24, 2023 regular meeting.**

MOTION CARRIED

General Rate / Mandatory Provincial Contribution Area Rate / Community Support

**Moved By Councillor Chambers
Seconded By Deputy Mayor Landry
That Council forward approval of these budgets to the April 24, 2023 regular meeting for approval, with direction to staff make an adjustment to add \$60,000 to the Community Support Area Rate for Youth Free Ice and find these funds in the General Rate.**

MOTION CARRIED

Business Development

Moved By Councillor Emery

Seconded By Deputy Mayor Landry

That staff be directed to add \$25,000 to the budget for business development.

MOTION CARRIED

19. Adjournment

Moved By Councillor Davidson

Seconded By Deputy Mayor Landry

To adjourn the meeting.

MOTION CARRIED

Natalie LeBlanc
Municipal Clerk

David Kogon, MD
Mayor



Branch 10
Amherst



AFGHANISTAN WAR MEMORIAL PROJECT

**AIM:
TO "RECOGNIZE" AFGHANISTAN WAR
VETERANS AND THEIR SACRIFICES**

THE WAR IN AFGHANISTAN

- SEPT 11, 2001 TERRORIST ATTACK ON U.S. RESULTING IN WAR ON TERROR
- OCTOBER 2001 - CANADA JOINS U.S. AND NATO COALITION TO NEUTRALIZE AL QAEDA AND THE TALIBAN REGIME IN AFGHANISTAN
- 2003 – 2005: OP ATHENA – 1,900 CANADIAN SOLDIERS DEPLOYED TO CITY OF KABUL
- 2006: OP ARCHER – 2,300 CANADIAN SOLDIERS OPERATE OUT OF CITY OF KANDHAR.
- 2006-2009: TALIBAN RESURGENCE – OP MOUNTAIN THRUST/ OP MEDUSA/OP FALCON SUMMIT
- 2010-2011: U.S. SURGE. CANADIANS REMAIN ACTIVE IN THE PANJWAI, KANDAHAR, ZHARI AND DAMAN DISTRICTS
- 2011-2014: OP ATTENTION. CANADIANS TRAINING THE AFGHAN ARMY AND POLICE IN KABUL AND MAZAR-I-SHARIF
- 15 MARCH 2014: LAST CANADIAN SOLDIERS LEAVE AFGHANISTAN



CANADIAN CASUALTIES IN AFGHANISTAN

LEST WE FORGET - Collage: David LePage - Source: Royal Canadian Legion, rclegion.ca/lestweforget/canadiancasualties.asp





What we have done so far on the Project:

- **Put a 9.7 K deposit from Legion Funds on the Monument**
- **Obtained 3 K in corporate donations with more promised**
- **Casey Concrete providing all concrete for project**
- **Federal Funding (MP Hon Dr Stephen Ellis – looking into)**
- **Requested funding from Provincial Government - amount yet to be determined (MLA Hon Tory Rushton)**



What we need to complete the Project:

- **The land for the monument**
- **Upkeep for the land (Grass cut and Flower beds maintained)**
- **General security of the area**
- **Community grant or funding assistance for the project**



In Conclusion:

- **We have over 100 Afghanistan War Veterans in our area deserving of recognition for their service.**
- **Our goal is to provide these veterans, their families, and our community a venue for remembrance.**
- **This Memorial will be yet another testament to the respect this community has for its veterans**



Legion 

**Branch 10
Amherst**

QUESTIONS???

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sharon Bristol, Director, Community Living

DATE: April 17, 2023

SUBJECT: **Poverty Reduction Advisory Committee Strategic Plan**

ORIGIN: In 2020 the Municipalities of Oxford, Amherst and Cumberland County formed a joint committee to address issues of poverty in the community. The committee was tasked to develop a strategic plan.

LEGISLATIVE AUTHORITY: MGA Citizen advisory committees 26 The council may establish, by policy, citizen advisory committees which shall advise the council, as directed by the council. 1998, c. 18, s. 26.

RECOMMENDATION: That Council provide feedback to the Intermunicipal Poverty Reduction Advisory Committee in conjunction with other Municipal units review.

BACKGROUND: The Intermunicipal Poverty Reduction Advisory Committee is comprised of three municipal units and community representatives from across the county. Each community member brings a unique but important voice to the table on issues of poverty. This knowledge in addition to applicable research has formed the basis of this strategic plan.

DISCUSSION: In April 2022 the Community Well Being Manager began researching poverty as it relates to Cumberland County utilizing documents such as the 2021 Nova Scotia Child and Family poverty report card, Statistics Canada and the NS living wages report. It has become evident that over 30% of children in Cumberland County are living at or below the poverty line. Further to this it was identified early on that housing and homelessness were key issues for the area and as well many area youth are falling between the cracks of society and lacking resources to help them. The Committee focused the strategic document around three pillars of food insecurity, housing and homelessness and youth outreach and education. A strategic plan was developed itemizing key actionable goals that the three municipalities could work on collectively or individually moving forward. This plan is a living document further to ongoing consultation review, updates and report back to the Councils and communities.

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





COMMITTEE OF THE WHOLE

CDR# 2023049

Date: April 17, 2023

SOCIAL JUSTICE IMPLICATIONS: The Intermunicipal Poverty Reduction Strategy will allow all residents to have more opportunities to thrive in our community thereby enhancing the quality of life for everyone.

ENVIRONMENTAL IMPLICATIONS: None

COMMUNITY ENGAGEMENT: Community engagement and collaboration will be ongoing. It is not the intent of this document that work will be done in a silo but rather building on relationships with key stakeholders. This will broaden the reach of our efforts and enhance the support of existing organizations who are doing great work in this area.

ALTERNATIVES:

- 1 Accept the document as is.
- 2 Refer back to committee for further revisions

ATTACHMENTS: Poverty Reduction Strategic Plan Document

Report prepared by:

Report and Financial approved by:



Intermunicipal Poverty Reduction Advisory Committee

Strategic Plan 2023



DRAFT

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Message from the Chairs

As municipally elected officials, we continue to hear firsthand from the people that they are struggling.

It can be overwhelming when we take an honest look at the complexity of the problems facing us. It can also be frightening to maintain hope while the world struggles to support basic human needs like food and shelter. Frightening, because understanding these issues requires us to be honest with ourselves. Vulnerability is not something that comes naturally to many of us. Yet, it is absolutely necessary if we are to come to terms with our own emotions that may act as barriers when helping others.

Doing this collectively, at the community level, can be even more difficult as each of us face unique challenges in our daily lives. The purpose of this committee is to find a more sustainable, community-based and collaborative approach that brings us back to knowing our neighbours and promotes working together as a means to avoid a polarizing narrative that perpetuates stigma around those living with poverty.

We, as the government who are closest to the people, feel a sense of urgency as we try to respond to sensitive social issues. Collectively, we owe a duty to our constituents to learn about our respective communities and understand their unique needs. Ideally, an ongoing process of learning will allow us to raise awareness and speak loudly to all levels of government on behalf of all our citizens who we do our best to serve.

Emphasizing the needs of those who have traditionally had their voices ignored due to impacts of living with poverty requires us to reflect on how our municipalities have governed our communities in the past. Change can be difficult, but it is essential if we are to ensure all of our community members feel heard and supported.

Leon Landry, Town of Amherst, Deputy Mayor
Jennifer Houghtaling, Cumberland County, Councillor
Carla Black, Town of Oxford, Councillor



Introduction

In Nova Scotia, poverty is prevalent. In fact, as of 2019, more than 41,230 children in this province are living at or below the poverty line. It should also be noted that Nova Scotia has one of the highest rates of disabled persons, at about 30% of the overall population. Here in Cumberland County, the towns of Amherst and Oxford, the overall rate of poverty is greater than the provincial average.

Immediate, achievable steps need to be taken to ensure the goals of poverty reduction are met. During the last two decades many government and not-for-profit organizations have worked individually or in collaboration with each other to deliver services for those living in poverty. These attempts are largely focused on managing poverty as opposed to eradicating it. While many positive initiatives resulted from the hard work further efforts are required if we are to meet the Sustainable Development Goals as outlined by the United Nations.

The Municipal Government Act of Nova Scotia states:

Purposes of a municipality

9A The purposes of a municipality are to

- (a) provide good government;*
- (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and*
- (c) develop and maintain safe and viable communities. 2019, c. 19,*

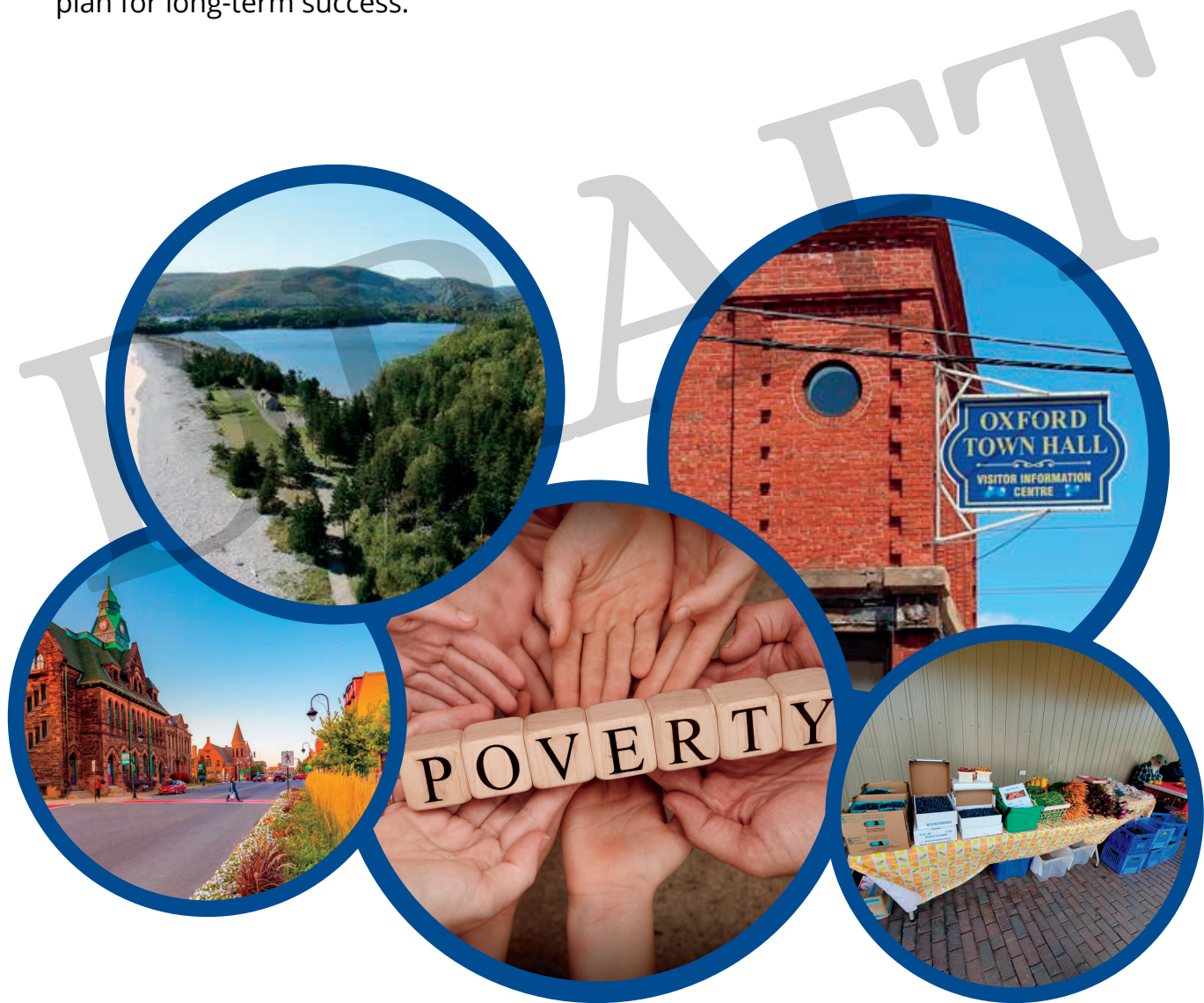
In keeping with Section 9A, Subsection b and c, the Intermunicipal Poverty Reduction Advisory Committee (Committee) was developed to conceptualize, outline and develop a strategic plan to tackle the broad and overreaching outcome of poverty reduction. Its members include council members from the Municipal Governments of Amherst, Oxford and Cumberland County, community stakeholders and interested parties.

This strategic plan outlines short, medium and long-term goals that primarily focus on reducing the number of people experiencing poverty in our region. Additionally, our goal structure will include actions aimed at reducing the impact of poverty through strategies based on principles of harm reduction (a set of practical strategies and ideas aimed at reducing negative consequences while maintaining the respect and rights of the impacted individuals).

Poverty reduction initiatives contribute to meeting Canada’s international human rights obligations, contained in the International Covenant on Economic, Social and Cultural Rights, the Convention on the Rights of the Child, the Convention on the Rights of Persons with Disabilities and the Convention on the Elimination of All Forms of Discrimination against Women;

The progress made by Canada in the reduction of poverty contributes to meeting the Sustainable Development Goals of the United Nations;

A key component of a successful poverty reduction strategy is bringing together multi-sector stakeholders to work on a shared vision that offers a realistic, measurable action plan for long-term success.



United Nations Sustainable Development Goals 1-4

1. End poverty in all its forms everywhere

Targets include eradicating extreme poverty; implementing social protection measures; and ensuring equal access of men and women to economic resources.

- Right to an adequate standard of living
[UDHR art. 25; ICESCR art. 11; CRC art. 27]
- Right to social security
[UDHR art. 22; ICESCR art. 9; CRPD art. 28; CRC art. 26]
- Equal rights of women in economic life
[CEDAW arts. 11, 13, 14(2)(g), 15(2), 16(1)]



2. End hunger, achieve food security and improved nutrition, and promote sustainable agriculture

Targets include ending hunger and malnutrition; improving agricultural production, sustainable and resilient food production; correcting trade distortions, and ensuring functioning food commodity markets.

- Right to adequate food
[UDHR art. 25; ICESCR art. 11; CRC art. 24(2)(c)]
- International cooperation, including ensuring equitable distribution of world food supplies
[UDHR art. 28; ICESCR arts. 2(1), 11(h2)]



3. Ensure healthy lives and promote well – being for all at all ages

Targets include reducing maternal mortality; ending preventable child deaths; ending or reducing AIDS other diseases; universal health coverage, affordable essential medicines, sexual and reproductive health care; vaccine research, and access to medicines.

- Right to life [UDHR art. 3; ICCPR art. 6], particularly of women [CEDAW art. 12] and children [CRC art. 6]
- Right to health [UDHR art. 25; ICESCR art. 12], particularly of women [CEDAW art. 12]; and children [CRC art.24]
- Special protection for mothers and children [ICESCR art.10]
- Right to enjoy the benefits of scientific progress and its application [UDHR art. 27; ICESCR art. 15(1)(b)]
- International cooperation [UDHR art. 28, DRtD arts. 3-4], particularly in relation to the right to health and children’s rights [ICESCR art. 2(1); CRC art. 4]



4. Ensure inclusive and equitable quality education and promote life-long learning opportunities for all

Targets include universal access to free, quality pre-primary, primary and secondary education; improving vocational skills; equal access to education; expanding education facilities, scholarships, and training of teachers.

- Right to education [UDHR art. 26; ICESCR art. 13], particularly in relation to children [CRC arts. 28, 29]; persons with disabilities [CRC art. 23(3), CRPD art. 24]; and indigenous peoples [UNDRIP art. 14]
- Equal rights of women and girls in the field of education [CEDAW art. 10]
- Right to work, including technical and vocational training [ICESCR art. 6]
- International cooperation [UDHR art. 28; DRtD arts. 3-4], particularly in relation to children [CRC arts. 23(4), 28(3)], persons with disabilities [CRPD art. 32], and indigenous peoples [UNDRIP art.



Guiding Principles

The guiding principles of this strategy involve the theory that basic human needs of an individual must be met before their full potential can be achieved. These needs supersede all others and can be summarized as below.

Maslow's Hierarchy of Needs

In a 1943 paper titled "A Theory of Human Motivation," American psychologist Abraham Maslow theorized that human decision-making is undergirded by a hierarchy of psychological needs. In his initial paper and a subsequent 1954 book titled *Motivation and Personality*, Maslow proposed that five core needs form the basis for human behavioral motivation.

Maslow's hierarchy of needs is a theory of motivation. It states that five categories of human needs dictate an individual's behavior. Those needs are physiological, safety, love and belonging, esteem, and self-actualization needs.

Maslow's theory presents his hierarchy of needs in a pyramid, with basic needs at the bottom of the pyramid and more high-level, intangible needs at the top. A person can only move on to addressing the higher-level needs when their basic needs are adequately fulfilled.

Deficiency Needs versus Growth Needs on Maslow's Hierarchy

Maslow referred to self-actualization as a "growth need." He separated it from the lower four levels on his hierarchy, which he called "deficiency needs." According to his theory, if you fail to meet your deficiency needs, you'll experience harmful or unpleasant results.

Conditions ranging from illness and starvation up through loneliness and self-doubt are the by-products of unmet deficiency needs. By contrast, self-actualization needs can make you happier, but you are not harmed when these needs go unfulfilled. Thus, self-actualization needs only become a priority when the other four foundational needs are met.



Social Determinants of Health

The concept of social determinants of health can be drawn from the premise that health begins where we live, learn, work and play. That is, the health of a community is promoted or undermined by its inhabitants' location and living conditions, educational attainment and opportunities, income and levels of accumulated assets or wealth and by other socioeconomic and political factors.

From: Principles and Practice of Clinical Research (Third Edition), 2012



Ethical Practices

Recognizing the nature of when individuals lack basic human needs, this strategic plan, its data collection, interpretation and developed strategies have been carried out with the utmost respect for the individuals, honouring their privacy and ensuring the lens of compassion is used.

Our goal is to recognize the needs of our collective communities, build strong strategic relationships and plans to reduce poverty and the effects of generational poverty and to put in place real measures to ensure this work is carried out for the most positive impact. In addition, appropriate plans are developed for the evaluation of measures taken and future direction.

Outlining Poverty in our Province

According to the 2021 Nova Scotia Child and Family Poverty Report Card, 32% of children ages 0-17 in Amherst, 37.1 in Springhill, 30% in Oxford, 24.4% in Parrsboro, 38.5% in River Hebert live in poverty. Overall, the number of children living in poverty in Nova Scotia amounts to 24.2% or close to 1 in 4 children.

Between 1989 and 2019, child poverty rates decreased in every province and territory. However, Nova Scotia has performed the worst in reducing child poverty from 1989 levels. Nova Scotia has the highest rate in Atlantic Canada and the third-highest provincial child poverty rate in Canada, a consistent ranking over the last several years. As the report card details:

- Nova Scotia's child poverty rate in 2019 was 24.3%, down from 24.6% in 2018 (a 1.2% decrease).
- 41,230 children are living in poverty in Nova Scotia
- Almost 1 in 4 children in Nova Scotia live in poverty.
- 24.4% was the child poverty rate in 1989, when the promise was made to eradicate child poverty by the year 2000, which means poverty has only been reduced by 0.1 of a percentage point in Nova Scotia during the past 30 years.
- 27.8% was the child poverty rate in Nova Scotia in the year 2000, when it was supposed to be eradicated.



2022 Living wages in Nova Scotia

Life should not be a constant struggle. Yet, for many Nova Scotians that is their reality and the challenge to make ends meet is even tougher this year. Between June 2021 and June 2022, consumer prices in Nova Scotia increased 9.3%.

The last time inflation was this high in the province was in July 1982 (9.8%). Year over year, rental costs increased 8.2%. Nova Scotians paid 60.5% more for gasoline in June than the previous year. Food costs increased 8.8% over last year at this time.

Dealing with cost increases is possible if your income is keeping up. That is not the case for the average worker in Nova Scotia. The average weekly earnings only increased by 4.1% from January-June 2021 to January-June 2022. This gap between increases in wages and inflation represents an actual cut to wages of nearly 5% on average, which is significant, especially when we have the second lowest average weekly earnings in the country after Prince Edward Island (\$1,000.63 or \$26.89 hourly in June 2022). The lowest average weekly earnings in Nova Scotia were in the accommodation/food service sector at \$486.99 (\$16.23 hourly).

Workers have been running in place for a long time, struggling to provide for themselves and their families, even during decades when inflation was relatively low. Median overall wage growth adjusted for inflation between 2001 to 2019 was just 11.3% (\$18.75 to \$20.87 expressed in 2021 dollars).

Given current inflation rates, workers need immediate support. We must ensure they share in the prosperity they produce. Workers struggle with sharp increases in the cost of essentials like rent, food and gas.

Nova Scotia's living wages are calculated annually to reflect changing living expenses. Nova Scotia's living wage rates for 2022 are: Annapolis Valley (\$22.40), Cape Breton (\$20.00), Halifax (\$23.50), Northern (\$20.40) and Southern (\$22.55). The wages all increased from between 5% and 8%.

These increases are due to cost increases - for shelter, food, gas, in particular - and little improvement in tax credits or income transfers. The living wage is the hourly rate at which a household can meet its basic needs (the expenses in the living wage budget), once government transfers are added to the family's income, such as the Canada Child Benefit or GST credit, and deductions have been subtracted, such as income taxes and Employment Insurance premiums. This year's calculations underline the importance of ensuring government income transfers are adequate and that our tax system is progressive.

Strategic Pillars

Food Security



Housing and Homelessness



Youth Outreach and Education



Food Security



Strategic Goals 1. Increase opportunities to put nutritious affordable food into individual and family's hands

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Partner with local businesses/non-profits to establish pilot projects related to food security (examples could be: community greenhouses, gardens, edible forests, square roots)	Numerous options for locally grown nutritious food are available	One year	PRAC/Staff
B) Explore new technologies for food security through research/innovation at universities.	New innovative solutions to food insecurity will be identified	Ongoing during the next 24 months	PRAC/Staff
C) Support community groups through local support grants to host community suppers in their area	Increased number of community meal kitchens. One in each community	One year	Co-Chairs/Staff
D) Support the development of community gardens	Increase in number of community gardens around the county	One year	Council/ Co-Chairs/ Staff
E) Install food pantries in various locations around the community	Food pantries installed in each community/ town	One year	Committee/Staff
F) Support local food banks, after the bell school programs	More robust support systems will be in place	One to two years	Committee/Staff

Strategic Goals

2. Work with Provincial and Federal Governments to support the implantation of a basic living wage and increase employment support/income assistance for single parents and disabled persons

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Draft letter to Prime Minister	Letter sent to the Prime Minister	One year	Committee/ Council/ Staff
B) Partner with other organizations to be a collective voice	Stakeholders will be united in the Cumberland Region to speak with one voice	One year	Committee/ Council/ Staff

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Housing



Strategic Goals 1 . Support new housing development that has a supported affordable housing commitment

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Support non-profit organizations with housing/homelessness developments	Strong partnership is developed between non-profit organizations and Municipal units	One year	Council and Committee Co-Chairs
B) Review existing bylaws and identify areas where actions could be taken to improve accessibility for non profits	Review of bylaws completed. Areas identified to reduce barriers to non-profits	One year	Council and Committee Co-Chairs

Strategic Goals 2 . Engage community groups and businesses to participate in creating safe spaces for the vulnerable in housing

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Host meeting with community stakeholders	Host two meetings per year, one Town and one County/ Oxford. Funding will be contributed	Ongoing	Committee/Staff
B) Contribute to funding for the development of emergency housing shelter (if required)	Emergency shelter open	Ongoing	Committee/Council/ Staff

Strategic Goals 3 . Develop and promote anti-stigma campaign regarding homelessness

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Circulate information and promote through multi-media awareness	Campaign will highlight stigmas around homelessness and seek to reach all members of our communities	One year	Committee/Staff

Strategic Goals**4 . Education awareness campaign of energy poverty**

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Adjust Property Assessed Clean Energy program to be more accessible	Property Assessed Clean Energy program will be adjusted	One year	Committee/Staff
B) Request a partnership or copy Colchester's solar homes and cozy Colchester programs and advertise	Meet with Colchester regarding their initiatives around heat poverty	ASAP	Committee/Staff
C) Review low-income exemption amounts and adjust annually	Exemptions will be reviewed	ASAP	Committee/Staff/ Council

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Youth Outreach and Education



Strategic Goals 1. Increase opportunities for Youth Engagement

Action Plan	Desired Outcome	Timeframe	Lead/supporting
A) Establish Community Neighbourhood Round Tables (have Tamarack Institute coach us for this) with youth/senior representation.	Meetings will be conducted utilizing partnerships with Maggie's Place, Youth Development Centre, Amherst Youth Town Council, Cumberland County Youth Council and other interested youth professionals	Six months	Co-chairs committee/Staff
	Comprehensive list of all youth resources will be developed and made available to community stakeholders. Identified programs will be developed using existing and new resources through partnerships made through the Round Table meetings	One year	Committee/Staff
B) Identify needs for mentorship programs	Report generated on needs assessment	One year	Committee/Staff
C) Advocate for Skills Development 02 Program in all high schools in our municipalities. Develop list of youth educational resources aimed at tutoring/mentorship and life skills development	Life skills/ employment development programs will be created	One year	Committee/Staff

Strategic Goals

2. Conduct presentations in grades 7 to 12 on stigma around poverty and why volunteering and grassroots community development is important.

Action Plan**Desired Outcome****Timeframe****Lead/supporting**

A) Develop presentations

Presentations developed in partnership with AYTC and Cumberland County Youth Council

One year

Committee/Staff

B) Engage Amherst Youth Town Council and Cumberland County Youth Council in identify schools/classes to speak to

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Community Outreach & Engagement Strategy

The Poverty Reduction Advisory Committee will consult with individuals in Cumberland County regarding the three pillars of focus identified in this document. It is imperative to gather community feedback from a first voice perspective to help inform the process moving forward. The strategic plan is a living document that will be fluid over time to allow input to factor in future decision making. The Committee will endeavor to create a climate of connectivity between municipal units and those who are currently working on poverty reduction initiatives.

Reporting Strategy

Reporting will be done quarterly that captures the successes of the plan in that period and identifies any challenges faced with suggestions on improvements. This will ensure the ongoing attention to the work plan and identify any new challenges are addressed immediately keeping the strategy as a living document.

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COMMITTEE OF THE WHOLE

CDR# 2023056

Date: April 17, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 17, 2023

SUBJECT: 2023/24 Capital Budget Carry Overs - Water Utility & General Capital

ORIGIN: 2023/24 budget preparations.

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of the inclusion of carry over projects to the Town of Amherst Water Utility and General Capital Budgets for the 2023/24 fiscal year. The capital budget spending authority for 2023/24 is amended by \$7,036,677 for the capital carry over projects (\$1,202,900 for the Water Utility and \$5,833,777 for General Capital).

BACKGROUND: During last year's Capital Budget, capital projects were presented to Council who provided approval for the 2022/23 fiscal year. Although most of these projects were completed through the year, staff were not able to complete some of them. There are various reasons for this such as long delivery timelines and resource limitations for example.

On February 27, 2023, Council approved new projects for the 2023/24 General and Water Capital Budgets as well as in principle the years 2-5 proposed Capital Budgets. We are simply looking to amend the year 1 Capital Budget to add the carry over projects (approved in the 2022/23 budget) to our Capital Budget to allow for spending authority during 2023/24.

DISCUSSION: During the Capital Budget presentation and discussion, we indicated to Council that we were uncertain of the projects that would require a carry over to the 2023/24 fiscal year and that once we were past year end we would come back to Council to obtain authority to add these to the Capital Budget to ensure we have spending authority in the current fiscal year.

As stated above, these projects have already been approved by Council and we are simply requesting that the spending authority be carried over into the current fiscal year, with two budget adjustments (detailed below). A list of the carry over projects is attached for Council's reference.

FINANCIAL IMPLICATIONS: There are two projects that required the budgets to be increased for 2023/24 from the prior year budget. The first is the dump truck in the Water Utility. The original budget was \$175,000 but with rising costs this budget isn't sufficient to purchase a dump truck. This budget has been increased to \$320,000 with the funding coming from the Water Deprecation fund. The second project is the Aerial Fire Truck. The original budget was



\$1,600,000 and the final cost came in at \$2,084,677. This budget has been increased and will be funded from the Capital Reserve.

There are three other carry over projects listed in the Fire Department that the overall funding for the three projects remains the same but the allocation to each project has been adjusted as final costs are known. The Air Compressor project was going to be under budget and the Fire Suppression Hose and the Fit Testing System were going to be over budget. So, the budgets have been adjusted to show a more accurate budget for each, while remaining within the same overall budgets.

The carry over projects were approved by Council and financing was set in place in last fiscal year, with the exception of the two budget increases noted above. The financial implication is simply to move the spending authority from fiscal 2022/23 to 2023/24.

The capital budget spending authority for 2023/24 would be amended by \$7,036,677 (\$1,202,900 for the Water Utility and \$5,833,777 for General Capital). The projects are itemized in the attached listing. These projects will be funded by:

Water Utility Capital:

Water Depreciation	\$ 601,301
Grant - Water Utility	<u>\$ 601,599</u>
	<u>\$1,202,900</u>

General Capital:

Operating Reserve	\$ 485,000
Capital Reserve	\$2,529,477
Grants – General Capital	\$2,220,932
Long Term Debt – General/Sewer	<u>\$ 598,368</u>
	<u>\$5,833,777</u>

COMMUNITY ENGAGEMENT: Information on the budget has been shared via social media as approvals occur. A budget report will be added to the website once the operating budget has been approved.

ENVIRONMENTAL IMPLICATIONS: None anticipated.

SOCIAL JUSTICE IMPLICATIONS: None anticipated.

ALTERNATIVES: Delay the decision on carry over projects to a future meeting.

ATTACHMENTS: Listing of Capital Project Carry Overs for 2023/24.

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

Capital Budget		Approved by Council June 8, 2022, amended Nov 28/22 (Stormwater Mgmt Study).						
Carry Over Projects from 2022/23 to 2023/24		Sources of Financing						
Projects	Estimated Gross Cost with non-recoverable HST included	Water Depreciation	Operating Reserve	Capital Reserve	Capital Reserve (Carry Overs)	Grants	ICIP Infrastructure Grant	Long Term Debt - General / Sewer
WATER								
Dump Truck <i>(carry over)</i>	320,000	320,000						
West Victoria Street ~ CNR to Hickman - water main replacement <i>[contingent on grant funding]</i>	820,400	218,801					601,599	
McCully Street Booster Station - study & design	50,000	50,000						
Water Meter Replacement	12,500	12,500						
WATER TOTAL	1,202,900	601,301	-	-	-	-	601,599	-
GENERAL CAPITAL								
EQUIPMENT								
LED Lighting upgrade <i>[contingent on grant funding]</i>	670,000	-	150,000	-	-	520,000	-	-
BUILDINGS / LAND								
Video Conference System for 5 Ratchford Street <i>(carry over)</i>	12,000				12,000			
Industrial Park Directory Sign Replacement <i>(carry over)</i>	25,000				25,000			
Library Door Replacement	35,000				35,000			
Town Hall - New Roof	135,000		135,000					
Works Garage - Heating / Cooling	50,000				50,000			
Land Purchase - Blaine Street & Ottawa Avenue	100,000			100,000				
Subtotal	357,000	-	135,000	100,000	122,000	-	-	-
LARGE MULTI - CATEGORY PROJECTS								
West Victoria Street ~ CNR to Hickman - sanitary sewer, storm sewer (corrugated), pulverize & rebuild street, curb, sidewalk <i>[contingent on grant funding]</i>	1,523,600						1,117,256	406,344
Russell Street - sanitary sewer, storm sewer (corrugated), pulverize & rebuild street <i>[contingent on grant funding]</i>	720,000						527,976	192,024
Subtotal	2,243,600	-	-	-	-	-	1,645,232	598,368
STORM/SANITARY SEWER								
Storm Water Management Plan	80,000	-	-	-	55,000	25,000	-	-
FIRE DEPARTMENT								
Fire Truck - replace Ladder 4 - Aerial device	2,084,677			1,883,677	201,000			
Air Compressor - replacement (Station unit)	10,000				10,000			
Fire suppression hose (Set # 2) - replacement	35,000				35,000			
Fit Testing System	17,000				7,000	10,000		
Subtotal	2,146,677	-	-	1,883,677	253,000	10,000	-	-
POLICE DEPARTMENT								
APD HVAC	18,000				18,000			
APD In House Camera Systems and Adjustments	8,500				8,500			
Subtotal	26,500	-	-	-	26,500	-	-	-
RECREATION								
Beacon Street Park - Sponge Surface Repair	20,000				14,300	5,700		
Rotary Park - Play Equipment Replacement	40,000				25,000	15,000		
Community Events Trailer	15,000				15,000			
Zero Turn Replacement c/w grass catcher	35,000				35,000			
Robbs Lighting	200,000		200,000					
Subtotal	310,000	-	200,000	-	89,300	20,700	-	-
GENERAL TOTAL	5,833,777	-	485,000	1,983,677	545,800	575,700	1,645,232	598,368
GRAND TOTAL WATER & GENERAL	7,036,677	601,301	485,000	1,983,677	545,800	575,700	2,246,831	598,368



COMMITTEE OF THE WHOLE

CDR# 2023057

Date: April 17, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: April 17, 2023

SUBJECT: 2023/24 Capital Budget Amendments

ORIGIN: 2023/24 Capital Budget.

LEGISLATIVE AUTHORITY: Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of an amendment to the 2023/24 Town of Amherst Water Utility Capital Budget for the addition of \$338,470 for potential Land Purchases to be funded by the Challenge Fund Grant and the General Capital Budget for the addition of the Police Station Boiler Replacement of \$65,000 to be funded from Capital Reserve.

BACKGROUND: The Challenge Fund Grant (Nova Scotia Environment and Climate Change) has funded previous land purchases in the Water Utility. The purpose of these land purchases is to secure more land in and around the North Tyndall Wellfield.

The boilers at the Police Station have not been performing as they should and one has failed completely. The status of these boilers leaves the building in danger of not having heat.

DISCUSSION: The Town of Amherst's Agreement with the Challenge Fund sets the grant contribution for 2023/24 at \$338,470. Although this grant is available and covers all the costs of acquiring land, it can be difficult to locate and acquire parcels of land.

The CAO authorized an emergency alternate procurement for new boilers at the Police Station. The old boilers were aluminum and have completely corroded, the new boilers will be stainless steel and have a lifetime warranty.

FINANCIAL IMPLICATIONS: The potential land purchases are completely funded by the Challenge Fund Grant so there is no financial impact to the Water Utility.

The replacement of the Police Station Boilers is \$65,000 and will be funded from the Capital Reserve – Unrestricted Funds.

COMMUNITY ENGAGEMENT: Information on the capital budget has been shared via social media. A budget report (operating and capital) will be added to the website once the operating budget has been approved.



ENVIRONMENTAL IMPLICATIONS: None anticipated.

SOCIAL JUSTICE IMPLICATIONS: None anticipated.

ALTERNATIVES: Delay the decision to a future meeting.

ATTACHMENTS: None

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

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: April 17, 2023

SUBJECT: **Wellfield Panel Upgrades (VFD's)**

ORIGIN: 2020/21 Water Utility Capital Budget.

LEGISLATIVE AUTHORITY: MGA Section 65 The council shall adopt an operating budget and a capital budget for each fiscal year

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of an amendment to the 2023/24 Water Utility Capital Budget and approve and allocate \$85,000 from the water depreciation fund for the installation of variable frequency drives (VFD's) for the 4 production wells at the North Tyndal Wellfield.

BACKGROUND: The wellfield generator project was originally approved in the 2020/21 water utility capital budget. An RFP for the engineering services was issued to size a single propane generator suitable to power the production wells and the chlorination building. The consultant provided a preliminary report to staff indicating cost to complete the project would be well beyond the approved budget, the engineer's preliminary cost estimates for the project ranged from \$638,000 to \$940,000.

At the February 28, 2022 council meeting, Council approved an amendment to the original scope of work for the wellfield generator project and approved the purchase of 1 new towable diesel fueled generator and upgrading the 4 production wells at the North Tyndal Wellfield with VFD's (variable frequency drives).

Based on the consultants cost estimates the amended scope of work could be accommodated in the approved project budget of \$240,000. (\$40,000 engineering services, \$125,000 generator and \$73,000 for the VFD's)

The actual cost of the generator was \$175,982.63 plus \$47,736.81 in engineering fees, for a total of \$223,719.53.

An RFP for the supply and installation of the VFD's was closed in February, one proposal was received with a cost of \$80,807 plus applicable taxes.

All water utility projects valued at more than \$250,000 require approval from the UARB. Staff notified the UARB and provided them with the details and history of the project. It was agreed that the generator purchase and the purchase and installation of the VFD's could be treated as two separate projects and no approval from the Board would be required.

DISCUSSION: Amending the water utility capital budget at this time is necessary to complete the project. When the VFD installation is complete the Amherst Water Utility will be able to operate any 3 of the 4 production wells simultaneously during a prolonged power outage to ensure there is no interruption in the delivery of potable water for our residents, and an adequate supply of water for fire suppression if needed.

Replacing the existing direct online motor starters with VFD's will also reduce turbidity (from the source) in our water distribution system.

FINANCIAL IMPLICATIONS: The Wellfield VFD's will be funded from the Water Depreciation Fund. The estimated balance of the Water Depreciation Fund at March 31, 2024 is \$1,200,000.

COMMUNITY ENGAGEMENT: When the project is completed a media release should be issued as the water utility will now have a backup power source for the wellfield and the VFD's will help to reduce turbidity in the distribution system.

ENVIRONMENTAL IMPLICATIONS: There are no negative environmental implications associated with this decision.

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

ALTERNATIVES: Do not undertake this project at this time and defer it to a future budget year.

ATTACHMENTS: None

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



COMMITTEE OF THE WHOLE

CDR# 2023053

Date: April 17, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: April 17, 2023

SUBJECT: Capital Paving Tender RFT-23-14

ORIGIN: 2023/24 Capital Budget.

LEGISLATIVE AUTHORITY: 31700-01 Procurement Policy

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting the award of the Capital Paving Tender (RFT-23-14) to the lowest compliant bidder, Costin Paving and Contracting Ltd., at their unit prices based on our estimated quantities in the total amount of \$779,850 plus HST.

BACKGROUND: A tender for the capital paving program was issued with a closing date of March 29, 2023. The following two bids were received (plus non-refundable taxes):

- Cumberland Paving (Miller) \$ 891,500
- Costin Paving and Contracting (Dexter) \$ 779,850

DISCUSSION: The capital paving program for the 2023/24 fiscal year was approved by Council in the Capital Budget. Award of the tender at this time will allow for timely completion of the work.

FINANCIAL IMPLICATIONS: The approved 2023/24 capital budget includes \$774,000 (non-recoverable taxes included) for asphalt paving of streets. The cost of the proposed work including non-refundable taxes is \$813,274.37. Based on the estimated quantities the tendered amount is \$39,274.37 more than the approved budget. However, the final project cost is determined by the actual quantities of material used and not expected to exceed the approved budget.

COMMUNITY ENGAGEMENT: The Town issued a tender as per our Procurement Policy. A media release will be issued pending Council approval. Hand delivered notices will be delivered to all affected residents and businesses prior to the start of construction.

ENVIRONMENTAL IMPLICATIONS: There are no direct environmental implications to the award of this contract. The repaving of streets with asphalt will generate greenhouse gas emissions; however, there is little alternative if our street infrastructure is to be maintained.



The approximately 500 tonnes of asphalt that will be removed through the cold milling process on Church Street and Academy Street can be used in our asphalt recycler for patching potholes or used in future projects such as trail construction.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to the award of this contract.

ALTERNATIVES: As all bidders were compliant with the tendering process, Council has no alternative to awarding the contract to the low bidder, unless the project were to be cancelled altogether.

ATTACHMENTS: None

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

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Aaron Bourgeois, Director of Operations
Date: April 17, 2023
Subject: Underground Fuel Storage Tanks

This memorandum is being provided as an update to Council on the status of the underground fuel storage tanks at the Public Works Garage.

The Town owns and maintains 3 – 4500 litre fibreglass underground fuel storage tanks, installed in 1992, at the Public Works garage. Two tanks hold gasoline, and one holds diesel. The fuel is dispensed using a cardlock system and standard fuel pumps. The system is connected to an automatic backup generator, which allows for 24/7 uninterrupted access by all users. (Operations, Police, and Fire)

During the insurance renewal process in 2022 staff were informed that due to the age of the underground fuel tanks, now 30 years old, our insurance provider would no longer provide coverage for the tanks.

Precision tank “tightness” testing was completed on January 30, 2023. The 3 fuel tanks and supply lines passed the testing, meaning there are no fuel leaks in the system. Tightness testing is a low pressure (3.6 psi) test used to detect leaks from the entire system which includes the liquid-filled portion of the tank and the vapor space above the fuel and all portions of underground piping.

Unlike steel tanks, buried fiberglass tanks can easily last in excess of 70 years without issue. While the probability of a leaking occurring in the next 10-15 years is low, the cost of remediation in the event of a fuel leak could be considerable.

Options going forward:

1. Include full replacement of the fuel tanks in the 2024/25 five-year capital budget at an estimated cost of \$200,000.
2. Discontinue use of the tanks and pumps and use a fleet or purchase card to access fuel from local retailers.
3. Complete annual leak testing and continue to use the system as-is and accept the potential risks of an un-insured system. The cost of remediation if a leak did occur may exceed the replacement cost of the tanks.

Staff are recommending **Option 1**.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: April 17, 2023

SUBJECT: Maintenance of Grass Bylaw Review

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

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

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting first reading of the amendments to the Maintenance of Grass Bylaw D-21.

BACKGROUND: This bylaw was enacted in 2005 and requires property owners to maintain the grass between the sidewalk and curb in front of their property. Long grass between the curb and sidewalk can create public safety hazards and is not aesthetically pleasing.

DISCUSSION: Staff are not recommending any changes to the standards or penalties in the existing bylaw. The recommended changes are minor housekeeping items to help provide clarity and interpretation of the bylaw and for the format of the bylaw to be consistent other bylaws and policies that have recently been revised.

New Sections

1. SHORT TITLE

(1) This Bylaw shall be known as Bylaw Number D-21, and may be cited as the "Grass Maintenance Bylaw."

2. PURPOSE

(1) The purpose of this Bylaw is to ensure any grasses between a sidewalk and curb or the edge of the road are maintained at a reasonable height such that the height of the grass is not unsightly or pose a public safety hazard.

3. DEFINITIONS

(1) In this Bylaw:

(a) "Public Safety Hazard" means obstructions to pedestrians, cyclists and motorized vehicles and sight restrictions along sidewalks and streets.

(b) "Grass" means any lawns, grasses and or weeds.



FINANCIAL IMPLICATIONS: There are no financial implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: There is no community engagement required at this time.

ALTERNATIVES:

Direct staff to make additional changes to the bylaw.

Do not approve the proposed amendments to the bylaw.

ATTACHMENTS:

Maintenance of Grass Bylaw D-21 – Existing

Maintenance of Grass Bylaw D-21 – Proposed

Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:



TOWN OF AMHERST
Maintenance of Grass Bylaw

Owners of properties with sidewalk frontage shall maintain any grass between the sidewalk and the curb or edges of the street in a closely clipped manner and to a height not greater than 6” (0.15m) and shall keep such areas in good order including raking and removal of grass as necessary.

Any person who commits an offence under this bylaw is liable upon summary conviction to a penalty of not less than one hundred dollars and not more than ten thousand dollars. Every day during which an offence pursuant to this bylaw occurs is a separate offence.

THIS IS TO CERTIFY that the foregoing is a true copy of a by-law duly passed at a duly called meeting of the Council of the Town of Amherst duly held on the day of , 2005.

Given under the hand of the Clerk and under the corporate seal of the said Town of Amherst this day of 2005.

Ed Childs, C.A., Town Clerk

TITLE: MAINTENANCE OF GRASS BYLAW
SECTION: OPERATIONAL SERVICES
BYLAW NO: D-21

APPROVAL DATE:

CAO Signature: _____

1. SHORT TITLE

(1) This Bylaw shall be known as Bylaw Number D-21, and may be cited as the “Grass Maintenance Bylaw.”

2. PURPOSE

(1) The purpose of this Bylaw is to ensure any grasses between a sidewalk and curb or the edge of the road are maintained at a reasonable height such that the height of the grass is not unsightly or pose a public safety hazard.

3. DEFINITIONS

(1) In this Bylaw:

- (a) “Public Safety Hazard” means obstructions to pedestrians, cyclists and motorized vehicles and sight restrictions along sidewalks and streets.
- (b) “Grass” means any lawns, grasses and or weeds.

4. MAINTENANCE OF GRASS

(1) Owners of properties with sidewalk frontage shall maintain any grass between the sidewalk and the curb or edges of the street in a closely clipped manner and to a height not greater than 6” (0.15m) and shall keep such areas in good order including raking and removal of grass as necessary.

5. PENALTY

(1) Any person who commits an offence under this bylaw is liable upon summary conviction to a penalty of not less than one hundred dollars and not more than ten thousand dollars. Every day during which an offence pursuant to this bylaw occurs is a separate offence.

TITLE: MAINTENANCE OF GRASS BYLAW
SECTION: OPERATIONAL SERVICES
BYLAW NO: D-21

For Administrative Use Only

Bylaw D-21 Adoption	
First reading:	
Notice of Publication:	
Second Reading and Enactment:	
Final Publication:	
Notice to Service Nova Scotia & Municipal Relations:	

VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Director of Operations, Bourgeois	Minor housekeeping items to help provide clarity and interpretation of the bylaw and for the format of the bylaw to be consistent other bylaws and policies that have recently been revised.	

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 17, 2023

SUBJECT: Proceedings of Council Policy Amendments

ORIGIN: Request to include Territorial Acknowledgement at Committee of the Whole, as well as the ongoing Policy review.

LEGISLATIVE AUTHORITY: MGA 23(1) The council may make policies (a) respecting the date, hour and place of the meetings of the council and the notice to be given for them; and (b) regulating its own proceedings and preserving order at meetings of Council

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of the amendments to the Proceedings of Council Policy #10350-24.

BACKGROUND: The Proceedings of Council Policy sets out the requirements for the conduct of meetings and the preparations of the meeting materials for Council and the public. In reviewing the Policy it was noted that the reading of the Territorial Acknowledgement is not included on the agenda of Committee of the Whole. In keeping with the requirement to include the territorial acknowledgement on all committee agendas it is proposed that it be added to the COW agenda as listed in the policy.

DISCUSSION: As the policy spells out what is contained on Committee of the Whole and Council agendas, and as staff are currently conducting a review of our policies, staff thought it would be appropriate to review this policy in its entirety and recommend all and any changes they felt necessary at this time.

The proposed amendments reflected in the policy include adding the Territorial Acknowledgement to the Committee of the Whole agenda template, change the time and date of when public hearings are held, removing the national anthem from the Council agenda template, as well as some housekeeping amendments, such as removing the requirement to raise a hand to be recognized by the Chair.

Staff have also removed the definition of “committees” from the policy as this policy is written in such a way that it pertains to Council and Committee of the Whole meetings. Staff have drafted a new Council Committees Policy for Council’s consideration that addresses how other Statutory, Special and Standing Committees should be conducted.

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

COMMUNITY ENGAGEMENT: There has been no community engagement. If Council approves the amendments the policy will be available on the Town of Amherst website.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

- 1- Approve the policy with the amendments as presented
- 2- Approve the policy amendment with alternative language

ATTACHMENTS: Proceedings of Council Policy Amended, Proceedings of Council Policy with Proposed Amendments

Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:

TITLE: Proceedings of Council Policy
SECTION: Executive Operations
POLICY NO: 10350-24

APPROVAL DATE:

CAO Signature: _____

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

Definitions

2. In this Policy, unless the context otherwise requires,
 - (a) “business day(s)” means a day when the Town of Amherst office is open for business;
 - (b) “Chair” means the presiding officer;
 - ~~(c) “committee” means any standing or ad hoc committee or commission, the members of which are appointed by Council;~~
 - (c) “Council” means the Council of the Town of Amherst;
 - (d) “Council Member(s)” include(s) the Mayor unless the context indicates otherwise;
 - (e) “majority” means more than one half of those present, unless the context indicates otherwise.
 - (f) “Consent Agenda” means routine items or non -controversial items that are listed under the Consent Agenda section of the Agenda.

Time, Place, Date and Notice of Meetings of Council and Committee of the Whole

3. Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
 - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
 - (b) On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August;
 - ~~(c) Commencing at 6:00 PM and concluding not later than 8:00 PM; when public hearings are scheduled, the hearing will commence at 5:30 PM and the Council meeting will commence at 6:00 PM.~~
 - (d) Public hearings will be scheduled as required.**
 - (e) Council members must attend Council meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
 - (f) Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall

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SECTION: Executive Operations
POLICY NO: 10350-24

notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.

- (g) Council meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:

- (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
- (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
- (c) Commencing at 4:00 PM and concluding not later than 6:00 PM, **unless unanimously agreed to by Council to continue past 6:00 PM.**
 - i. Should there remain unfinished business on the agenda ~~at 6:00 PM~~, the meeting shall be adjourned ~~until 4:00 PM on the fourth Monday~~ **and a date and time for a continuation meeting will be set** when the balance of the business on the agenda shall be addressed.
- (d) Council members must attend Committee of the Whole meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
- (e) Council members ~~s~~ attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
- (g) **Committee of the Whole meetings will be recorded and live-streamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.**

5. Requirements for Virtual Attendance

- (a) A Council ~~or committee~~ member may request in advance to join a meeting electronically. The reason for the request shall be communicated to the Clerk at the time of the request and is subject to review. Attendance shall be reviewed quarterly.

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- (b) All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. All rules pertaining to in-person Council or Committee **of the Whole** meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute-taking, voting, confidentiality requirements, etc.
- (c) Participants are to login 10 minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.
- (d) During In Camera sessions, all meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- (e) All provisions and policy related to in camera meetings and conflict of interest will apply equally for all electronic meetings.

Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy, a Council member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

- 6. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:
 - (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
- 7. Additional or special meetings of Council or Committee of the Whole may be convened
 - (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support, **or are requesting**, such a step.
 - (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.
- 8. Specific notice to Council Members and to the public need not be provided of
 - (a) Meetings held pursuant to section 3 or 4; or

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- (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6; but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.

- 9. Within 30 days following the first meeting of Council after a municipal election or by-election:
 - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
 - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;

- 10. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.

- 11. Subject to section 7, notice of meetings shall be ~~provided to the public by posting in the lobby of the Dominion Public Building and in a prominent place on the Town's website and other social media,~~ a "Notice of Council Meeting" containing the time, date and place of the meeting.

Conduct of Meetings

- 12. It shall be the duty of the Chair to:
 - (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
 - (b) Receive and submit to Council motions properly presented by a Council Member;
 - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
 - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
 - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 - (f) Enforce on all occasions, the observance of order and decorum;
 - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (h) Inform the Council when necessary, or when referred to, on a point of order;
 - (i) Permit the Chief Administrative Officer to speak on any point upon request;
 - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
 - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and

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- (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

Council Agenda

- 13. All items appearing on the Council agenda will only consist of items that have been:
 - (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
 - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
 - (c) Submitted by a member of Council prior to the issuing of the final agenda;

- 14. Consent Agenda – Regular Meetings of Council
 - (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Second Readings of by-laws and land use bylaws, including any amendments
 - ii. Policies
 - iii. Planning documents as defined by the Municipal Government Act;
 - iv. Development agreements, including any amendments thereto;
 - v. Appeals;
 - vi. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - vii. In Camera matters; and
 - viii. Late or added items to the agenda
 - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
 - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.

- 15. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town of Amherst to the expenditure of funds shall be

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accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.

16. Preliminary Council agendas will be issued by 4:30 PM on the Thursday preceding the regularly scheduled meeting.
17. Final Council agendas will be issued by noon on the day of the meeting.
18. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.
19. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in camera.
20. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - (a) Call to Order
 - (b) Territorial Acknowledgement
 - ~~(c) National anthem~~
 - (d) Presentations
 - (e) Approval of agenda
 - (f) Consent Agenda
 - (g) Approval of minutes from the previous meetings
 - (h) Requests for Decision
 - (i) Information / Discussion Items
 - (j) Internal Committee Reports
 - (k) External Committee Reports
 - (l) Adjournment
21. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
 - (a) The date the meeting was held;
A review of the key issues or discussion points covered that have an impact on the Town;
 - (b) Information and decisions that may impact a current Council position, or future Council course of action;
 - (c) A summary of the organization's key operations and events.

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Committee of the Whole Agenda

22. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.
23. Items appearing on the Committee of the Whole agenda will only consist of items as follows:
- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
 - (b) Submitted by a member of Council prior to the issuing of the final agenda;
 - (c) Staff reports;
 - (d) Items from the administration requiring a decision or direction;
24. Consent Agenda – Committee of the Whole
- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Policies
 - ii. Planning documents as defined by the Municipal Government Act;
 - iii. Development agreements or any amendments thereto;
 - iv. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - v. In Camera matters; and
 - vi. Late or added items to the agenda
 - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
 - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.
25. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Thursday preceding the regularly scheduled meeting.

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26. Final Committee of the Whole agendas will be issued by 10:00 am on the day of the meeting.
27. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
28. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 10:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in camera.
29. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) Approval of Agenda
 - (d) Consent Agenda
 - (e) Approval of Minutes
 - (f) Presentations
 - (g) Council Direction Requests
 - (h) Information / Discussion Items
 - (i) Monthly Departmental Reports
 - (j) Adjournment

Minutes

30. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
31. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
32. The Minutes shall:
 - (a) Record the time when any Council Member joins or leaves a meeting which is in progress;
 - (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
 - (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

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Motions, Voting and Speaking

33. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
34. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.
35. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
36. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
37. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
38. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
39. When any question is before the Council, the only motions in order shall be:
 - (a) A motion in amendment of the original motion;
 - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
 - (d) A motion to close the debate at a specified time;
 - (e) A motion that the question be put to a vote;
 - (f) A motion to adjourn.
40. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
 - (a) To refer to a committee;
 - (b) To defer the consideration of the question;
 - (c) To close the debate at a specified time;
 - (d) That the question be put to a vote;
 - (e) To adjourn.

Any of which may be moved either to the original motion or to the amendment of the original motion.

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41. A motion:

- (a) That the debate be closed at a specified time; or
- (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

42. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.

43. A motion to adjourn shall always be in order except in the following cases:

- (a) When a Council Member is in possession of the floor;
- (b) When the "yeas" and "nays" are being called;
- (c) While the Council Members are voting; or
- (d) When the adjournment was the last preceding motion.

44. The following questions shall be decided without debate:

- (a) A motion to reconsider;
- (b) All motions as to priority of business or as to the suspension of the order of the day;
- (c) Applications to speak more than the prescribed number of times;
- (d) A motion to allow any person other than the Council Members or CAO to address the Council;
- (e) A motion to postpone to a specified time or day;
- (f) A motion to lay on the table when claiming a privilege over another person; and
- (g) A motion to adjourn.

45. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

46. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.

47. Every Council Member, desirous of and prior to speaking on any question or motion, shall indicate such ~~raise a hand~~ and wait to be recognized by the Chair. When two or more Council Members ~~raise their hands~~ wish to speak, the Chair shall recognize the first

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~~designate as the Council Member who, has the floor. the Council Member who, in the opinion of the Chair, indicated so first. ~~first raised a hand.~~~~

48. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
49. When a Council Member wishes to explain, the Council Member shall ~~raise a hand and~~ ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
50. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
51. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

Reconsideration

52. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the Chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
53. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
54. No discussion of the main question shall be allowed on the motion for reconsideration.
55. The following matters are not eligible for reconsideration:
- (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
 - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - (c) A matter which has been reconsidered once; and
 - (d) A vote to reconsider.

Rescission

56. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the same is moved.

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57. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.
58. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.
59. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
60. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefor.
61. If the motion to rescinded is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
62. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

Points of Order

63. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
64. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
65. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
66. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
67. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

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68. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
69. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
70. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
71. Persons who are not Council Members of officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
72. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
73. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
74. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
75. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

Presentations to Council

76. Persons wishing to make a presentation to Council shall write **at least** one week in advance of the next Committee of the Whole meeting to the CAO **or the Clerk** outlining their issue and the decision they wish Council to consider, and request to make a presentation.
77. The request will be added to the next Committee of the Whole agenda to be issued.

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78. Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
79. The CAO or the Clerk shall advise the person or group requesting to make a presentation of the decision of Committee of the Whole including, if approved, the date and time of the presentation.
80. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.
81. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
82. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

Petitions

83. Persons wishing to present a petition to Council shall file a copy of the petition with the CAO before 12:00 noon on the Wednesday prior to the meeting of Council at which it is proposed to be presented.
84. The CAO shall circulate a copy of any such petition to each member of Council before the meeting at which it is proposed to be presented.
85. The body of the petition itself, excluding the list of names, shall, if determined by the Chairperson to be practical, be read by the CAO on behalf of the group supporting the petition.
86. No petition shall be presented which Council determines to contain impertinent or improper matter.
87. No persons shall be permitted to speak, whether supporting or opposing the petition, unless the petition comes up for discussion which shall be at the next regular meeting of Council unless Council decides according to the rules to hold a special meeting of Council for that purpose.

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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Council/Committee Members	Adhere to the Policy
Municipal Clerk	Review the Policy as necessary to ensure content is relevant and accurate

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Remove date and time of when public hearings will be held, add Territorial Acknowledgement to the Committee of the Whole agenda, remove the requirement to end Committee of the Whole meetings at 6:00pm if unanimously agreed to by Council, remove the requirement to raise a hand to be recognized by the Chair, and remove the definition of committee.	Clerk, LeBlanc	Council	

Minutes reference date: 23 February 2015 22 June 2015 2019 January 2019 2020 November 23 2021 May 25

DEPARTMENT: Council**TITLE: Proceedings of Council**

Minutes reference date: 23 February 2015 22 June 2015 2019 January 2019 2020 November 23 2021 May 25

General

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the *Municipal Government Act*. The rules of order set out in this policy shall apply to all Town committees and commissions.

Definitions

2. In this Policy, unless the context otherwise requires,
 - (a) “business day(s)” means a day when the Town of Amherst office is open for business;
 - (b) “Chair” means the presiding officer;
 - (c) “committee” means any standing or adhoc committee or commission, the members of which are appointed by Council;
 - (c) “Council” means the Council of the Town of Amherst;
 - (d) “Council Member(s)” include(s) the Mayor unless the context indicates otherwise;
 - (e) “majority” means more than one half of those present, unless the context indicates otherwise.
 - (f) “Consent Agenda” means routine items or non -controversial items that are listed under the Consent Agenda section of the Agenda.

Time, Place, Date and Notice of Meetings of Council and Committee of the Whole

3. Unless otherwise specified pursuant to section 5, regular meetings of Council shall be held:
 - (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
 - (b) On the fourth Monday of every month except that there shall be no regular meeting during the months of July and August;
 - (c) Commencing at 6:00 PM and concluding not later than 8:00 PM; when public hearings are scheduled, the hearing will commence at 5:30 PM and the Council meeting will commence at 6:00 PM.
 - (d) Council members must attend Council meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.

- (e) Council member attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
4. Unless otherwise specified to section 5, regular meetings of Committee of the Whole shall be held:
- (a) In Council Chambers, Dominion Public Building, 98 Victoria Street, Amherst;
 - (b) On the third Monday of every month except that there shall be no regular meeting during the months of July and August;
 - (c) Commencing at 4:00 PM and concluding not later than 6:00 PM.
 - i. Should there remain unfinished business on the agenda at 6:00 PM, the meeting shall be adjourned until 4:00 PM on the fourth Monday when the balance of the business on the agenda shall be addressed.
 - (d) Council members must attend Committee of the Whole meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
 - (e) Council member attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible. The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
5. Requirements for Virtual Attendance
- (a) A Council or committee member may request in advance to join a meeting electronically. The reason for the request shall be communicated to the Clerk at the time of the request and is subject to review. Attendance shall be reviewed quarterly.
 - (b) All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. All rules pertaining to in-person Council or Committee meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute-taking, voting, confidentiality requirements, etc.
 - (c) Participants are to login 10 minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.

- (d) During In Camera sessions, all meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- (e) All provisions and policy related to in camera meetings and conflict of interest will apply equally for all electronic meetings.

Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy, a Council member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

- 6. Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled:
 - (a) By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.
- 7. Additional or special meetings of Council or Committee of the Whole may be convened
 - (a) By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
 - (b) By resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting; or
 - (c) By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support such a step.
 - (d) Business conducted at a special meeting must conform to what is specified in the call of the meeting.
- 8. Specific notice to Council Members and to the public need not be provided of
 - (a) Meetings held pursuant to section 3 or 4; or
 - (b) Meetings held pursuant to subsection (a) and (b) of section 5 or 6;

but, subject to any statutory relaxation of notice requirements, three days' notice shall be specifically provided for other meetings to Council Members in the manner described in section 9 and to the public in the manner described in section 10.

9. Within 30 days following the first meeting of Council after a municipal election or by-election:
 - (a) The CAO shall provide a cellular phone to each Council Member which the Council Member will check at least once per day; and
 - (b) The CAO shall provide an electronic email address to each Council Member, and the Council Member will check at least once per day;
10. Subject to section 7, notice of meetings shall be provided by electronic mail to each Council member through the Town electronic mail address as provided in section 8.
11. Subject to section 7, notice of meetings shall be provided to the public by posting in the lobby of the Dominion Public Building and in a prominent place on the Town's website, a "Notice of Council Meeting" containing the time, date and place of the meeting.

Conduct of Meetings

12. It shall be the duty of the Chair to:
 - (a) Open the meeting of Council by taking the chair and calling the Council Members to order;
 - (b) Receive and submit to Council motions properly presented by a Council Member;
 - (c) Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
 - (d) Decline to put to a vote, a motion which infringes upon the rules of procedure;
 - (e) Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 - (f) Enforce on all occasions, the observance of order and decorum;
 - (g) Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (h) Inform the Council when necessary, or when referred to, on a point of order;
 - (i) Permit the Chief Administrative Officer to speak on any point upon request;
 - (j) Permit proper questions to be asked through the Chair or any official or employee of the Town of Amherst, to provide information to assist any debate;
 - (k) Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time. And
 - (l) Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.

Council Agenda

13. All items appearing on the Council agenda will only consist of items that have been:
 - (a) Recommended or referred to Council by motion through either Committee of the Whole or a committee of Council;
 - (b) Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
 - (c) Submitted by a member of Council prior to the issuing of the final agenda;

14. Consent Agenda – Regular Meetings of Council
 - (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
 - (b) The following matters shall not be set on the Consent Agenda:
 - i. Second Readings of by-laws and land use bylaws, including any amendments
 - ii. Policies
 - iii. Planning documents as defined by the Municipal Government Act;
 - iv. Development agreements, including any amendments thereto;
 - v. Appeals;
 - vi. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - vii. In Camera matters; and
 - viii. Late or added items to the agenda
 - (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
 - (d) During the consideration of of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
 - (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
 - (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
 - (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
 - (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.

15. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Council Members on or before the business day before the meeting, and except for matters arising from an *in camera* meeting, no motion committing the Town of Amherst to the expenditure of funds shall be accepted by the Chair for the consideration of Council except with the unanimous consent of Council Members present.

16. Preliminary Council agendas will be issued by 4:30 PM on the Thursday preceding the regularly scheduled meeting.

17. Final Council agendas will be issued by noon on the day of the meeting.

18. Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.

19. Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in camera.

20. At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - (a) Call to Order
 - (b) Territorial Acknowledgement
 - (c) National anthem
 - (d) Presentations
 - (e) Approval of agenda
 - (f) Consent Agenda
 - (g) Approval of minutes from the previous meeting
 - (h) Requests for Decision
 - (i) Information / Discussion Items
 - (j) Internal Committee Reports
 - (k) External Committee Reports
 - (l) Adjournment

21. Councillors who have been appointed to outside Boards and Agencies shall provide a written report to the Council to be included in the agenda package. Recognizing that such reports provide Council with the ability to make informed decisions, reports may contain such elements as:
 - (a) The date the meeting was held;
 - (b) A review of the key issues or discussion points covered that have an impact on the Town;
 - (c) Information and decisions that may impact a current Council position, or future Council course of action;
 - (d) A summary of the organization's key operations and events.

Committee of the Whole Agenda

22. The Committee of the Whole will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Committee of the Whole, except to the extent that Committee of the Whole is specifically designated bylaw, policy or delegated by a resolution of Council as having the authority to make a decision.

23. Items appearing on the Committee of the Whole agenda will only consist of items as follows:

- (a) Placed on the agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
- (b) Submitted by a member of Council prior to the issuing of the final agenda;
- (c) Staff reports;
- (d) Items from the administration requiring a decision or direction;

24. Consent Agenda – Committee of the Whole

- (a) Subject to subsection (b), the Consent Agenda may contain routine or non-controversial items;
- (b) The following matters shall not be set on the Consent Agenda:
 - i. Policies
 - ii. Planning documents as defined by the Municipal Government Act;
 - iii. Development agreements or any amendments thereto;
 - iv. Motions of rescission, or motions requiring a 2/3 vote of Council;
 - v. In Camera matters; and
 - vi. Late or added items to the agenda
- (c) After the Consent Agenda motion has been duly moved and seconded, any member may move that an item be removed from the Consent Agenda, with no seconder, the motions shall be granted as of right.
- (d) During the consideration of of the motion to approve the Consent Agenda, there shall be no discussion or debate on the specific items contained therein.
- (e) The Chair shall clarify the items that remain on the Consent Agenda, before a vote shall be taken.
- (f) The vote on the Consent Agenda shall require a majority vote of the Council Members present.
- (g) Items listed under the Consent Agenda are deemed approved when the vote as described in subsection (f) is passed.
- (h) An item removed during the Consent Agenda, will be dealt with where it has been placed on the agenda.

25. Preliminary Committee of the Whole agendas will be issued by 4:30 pm on the Thursday preceding the regularly scheduled meeting.

26. Final Committee of the Whole agendas will be issued by 10:00 am on the day of the meeting.

27. Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.

28. Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format by 10:00 AM the day of the meeting, except for the supporting documents related to matters to be dealt with in camera.

29. At Committee of the Whole meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:

- (a) Call to Order
- (b) Approval of Agenda
- (c) Consent Agenda
- (d) Approval of Minutes
- (e) Presentations
- (f) Council Direction Requests
- (g) Information / Discussion Items
- (h) Monthly Departmental Reports
- (i) Adjournment

Minutes

- 30. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
- 31. The minutes shall be kept by the Clerk who may, in his or her discretion, appoint recording secretaries as appropriate
- 32. The Minutes shall:
 - (a) Record the time when any Council Member joins or leaves a meeting which is in progress;
 - (b) Contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders, and shall record the outcome of each vote;
 - (c) Mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

Motions, Voting and Speaking

- 33. The Chair shall start every question properly presented to Council and before putting it to a vote, shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
- 34. The usual form of voting shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.

35. A motion must be seconded and then repeated by the Chair or read aloud by the Chief Administrative Officer before it is debated. The Chair may direct that the motion be put in writing.
36. After reading of a motion by the Chair or Chief Administrative Officer, it shall be open for discussion.
37. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
38. The Chair must vote and shall be deemed to have voted in the affirmative on any resolution unless the Chair indicates clearly it is voting in the negative.
39. When any question is before the Council, the only motions in order shall be:
- (a) A motion in amendment of the original motion;
 - (b) A motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (c) A motion to defer the consideration of the question either indefinitely or to a specified time;
 - (d) A motion to close the debate at a specified time;
 - (e) A motion that the question be put to a vote;
 - (f) A motion to adjourn.
40. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
- (a) To refer to a committee;
 - (b) To defer the consideration of the question;
 - (c) To close the debate at a specified time;
 - (d) That the question be put to a vote;
 - (e) To adjourn
- Any of which may be moved either to the original motion or to the amendment of the original motion.
41. A motion:
- (a) That the debate be closed at a specified time; or
 - (b) That the question be put to a vote,

Shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

42. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "That this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Council shall proceed to other business.
43. A motion to adjourn shall always be in order except in the following cases:
 - (a) When a Council Member is in possession of the floor;
 - (b) When the "yeas" and "nays" are being called;
 - (c) While the Council Members are voting; or
 - (d) When the adjournment was the last preceding motion.
44. The following questions shall be decided without debate:
 - (a) A motion to reconsider;
 - (b) All motions as to priority of business or as to the suspension of the order of the day;
 - (c) Applications to speak more than the prescribed number of times;
 - (d) A motion to allow any person other than the Council Members or CAO to address the Council;
 - (e) A motion to postpone to a specified time or day;
 - (f) A motion to lay on the table when claiming a privilege over another person; and
 - (g) A motion to adjourn.
45. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to a vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.
46. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council Member.
47. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their hands to speak, the Chair shall designate as the Council Member who has the floor the Council Member who, in the opinion of the Chair, first raised a hand.

48. No Council Member may speak more than twice, without the leave of Council, on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.
49. When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
50. No Council Member shall speak more than two minutes upon any matter at one time, without the leave of Council.
51. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.

Reconsideration

52. After any question has been decided in the affirmative, any Council Member who has voted in the affirmative, may, after the decision has been announced from the chair but before adjournment of the meeting, give notice of an intention to move a reconsideration at the next meeting of the Council. The giving of such a notice operates as a stay or suspension of Council's decision.
53. Unless reconsideration is moved at the next meeting, the right of reconsideration shall be lost.
54. No discussion of the main question shall be allowed on the motion for reconsideration.
55. The following matters are not eligible for reconsideration:
 - (a) A motion approving the first or second reading of a bylaw enactment, amendment or repeal;
 - (b) A motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - (c) A matter which has been reconsidered once; and
 - (d) A vote to reconsider.

Rescission

56. No motion to rescind any resolution of Council shall be made unless Notice of intention to move the same has been given at the regular meeting of Council just previous to that at which the same is moved.
57. A Notice of motion to rescind any previous resolution of the Council may be given by any member at any regular meeting of Council.
58. When giving Notice of motion to rescind, the member shall provide a brief explanation of the reason for the Notice.

59. A Notice of motion to rescind shall be dealt with at the next meeting of the Council.
60. At such meeting, the giver of such Notice, or in the absence of the giver, any other member on the giver's behalf shall move the motion to rescind and shall briefly state the reasons therefor.
61. If the motion to rescinded is seconded the same becomes subject to debate according to the normal rules except that it may not be amended.
62. A motion to rescind requires the same vote as was required for the resolution which is subject to rescission. That is, if the resolution subject to rescission required a majority vote of Council the motion to rescind such resolution shall require a majority vote of Council.

Points of Order

63. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
64. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
65. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
66. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers pursuant to sections 65 and 66, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
67. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
68. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair or otherwise disrupts the proceedings of council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
69. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
70. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
71. Persons who are not Council Members of officers or employees of the Town of Amherst shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair, and, if

they fail to comply, shall be ordered by the Chair to be expelled and excluded from the Council Chambers, provided that a majority vote of Council shall be required to sustain the expulsion.

72. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers with or without conditions.
73. An order of the Chair to expel a person from the Council Chambers pursuant to section 68 of this Policy constitutes a direction from the Town of Amherst to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.
74. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability but the Chair shall not be expected to conform its decisions with parliamentary procedure texts or precedents.
75. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

Presentations to Council

76. Persons wishing to make a presentation to Council shall write one week in advance of the next Committee of the Whole meeting to the CAO outlining their issue and the decision they wish Council to consider, and request to make a presentation.
77. The request will be added to the next Committee of the Whole agenda to be issued.
78. Committee of the Whole will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
79. The CAO shall advise the person or group requesting to make a presentation of the decision of Committee of the Whole including, if approved, the date and time of the presentation.
80. Presentations shall be limited to 15 minutes, unless Committee of the Whole determines a longer period of time is needed.
81. When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
82. No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

Petitions

83. Persons wishing to present a petition to Council shall file a copy of the petition with the CAO before 12:00 noon on the Wednesday prior to the meeting of Council at which it is proposed to be presented.
84. The CAO shall circulate a copy of any such petition to each member of Council before the meeting at which it is proposed to be presented.

85. The body of the petition itself, excluding the list of names, shall, if determined by the Chairperson to be practical, be read by the CAO on behalf of the group supporting the petition.
86. No petition shall be presented which Council determines to contain impertinent or improper matter.
87. No persons shall be permitted to speak, whether supporting or opposing the petition, unless the petition comes up for discussion which shall be at the next regular meeting of Council unless Council decides according to the rules to hold a special meeting of Council for that purpose.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 17, 2023

SUBJECT: Council Committees Policy #10350-32

ORIGIN: Policy review, and amendments to the Proceedings of Council Policy.

LEGISLATIVE AUTHORITY: MGA 23(1) The council may make policies (b) regulating its own proceedings and preserving order at meetings of Council

RECOMMENDATION: That Council forward to the April 24, 2023 approval of the new Council Committees Policy #10350-32.

BACKGROUND: The Proceedings of Council Policy sets out the requirements for the conduct of meetings and the preparation of the meeting materials for Council and Committee of the Whole. In reviewing the Policy, it was noted that the it does not specifically provide clarity on the conduct of meetings of committees other than Council and Committee of the Whole meetings.

DISCUSSION: With the number of Council Committees we have outside of Council and Committee of the Whole, staff felt it appropriate to draft a new Council Committees Policy for Council's consideration to address how other Committees will conduct business. It should be noted that it is spelled out in the draft new policy that Committees shall follow the meeting procedures set out in the Town of Amherst Proceedings of Council Policy #10350-24.

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

COMMUNITY ENGAGEMENT: There has been no community engagement. If Council approves this new Policy it will be available on the Town of Amherst website.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

- 1- Approve the policy with amendments
- 2- Do not approve the policy





COMMITTEE OF THE WHOLE

CDR# 2023063

Date: April 17, 2023

ATTACHMENTS: Draft Council Committees Policy #10350-32

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



TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

APPROVAL DATE: _____ **CAO Signature:** _____

1. This policy is entitled the *Council Committees Policy*.
2. This policy is made pursuant to section 24 of the MGA, which empowers Council to establish committees, and section 23(1)(c) of the MGA, which empowers Council to make policies providing for committees and conferring powers and duties upon them.
3. Where the terms of this Policy are inconsistent with the Terms of Reference for a committee, another Council policy or bylaw, or statute or agreement, the provisions of the Terms of Reference, other policy or bylaw, or statute or agreement shall prevail over the terms of this Policy.

Definitions

4. In this Policy:
 - (a) “CAO” means the Chief Administrative Officer for the Town;
 - (b) “MGA” means the *Municipal Government Act* (Nova Scotia);
 - (c) “Special Committee” means a short-term committee established by Council to inquire into or deal with a specific issue;
 - (d) “Standing Committee” means a committee of indefinite duration established by Council;
 - (e) “Statutory Committee” means a board, commission, or committee established pursuant to a specific enabling statute or agreement.
 - (f) “Town” means Town of Amherst.

Membership

5. Membership of committees:
 - (a) will be inclusive and diverse, and broadly reflective of the community.
 - (b) will also reflect desired experience, knowledge, expertise, and geographic representation in the community.

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

6. Qualifications

In order to be eligible for membership of a committee, an individual must be a member of Council, or a citizen appointed by Council who resides in the Town of Amherst (unless otherwise indicated in Terms of Reference for the Committee) and not be in arrears in payment of any property taxes to the Town.

7. Appointments of Council Members of Committees

- (a) Council members will be appointed to Committees annually in October unless the terms of the appointment are for more than one year.
- (b) Any member of Council not appointed to a committee may attend committee meetings as an observer but is not entitled to participate in committee discussions or to vote.
- (c) The CAO is a non-voting member of every Standing and Special Committee, but is not obligated to attend meetings and is not counted in determining if a quorum is present.

8. Appointments of Citizen Members to Committees

- (a) As and when required, the opportunities to serve as committee members will be widely advertised in a local paper and on Town of Amherst social media so that interested citizens can apply.
- (b) Council will meet *in camera* to review the applications and consider the applicants for committees.
- (c) Following the *in camera* meeting, Council will appoint citizen members to committees at their next regular Council meeting.
- (d) In considering appointments of citizens to committees Council will consider the following:
 - i) Personal and professional experience and background of the applicants in a field related to the work of the committee;
 - ii) Applicants' education in a field related to the work of the committee;

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

- iii) Experience of the applicants in serving on committees and boards;
 - iv) Ensuring that committee membership is inclusive and diverse and representative of the community;
 - v) Recommendations made by the applicable committee, if applicable;
 - vi) The Terms of Reference for each individual committee will specify the number of members to be appointed to the committee, and the term of the appointments.
- (e) Committee members will be volunteers, with no financial incentives.
- (f) Committee stability and membership continuity will be taken into consideration when considering re-appointments for a consecutive term.

9. Attendance of Members at Meetings

Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and the CAO shall advise Council of the vacancy.

10. Removal of Member from Committee

At the request of the committee or on its own initiative, Council may remove or request the resignation of any of its committee appointees, whether a citizen member or Council member, for malfeasance or any other good and sufficient cause.

11. Resignation of Member

- (a) Any citizen member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee Chair with a copy to the CAO, who will inform Council of the vacancy.
- (b) A Council member of a committee may ask to leave a committee prior to the expiration of their term, and the Mayor may grant such request if the Mayor believes it would not unduly impact the work of the committee.

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

12. Staff Support

Staff will be appointed to committees by the CAO. The staff is not a member of the committee and therefore is not entitled to vote. The responsibilities of the staff include:

- (i) Providing information and professional advice;
- (ii) Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
- (iii) Ensuring the preparation of draft minutes; and approval of such at the next meeting;
- (iv) Preparing presentations for the committee;
- (v) Providing an orientation to the work of the committee when required;
- (vi) Any other projects or tasks approved by the CAO.

13. Meeting Schedules

Committee meeting schedules will be established by the Terms of Reference of the Committee.

14. Quorum

- (a) A majority of the members constitutes a quorum, provided that at least one Council member is in attendance.
- (b) In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

15. Chair and Vice-Chair

- (a) Each committee will elect a Chair and Vice-Chair as per the Terms of Reference or enabling statute, bylaw or policy.
- (b) The role of the Chair is to carry out the following duties:

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

- (i) Set the agenda;
- (ii) Ensure the committee follows the agenda;
- (iii) Prevent new issues from side-tracking the agenda;
- (iv) Limit additions to the agenda;
- (v) Establish and maintain order and decorum;
- (vi) Respect members' views and be open-minded;
- (vii) Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion;
- (viii) Seek agreement and build consensus;
- (ix) Close debate and guide the group to resolution in a timely manner;
- (x) Assist members to word motions clearly and succinctly;
- (xi) Participate in discussion but focus on presiding over the meeting.

(c) The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

16. **Agendas**

The Chair, in consultation with staff, sets the committee agendas, which are prepared and distributed to committee members by 4:30 p.m. at least two days prior to the meeting.

17. **Rules of Procedure**

Committees shall follow the meeting procedures set out in the Town of Amherst Proceedings of Council Policy #10350-25.

18. **New Committees**

In considering the formation of a new committee, Council will request staff to prepare a report to Council that includes a Terms of Reference for consideration by Council prior to establishing the committee.

TITLE: Council Committees Policy
SECTION: Executive Operations
POLICY NO: 10350-32

19. Meetings Open to Public

- (a) All meetings of committees are open to the public and no person shall be excluded except in cases of improper conduct, or where the committee is considering an item where, in accordance with section 22 of the MGA, the committee is permitted or required to meet *in camera*.
- (b) Statutory Committee meetings will be recorded and livestreamed. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.
- (c) Special Committee and Standing Committee meetings will be recorded and livestreamed as required when decisions or motions to recommend items to Council are included on the agenda. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Amherst website the day following the meeting.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Mayor/Council/Committee Members	Adhere to this policy, as well as the Proceedings of Council Policy.
Municipal Clerk	Review the policy as necessary to ensure content is relevant and accurate.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Clerk, LeBlanc	Council	



COMMITTEE OF THE WHOLE

CDR# 2023052

Date: April 17, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 17, 2023

SUBJECT: Purchase and Use of Bottled Water Policy

ORIGIN: Policy / Bylaw Review

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

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of the amendments to the Purchase and Use of Bottled Water Policy #01130-02.

BACKGROUND: At the June 19, 2017 meeting of Committee of the Whole, Council directed staff to develop a policy with regard to bottled water that would address the use of Town provided bottled water within Town Hall and explore the best environmentally positive way in providing liquid refreshments to citizens at events. Staff drafted a policy based on a similar policy in place at the provincial government level. Council approved the Purchase and Use of Bottled Water Policy on September 25, 2017.

DISCUSSION: As part of the ongoing Policy and Bylaw review, staff have reviewed this Policy and are recommending some minor changes to the wording that would no longer prohibit the use of bottled water but rather strongly encourage it.

FINANCIAL IMPLICATIONS: While not significant, the amount of money spent on bottled water for meetings and events is normally about \$750 per year.

COMMUNITY ENGAGEMENT: No community engagement has taken place.

ENVIRONMENTAL IMPLICATIONS: The use of tap water over bottled water conserves energy and reduces utilization of fossil fuels.

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

ALTERNATIVES: 1) Make no / or other amendments to the Policy; or 2) Repeal the Policy



ATTACHMENTS: 01130-02 Purchase and Use of Bottled Water Policy Existing, -1130-02 Purchase and Use of Bottled Water Policy with Amendments.

Report prepared by: Natalie LeBlanc

Report and Financial approved by:

DEPARTMENT: Council and All Departments

TITLE: **Purchase and Use of Bottled Water Policy**

Minutes reference date:
Effective date: September 25, 2017

Policy Statement:

The Town of Amherst, through the Amherst Water Utility, provides municipal drinking water in the area. It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money.

To this end, the Town of Amherst will no longer purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.

Definitions:

Bottled Water

Water that can be purchased in individual sized bottles (plastic and glass)

Potable Water

Water that is safe for human consumption and domestic use

Tap Water

Water that is provided by a municipal water treatment or distribution facility and registered public drinking water supply

Policy Objectives:

The objectives of this policy are to achieve the following:

- Eliminate the Town purchasing bottled water where potable water is available;
- Minimize Town staff and client use of bottled water;
- Increase the use of potable tap water for Town staff and clients

Application

This policy applies to all Town employees.

It is recognized that individuals who are immune-compromised or have other sensitivities related to water quality may need to buy bottled water.

This policy is exempt in the case of an emergency as defined by the *Emergency Management Act*.

Policy Directives

- Meetings and events hosted by the Town of Amherst (on or off site) shall have tap water available to clients and employees when potable water is available. Bottled water will not be provided;
- The use of Town supplied bottled water will be limited to work places that do not have access to potable water or are under a water advisory.

Policy Guidelines

- Encourage staff to use potable water in refillable containers rather than purchasing bottled water when at work (e.g., buildings, meetings and training sessions);
- Encourage staff to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

Accountability

Management and staff responsible for purchasing are accountable for executing this policy. Employees are responsible for following the policy.

Monitoring

Each department will be responsible for monitoring the policy's implementation, performance and effectiveness

TITLE: Purchase and Use of Bottled Water Policy
SECTION: Administration – Corporate Identity Program
POLICY NO: 01130-02

APPROVAL DATE:

CAO Signature: _____

Policy Statement:

The Town of Amherst, through the Amherst Water Utility, provides municipal drinking water in the area. It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money.

To this end, the Town of Amherst will ~~no longer~~ **make every attempt to not** purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.

Definitions:

Bottled Water

Water that can be purchased in individual sized bottles (plastic and glass).

Potable Water

Water that is safe for human consumption and domestic use.

Tap Water

Water that is provided by a municipal water treatment or distribution facility and registered public drinking water supply.

Policy Objectives:

The objectives of this policy are to achieve the following:

- Eliminate the Town purchasing bottled water where potable water is available;
- Minimize Town staff and client use of bottled water;
- Increase the use of potable tap water for Town staff and clients.

Application

This policy applies to all Town employees.

It is recognized that individuals who are immune-compromised or have other sensitivities related to water quality may need to buy bottled water.

This policy is exempt in the case of an emergency as defined by the *Emergency Management Act*.

Policy Directives

- Meetings and events hosted by the Town of Amherst (on or off site) shall have tap water available to clients and employees when potable water is available. Bottled water will ~~not be provided~~; **only be provided when deemed necessary**;

TITLE: Purchase and Use of Bottled Water Policy
SECTION: Administration – Corporate Identity Program
POLICY NO: 01130-02

- The use of Town supplied bottled water will be limited to work places that do not have access to potable water or are under a water advisory.

Policy Guidelines

- Encourage staff to use potable water in refillable containers rather than purchasing bottled water when at work (e.g., buildings, meetings and training sessions);
- Encourage staff to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

Accountability

Management and staff responsible for purchasing are accountable for executing this policy. Employees are responsible for following the policy.

Monitoring

Each department will be responsible for monitoring the policy’s implementation, performance and effectiveness.

ROLES AND RESPONSIBILITIES

Title	Responsibilities
Municipal Clerk, LeBlanc	Review Policy as necessary
All Employees	Encourage the use of potable tap water

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording changes to discourage the use of bottled water rather than prohibit it	Clerk, LeBlanc	Council	

Minutes reference date: 25 September 2017

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 17, 2023

SUBJECT: Town Crest Policy Amendments

ORIGIN: Review of all Town policies and bylaws

LEGISLATIVE AUTHORITY: MGA 48(2) The council may adopt different policies for different areas of the municipality.

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of the amendments to the Town Crest Policy #01130-01.

BACKGROUND: The Town Crest Policy sets out the requirements for individuals or organizations not directly connected to the Town Council for permission to use the Town Crest in any way.

DISCUSSION: This Policy has not been reviewed since March of 2007. Since that time social media has become more popular, therefore staff feel it is important to include it as part of the policy. The proposed amendments also change the wording of the use of the crest from “restricted” to “limited”, and changes the requirement that it only be used or connected to use with the “Town Council” to the “Town”.

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

COMMUNITY ENGAGEMENT: There has been no community engagement. If Council approves the amendments the policy will be available on the Town of Amherst website.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: Approve the policy amendments with alternative language

ATTACHMENTS: Town Crest Policy Amended, and Town Crest Policy Existing

Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:



TITLE: TOWN CREST POLICY
SECTION: Administration – Corporate Identity Program
POLICY NO: 01130-01

APPROVAL DATE: _____ **CAO Signature:** _____

POLICY STATEMENT:

WHEREAS on the 29th day of June, 1962 the Town of Amherst received Letters Patent granting Arms to the Town by Royal Authority vested in the Earl Marshal, the Duke of Norfolk, and delegated by him to the Garter Principal King of Arms, London, England;

AND WHEREAS the Town Council of the Town of Amherst is justly proud of this grant and is desirous of assuring that the use of same is ~~restricted~~ **limited** in order that said Arms will not become common-place and the intrinsic value lost;

THEREFORE be it resolved that no reproductions, **or copies in any way**, ~~facsimiles~~ of all or any portion of the said Arms be ~~authorized by the Town Council~~ **permitted** except for the following purposes:

- (a) by the ~~Town Council~~ for such items as letterheads, presentation items, **social media** and other purposes directly connected with Town business;
- (b) for promotions connected directly with the Town of Amherst, such as ~~industrial brochures~~, ~~and~~ tourist booklets, **and social media promotions, by organizations working in conjunction on the Town's behalf.**

In any case where the Crest is proposed to be used by any individual or organization not directly connected with the ~~Town Council~~, permission for said use must be first obtained from the Town Council.

ROLES AND RESPONSIBILITIES

Title	Responsibilities
Municipal Clerk	Ensure the policy is followed, and reviewed for relevancy.
Council	Give permission when required to use the Town Crest.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Bring the policy up to date by including social media, change or limit permissions rather than restrict them.	Clerk, LeBlanc	Council	

Minutes reference date: 21 October 1963 26 March 2007

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Town Crest Policy**

Minutes reference date: October 21, 1963, page 86
1st Revision date: March 26, 2007

POLICY STATEMENT:

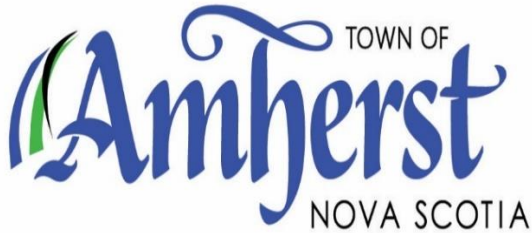
WHEREAS on the 29th day of June, 1962 the Town of Amherst received Letters Patent granting Arms to the Town by Royal Authority vested in the Earl Marshal, the Duke of Norfolk, and delegated by him to the Garter Principal King of Arms, London, England;

AND WHEREAS the Town Council of the Town of Amherst is justly proud of this grant and is desirous of assuring that the use of same is restricted in order that said Arms will not become common-place and the intrinsic value lost;

THEREFORE be it resolved that no reproductions, copies, facsimiles of all or any portion of the said Arms be authorized by the Town Council except for the following purposes:

- (a) by the Town Council for such items as letterheads, presentation items and other purposes directly connected with Town business;
- (b) for promotions connected directly with the Town of Amherst, such as industrial brochures and tourist booklets.

In any case where the Crest is proposed to be used by any individual or organization not directly connected with the Town Council, permission for said use must be first obtained from the Town Council.



COMMITTEE OF THE WHOLE

CDR# 2023059

DATE: April 17, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Dwayne Pike, Chief of Police

DATE: April 17, 2023

SUBJECT: Taxi By-Law Review

ORIGIN: Bylaw Review Policy

LEGISLATIVE AUTHORITY: MGA Sections 47 and 48 authorize council to make, amend and repeal by-laws and policies.

RECOMMENDATION: That Council review the proposed changes to the Taxi Bylaw and forward any questions or concerns to the Clerk no later than May 5th so such questions and / or concerns can be addressed at the May Committee of the Whole.

BACKGROUND: Staff are completing a review of all Town of Amherst Bylaws and Policies to ensure they are relevant and updated appropriately. Every document is to be reviewed on a 4-year cycle. The Taxi By-Law was reviewed as a result of this initiative and because it was recognized that changes are required

DISCUSSION: The current Town of Amherst Taxi By-Law was adopted in November 2013. In December of 2014 it was amended and has been unchanged since that time. The primary purpose of the by-law is to provide a measure of confidence that local taxis are operated in a safe manner, utilizing safe vehicles and adhering to a set of safety standards. It also includes the requirement of reviewing and requiring drivers' abstracts and criminal record checks prior to the approval of a license to mitigate public safety concerns.

It has been recognized that this particular by-law is due for review changes, especially in areas that affect enforcement and reporting and also in general content. Without strong and clear language in the by-law, the regulation of taxis and licenses can be difficult. Taxi services will often cross jurisdictional lines (both municipal and provincially) and before we can apply the by-law, we need to prove jurisdiction. Just because a taxi is

within town limits, we cannot automatically assume that the by-law has jurisdiction. As a result, some changes are required to ensure that certain activities are well-defined so that infractions can be addressed by our municipal Taxi By-Law. We will also be changing the resources that have been traditionally assigned to this issue.

The Town of Amherst By-Law foundationally prohibits the operation of an unlicensed taxi or an unlicensed driver (under the by-law) within town limits. Taxis that are coming into town to drop people off or to pick people up to take them outside of the town cannot be addressed under the by-law and by nature of the business. We can only address those taxis that are operating 'in' town. Changes need to be made so that activities relating to 'soliciting' by taxis is clearly defined. Staff are recommending the addition of new language in relation to 'soliciting the transportation for hire':

14. *Any person in control of a vehicle*

- a. *Which displays taxi roof signage which is not covered by opaque material*
- b. *Which is not transporting a passenger for hire; and*
- c. *Which is on any highway, street, road, lane, alley, taxi stand or at any other public place within the town, or who is found waiting with any such motor vehicle at any location within the town*

Shall be deemed to be soliciting the transportation of passengers for hire within the town and deemed to be operating the vehicle as a taxi or a limousine for the purposes of this by-law

This section strengthens the previous wording, making it clear that drivers/taxis are not permitted to wait at any location in town for purposes of soliciting unless they have a driver's license issued under the bylaw.

There are several other revisions being recommended to the current by-law. These will ensure that our ability to enforce the by-law is increased and provide additional clarity when interpreting:

1. Definition for "Local Shuttle Service" which was taken from the Cape Breton By-law. This helps to differentiate between taxis and 'courtesy' services provided by some local business such as car dealerships;
2. Changing the by-law so that the 'registrar' is appointed by the *Taxi Authority* as opposed to the CAO. Years ago, these duties used to be performed by Town Hall staff in the past have been moved to the police department and are now assigned to By-Law Officer;
3. Requirement for an annual report to council that includes details concerning approved drivers, vehicles and other information;
4. Requirement that vehicle inspections carried out at least twice a year, using a checklist created from sections in the by-law that speak of standards and requirements;

5. Owners' licenses and Drivers licenses under the Amherst By-law to be displayed in the car so passengers can see this information;
6. Vehicle requirements must not only be met, but also must be maintained to keep an owner's license;
7. Added a section under "false statements" that included making a false statement in a *hearing pursuant to this by-law* which give the authority to refuse or revoke a license and make them ineligible for a license for 5 years.

These changes will assist with enforcement issues and ensuring that taxi services in the town are safe and trustworthy. Should Council decide to make the recommended changes, educational sessions/presentations with the APD members and staff will take place to ensure that consistent and regular enforcement is conducted.

FINANCIAL IMPLICATIONS: There are no financial implications.

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

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

COMMUNITY ENGAGEMENT: No Community engagement required at this time. Should Council give first reading to the amendments, a Notice of Intent to give second reading will appear in the Cumberland Wire. Correspondence for Amherst Taxi Companies (both owners and drivers) will be prepared, providing an outline of the by-law and the responsibilities, requirements, procedures and penalty sections. This would be sent to all companies operating in the area to ensure that they, and their drivers, have a complete understanding of the requirements on them as per the by-law. Staff can also meet with anyone who requires additional information or has additional questions.

ALTERNATIVES:

1. Direct staff to do a further review or make specific changes to this by-law
2. Do not make changes the current Taxi By-Law

ATTACHMENTS:

1. Town of Amherst Taxi By-Law Draft;
2. Proposed vehicle inspection checklist
3. Owner's license template and Taxi drivers license template
4. Current Taxi By-law

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

**BYLAW RESPECTING THE REGULATION OF THE
TRANSPORTING OF PASSENGERS FOR HIRE
CONSOLIDATION¹**

Be it enacted by the Council of the Town of Amherst, under the authority of Section 305 of Chapter 293 of the Revised Statutes of Nova Scotia, 1967, as amended, the Motor Vehicle Act as follows:

SHORT TITLE

1. This by-law shall be known as the Town of Amherst Taxi By-law

DEFINITIONS

2. In this by-law, unless the context of it requires:

- a. **CAO** means the Chief Administrative Officer of the Town of Amherst
- b. **Limousine** means:
 - i. A full-sized luxury class four or more door sedan motor vehicle having a standard seating capacity for at least five passengers excluding the driver which is used for hire for the conveyance of passengers;
 - ii. Which has carpeted floors;
 - iii. Which is not equipped with taxi roof signage;
 - iv. Which is furnished with a minimum of four of the following features:
 1. Glass partition separating the front of the rear seats;
 2. Top quality interior appointments, being either leather or plus
 3. Upholstery
 4. Power windows
 5. One-way tinted glass
 6. Television
 7. Stereo system
 8. Cellular telephone
 9. Air conditioning; and
 - v. Which is one of the following makes:
 1. Cadillac
 2. Lincoln
 3. Rolls Royce
 4. Jaguar
 5. Mercedes-Benz
 6. Bentley
 7. Royal Princess
 8. Any other vehicle approved by the Taxi Authority upon application by a prospective license as being of comparable limousine quality to the makes referred above.
 - vi. But excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act.
- c. **Limousine Driver** means the driver of a limousine as defined by the by-law

Adopted – November 25, 2013

Amended - December 22, 2014

Consolidated Regulation of the Transporting of Passengers for Hire Bylaw, C-9-C

- d. **Local Shuttle Service** means a van, limo or bus used to transport individuals or organizational groups of people collected at a given point and dropped off at pre-determined destinations within the town of Amherst. If a fee is charged to the individual being transported, then the owner and the driver shall require a license under this by-law, otherwise the service will be a courtesy service.
- e. **Owner** means a person who holds the legal title of a vehicle or in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the condition stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or in the event a mortgagor of a vehicle is entitled to possession, then the conditional vendee or lessee, or mortgagor shall be deemed the owner for the purpose of this by-law.
- f. **Person** means a natural person or a body corporate and includes a partnership.
- g. **Registrar** means the Taxi By-law Registration Officer as appointed by the **Taxi Authority GAO**.
- h. **Taxi Authority** means the Chief of Police of the Town of Amherst and includes any person designated by the Chief of Police as deputy or assistant or temporary Taxi Authority.
- i. **Taxi** means a vehicle used or intended to be used to carry passengers for hire other than a limousine, but excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act.
- j. **Vehicle** has the meaning given to it under the Motor Vehicle Act and includes a Taxi or Limousine as defined under this by-law.

CONTROL

- 3. Pursuant to the provisions of Section 305(1) of the Motor Vehicle Act, the Council shall have a general control, supervision and direction over all aspects of licensing and regulation pursuant to this by-law and over any inspector or any other officer acting or carrying out the overall duties of this by-law.

DUTIES OF TAXI AUTHORITY

- 4. Subject to the provisions of the Motor Vehicle Act and to the provisions of Section 3 hereof and to any specific direction from time to time given or issued by the Council, the Taxi Authority shall have supervision over persons licensed under this by-law and over vehicles to which the same applies and the following shall constitute his/her duties under this by-law:

The Taxi Authority shall:

- a. Report to Council respecting the performance of his/her duties under this by-law whenever required to by Council. **This will include an annual written report that includes the following information:**
 - i. **The number of taxi owners/operators;**
 - ii. **The number of drivers employed by each owner/operator;**
 - iii. **The number of vehicles utilized as taxis by each taxi company;**
 - iv. **The number of taxi licenses assigned to each owner/operator;**
 - v. **The number of bylaw infractions per owner/operator;**
 - vi. **The number of infractions under the Motor Vehicle Act per owner/operator;**

- vii. The number of Motor Vehicle Act infractions per driver;
 - viii. The number of vehicle inspections carried out annually;
 - ix. The number of vehicles in use that are in excess of 3 years old;
 - b. Make all necessary inquiries concerning applications for the licenses or transfers thereof, as may be required to secure a due observation of the law and of this by-law;
 - c. Examine or cause to be examined every vehicle for which a license is requested under this bylaw;
 - d. Carry out periodic inspections at minimum twice a year, as per a bylaw checklist and without notice, of vehicles licenced under this by-law;
 - e. Issue, refuse to issue, or suspend, revoke, cancel licenses in accordance with the requirements of this by-law;
 - f. Advise the Registrar of the approval of applications for all licenses issued pursuant to this by-law;
 - g. Advise the Registrar when an application has been denied, and when a license has been revoked, suspended or cancelled;
 - h. Ascertain by inspection, inquiry and investigation from time to time, and as often as may be required, whether persons holding licenses under this by-law continue to comply with the provisions of this by-law;
 - i. Upon completion of an investigation to decide whether or not to proceed with prosecution;
 - j. Take any other lawful steps in regards to the licensing and regulations of taxis as may be consistent with this by-law.
5. Any act, authorized or directed by this by-law to be done by the Taxi Authority may, in their absence or as circumstances require, be performed by such other officer or any official as may be designated by the Council or the CAO. The power and authority of the officer or official so designated shall be the same as that of the Taxi Authority in the particular case except where prohibited by statutory conditions to the contrary.

DUTIES OF REGISTRAR

6. Subject to the provisions of the Motor Vehicle Act and to the provisions of Section 3 hereof and to any specific direction from time to time given or issued by Council, the following shall constitute the duties of the registrar under this bylaw.
- The Registrar shall:
- a. Maintain a register of all licenses issued, suspended, revoked, cancelled and of all applications refused under the authority of this by-law. Such registrar shall contain the name or names of the applicants, the date of the license, and shall keep such other books and records as the Council may from time to time order;
 - b. Provide and receive all applications for licenses issued pursuant to this by-law on behalf of the Taxi Authority;
 - c. Review insurance policies and confirm they meet all requirements;
 - d. Advise the Taxi Authority if any information that may require a suspension or cancellation of a license;
 - e. Shall cause to be made out, and to issue the license to the applicant, the fee as required under this by-law first having being paid;
 - f. Keep a register of all payments made in relation to applications for all licenses pursuant to this by-law;

- g. Make available to every person receiving a license under this by-law, a copy of the bylaw and advising every such person of the availability of the by-law.

TYPES OF LICENSES

- 7. Upon receiving notification from the Taxi Authority of an approved application the Registrar may issue the following licenses:
 - a. Owner's License
 - b. Driver's License

PERIOD OF LICENSES

- 8.
 - a. Every license issued under this by-law shall relate to the period from the 1st of April of each year to the 31st of March of the succeeding year
 - b. No license fee is refundable.

OWNER'S LICENSE

- 9.
 - a. No vehicle shall be used for the transport of passengers for hire within the town unless and until the owner of such vehicle has first obtained a license. The license to be granted an owner of a vehicle to be used to transport passengers for hire shall be in the form as set out in Schedule "A" to this by-law and shall be **conspicuously displayed in the vehicle and be readily visible to any passengers who may be in the vehicle**
 - b. The owner's license fee shall be paid for any part of the registration period as defined in Section 7 "Period of License." This section does not apply to common carriers licensed by the Province of Nova Scotia.
 - c. Every application for a license to use a vehicle for the transport of passengers for hire shall make application to the Registrar in the form prescribed from time to time by the Taxi Authority. A copy of the prescribed form is attached as Schedule "A".
 - d. An owner's license that has been destroyed, lost or stolen will be replaced upon receipt of sufficient proof of the destruction, loss or theft, and upon payment of the required fee.
 - e. A license granted to an owner of a vehicle to be used to transport passengers for hire shall also be a license to transport parcels, packages, or other articles of whatsoever nature.
- 10. No taxi or limousine owner's license shall be granted for any vehicle unless and until:
 - a. The completed form of application shall be submitted to the Registrar. It shall be signed by the applicant and include information as follows:
 - i. The full name and address of the applicant;
 - ii. Where the vehicle is owned by a corporation: particulars of the registration of the corporation, names of the corporate officers of the corporation, and the head office of the said corporation;
 - iii. Where the vehicle is owned by a partnership or is operating under a business name: the full particulars under the Partnership and Business Name Registration Act, the names of the partners and their addresses, a

- copy of the Certificate of Registration under the Partnership and business Name Registration Act;
 - iv. Names and addresses of all employees and their positions held in the business;
 - v. The business name under which the taxi or limousine will be operated on the street and postal and civic address of the place of business from which the taxi or limousine will be operated;
 - vi. The motor vehicle registration number, motor vehicle license plate number, make, model, colour, year and serial number of the vehicle;
 - vii. A criminal record/vulnerable sector check of each person whose name and address is required to be provided pursuant to paragraphs a, b and c of this subsection, and duly executed consents sufficient to obtain verification of same from law enforcement agencies.
- b. Payment is made to the Town of the annual fee for such license as stipulated in schedule "E" to this by-law.
- c. Proof of insurance that the vehicle carries on it an automobile insurance policy providing public liability insurance, passenger hazard insurance, and property coverage, in the minimum amount of \$1,000,000.00 without any limit or any particular claim up to the herein mentioned amount, regardless of the number of persons involved or the nature of the damage. For the purposes of this section, proof of insurance is a copy of the current policy for the vehicle.
- d. The applicant has provided permission for the insurance company to provide details on the insurance policy to the Taxi Authority or Registrar when requested.
- e. The applicant must also have directed the insurance company issuing the insurance policy required by this section to immediately advise the Registrar of any changes to the coverage and terms of the insurance policy during the term of the license and to notify the Registrar when the insurance policy is no longer in effect. Initial notification may be provided verbally, however a written notification confirming any changes must be provided to the Registrar. A notification by email will be accepted as a written notification.

VEHICLE REQUIREMENTS

11. In addition to the requirements of Section 9 of this by-law, each applicant, in order to receive **and maintain** an owner's license, must establish that the vehicle meets the following requirements:
 - a. Has been properly registered under the provisions of the Motor Vehicle Act as a vehicle for operation within the Province of Nova Scotia;
 - b. Shall have been inspected by the Taxi Authority;
 - c. Bears a valid Province of Nova Scotia motor vehicle safety sticker issued within 30 days of the application being filed with the Registrar;
 - d. In the case of a taxi, meets the following requirements:
 - i. Is a four-door sedan, hard top or station wagon, SUV or mini van with four or more doors (such doors to be on the sides of the vehicle) with a design capacity of seven (7) passengers or less, excluding the driver;
 - ii. Has a height from the top of the floor to the underneath side of the roof of at least 114 cm;
 - iii. Has a width from the inside of one door post to the inside of the door post on the opposite side of at least 137 cm;

- iv. Has a length from the dashboard, excluding extremities, to the front of the back seat of at least 160 cm;
- v. Is equipped with a sign affixed upon the roof of such taxi capable of being illuminated electrically, and such sign shall conform to the layout and Design specified from time to time by the Traffic Authority:
 - 1. Shall bear the business name of the taxi company under which the taxi is being operated on the front and back, and the owner's license number on each side, and such lettering shall not be less than 5 cm in height;
 - 2. Shall be removed from the roof or covered by opaque material when the vehicle is not in service as a taxi.
- vi. In addition to the roof sign requirements the Taxi **may** also be identified with a sign affixed to the driver's door and the passenger's door, and such sign:
 - 1. Shall be painted or attached to the door of driver and opposite passenger door;
 - 2. Shall be in legible print with each letter or number not less than 5 cm in height;
 - 3. Shall bear the business name of the taxi company under which the taxi is being operated;
- e. In the case of a limousine, meets the requirements in the definition for a Limousine contained in section 2 of this by-law.
- f. In the case of a taxi and a limousine, shall meet the following requirements:
 - i. The body of the vehicle shall not be damaged and shall be clean and in good repair. Paint shall be maintained in good condition and shall match
 - ii. The interior shall be clean and sanitary and shall not contain any refuse.
 - iii. The upholstery shall be clean, free of holes, cuts and tears and shall not show excessive wear
 - iv. The side windows in a vehicle which are intended to open and close shall be in good repair and working order
 - v. No portion of the exterior shall be bent or broken and no such portion shall protrude in such a way as to be a hazard to persons or vehicles.
 - vi. No fender, grill hubcaps or bumpers on a taxi shall be removed or missing.
 - vii. Every door and trunk lid shall close securely.
 - viii. All door handles and catches on a taxi shall be in good working order.
 - ix. Every seat shall be equipped with a seat belt, shall be securely mounted and shall maintain its position and its adjustments.
 - x. Shall have an interior dome light which shall be in good working order and shall operate when any of the doors are opened.

ADDITIONAL OWNER'S OBLIGATIONS

12. All owners shall comply with the following:

- a. Shall not permit any person to operate the vehicle to which the license relates as a vehicle for hire unless the person is in possession of both a valid provincially issued Nova Scotia minimum Class 4 license, or equivalent, to operate a passenger vehicle and a valid driver's license in accordance with this by-law.
- b. Not permit smoking in the vehicle at any time, whether or not the vehicle is being operated at the time as a vehicle for hire.

- c. Neither the owner nor the driver of a licensed vehicle may represent that it is a non-smoking vehicle or a smoke free vehicle if it has been smoked in while owned by the current owner.
- d. Notify the Registrar in writing not less than one week in advance of any change in the business name under which the vehicle is operated.
- e. Notify the Registrar forthwith of any change in the Provincial Registration of the vehicle.
- f. File with the Registrar, in writing, the names and addresses and telephone numbers of every driver who operates the owner's licensed vehicle or vehicles and shall notify the Registrar in writing within 72 hours of any new appointments and any dismissals, or other changes in employment of such drivers.
- g. Not operate or permit the operation of a vehicle when the conditions described in subsections a), c), d) and f) of Section 10 are no longer met or the insurance policy of the vehicle no longer complies with the requirements of subsection c) of Section 9.
- h. Immediately advise the Registrar of any change in the insurance policy and shall provide the Registrar with a copy of the updated policy forthwith.
- i. At least three days before making the change, the owner must notify the Registrar of any change in:
 - i. The business name under which the licensed vehicle is operated;
 - ii. The business address from which the licensed vehicle is operated; or
 - iii. The owner's residential address.

Saturday, Sunday and holidays are not to be included in calculating the three-day period.
- j. Upon request, submit such vehicle for inspection by the Taxi Authority at the time and place directed.
- k. Immediately notify the Registrar when they have become the subject to a court order, undertaking, charge or conviction.

VEHICLE INSPECTIONS

- 13.
 - a. A vehicle licensed under this by-law may, at any time, be inspected by the Taxi Authority, and/or a licensed mechanic selected by the Taxi Authority to determine that such vehicle complies with the requirements under this by-law. There is no requirement for the Taxi Authority to provide advanced notice of the inspection. The costs of the licensed mechanic shall be paid by the owner.
 - b. If the inspection determines the vehicle does not meet the requirements of this by-law, it may result in the immediate suspension of the license until such requirements are met.

DRIVER'S LICENSES

- 14. Unless they are in possession of a valid driver's license issued pursuant to this by-law, no person shall:
 - a. transport passengers for hire within the town or be on any highway, street, road, lane, alley or other public place in the town in control of a motor vehicle for the purpose of transporting for hire or soliciting within the Town the transportation of passengers for hire.

- b. Wait at any location in the Town, whether in a public place or a private place, in the control of a motor vehicle for the purpose of transporting for hire or soliciting within the Town the transportation of passengers for hire;
 - c. Such license shall be conspicuously displayed in the vehicle and be readily visible to any passengers who may be in the vehicle;
15. Any person in control of a vehicle
- a. Which displays taxi roof signage which is not covered by opaque material
 - b. Which is not transporting a passenger for hire; and
 - c. Which is on any highway, street, road, lane, alley, taxi stand or at any other public place within the town, or who is found waiting with any such motor vehicle at any location within the town

Shall be deemed to be soliciting the transportation of passengers for hire within the town and deemed to be operating the vehicle as a taxi or a limousine for the purposes of this by-law

16. No driver's license shall be granted unless and until:
- a. An application in the form prescribed by the Taxi Authority completed and signed by the applicant;
 - b. The applicant is in possession of and submits to the Registrar for examination and for the purposes of photocopying, a valid, minimum Class 4 motor vehicle operator's license, or equivalent, issued under the provisions of the Motor Vehicle Act of the Province of Nova Scotia;
 - c. A driver's abstract from the Registrar of Motor Vehicles completed within the past 30 days for the applicant is provided.
 - d. A criminal record/vulnerable sector check and a duly executed consent sufficient to obtain verification of same from law enforcement agencies is provided;
 - e. Two professionally taken passport style photographs of the applicant are provided to the Registrar, dated within 30 days of the date of application, which are neither heat sensitive nor subject to fading;
 - f. The applicant pays to the Town the fee for a driver's license as set at the time of the application.
17. A driver's license that has been destroyed, lost or stolen will be replaced upon receipt of sufficient proof of the destruction, loss or theft, and upon payment of a \$10.00 fee.
18. A taxi driver's license shall not be transferrable

ADDITIONAL DRIVER OBLIGATIONS

19. All drivers shall comply with the following:
- a. Maintain a high standard of personal hygiene which will be reflected in a neat, clean and professional appearance and personal cleanliness at all times;
 - b. Shall transport any personal luggage accompanying any passenger, not exceeding 25 kilograms per item, and shall place the luggage in or out of the vehicle for the passenger if requested to do so;
 - c. Must not smoke or permit smoking in the vehicle at any time, whether or not the vehicle is being operated at the time as a vehicle for hire;
 - d. Not use abusive or insulting language;

- e. At all times while in the control of a vehicle, in any public place, conduct themselves in an orderly manner;
- f. Not permit any additional passengers in the vehicle without the consent of the passenger who first engaged them;
- g. Proceed to the destination indicated by his or her passenger by the quickest route; however, they may take another route if directed to do so by the passenger;
- h. A driver may determine whether persons may eat or drink while passengers are in the vehicle, and may also determine where the passengers sit, except that passengers may decline to sit in the front seat;
- i. Immediately notify the Registrar when they have become the subject to a court order, undertaking, charge or conviction.

REFUSE TO GRANT, SUSPENSION AND REVOCATION OF LICENSES

20. The Taxi Authority may suspend or revoke the owner's or driver's license or both, of any license holder or refuse any applicant who:

- a. Contravenes this by-law;
- b. Has been convicted of an offence against vulnerable persons, a sexual offence, illegal sale or possession of drugs, a violent offence or a breach of trust.
- c. Is either charged or convicted pursuant to any municipal by-law or provincial or federal legislation, **or is the subject of such charges outside of Canada**, and in the opinion of the Taxi Authority, because of the charge or conviction it is in the public interest that the person not hold either an owner's license or driver's license.
- d. Has a driving record, criminal or provincial offence record or outstanding criminal charges that in the opinion of the Taxi Authority makes them unfit to possess a license.
- e. Has failed to immediately notify the Licensing Authority that they have become the subject to a court order, undertaking, charge or conviction.
- f. Fails to meet the requirements of this by-law or, being an owner, their vehicle fails to meet the requirements of this bylaw;
- g. Has committed any act or acts that, in the opinion of the Taxi Authority, it is in the public interest that the person not hold either an owner's license or driver's license;
- h. Refuses to respond or cooperate with an investigation conducted by the Taxi Authority;
- i. Where, in the opinion of the Taxi Authority, the license holder may be a danger to passengers or others if they possess a license.

21. In making a determination under (g) of this Section, the Taxi Authority shall consider any credible and relevant information as to whether the applicant:

- a. Suffers from a mental illness or instability;
- b. Abuses drugs or alcohol;
- c. Has a propensity for violence or other objectionable behaviour

that could cause the applicant to be a danger to passengers or others.

22. At any time, a person holding a driver's license under this by-law ceases to hold a valid minimum class 4 motor vehicle operator's license issued under the provisions of the Motor Vehicle Act of the Province of Nova Scotia, or equivalent, the driver's license shall be deemed suspended and shall be surrendered forthwith to the Registrar:

- a. Any person whose driver's license or owner's license is suspended pursuant to this section may apply for reinstatement when:
 - i. The period of suspension has expired; and
 - ii. The minimum class 4 license is renewed or reinstated as the case may be
23. The Taxi Authority shall suspend an owner's license forthwith upon having reasonable and probable grounds to believe that such vehicle is not covered by insurance as required by this by-law, and the suspension shall remain in force until:
- a. The period of suspension has expired; and
 - b. Proof of insurance is provided to the Registrar that the vehicle meets the requirements of this by-law.

FALSE STATEMENTS

24. If an applicant or holder of a license makes a false statement in a statutory declaration made pursuant to this bylaw, **or in a hearing pursuant to this by-law**, the Taxi Authority may:
- a. Refuse to issue the license that is the subject of the application;
 - b. Revoke any other owner's licenses and or any driver's licenses held by the applicant; and
 - c. Direct that the applicant is ineligible to apply for or to be granted a license under this bylaw for a period of up to five (5) years.
25. No license fee is refundable upon suspension, revocation or termination for any reason for any license granted under this bylaw.

NOTICE OF SUSPENSION OR REVOCATION

26. With exception to suspension covered by subsection 4 of Section 18 of this by-law, no license shall be revoked or suspended without giving notice of the suspension to the license holder, and the reasons for the suspension.
27. A verbal notice of a suspension or revocation and the reasons for the suspension or revocation shall be deemed proper notification. A written notice with the reasons for the suspension or revocation shall be made available for the license holder at the Amherst Police Department within seven (7) days of the verbal notice.
28. Notice of suspension may be given as per subsection 2. Above or upon delivery by registered mail to the address of the application on the license application form, a written notice. In the case of a driver, the notice may also be delivered to the owner, by registered mail to the address of the applicant on the owner's license application form.

APPEALS

29. A refusal to issue or renew or a revocation or suspension of the license by the Taxi Authority may be appealed to Council.

30. No appeal shall be taken from any decision of the Taxi Authority except upon written notice of appeal being delivered to the CAO within 15 days from the date of the notice of the suspension.
31. Council shall hear the appellant in accordance with the rules of natural justice and may:
 - a. Confirm or vary the decision of the Taxi Authority;
 - b. Order that the license be revoked and surrendered; or
 - c. Order that a license be granted or reinstated.
32. In exercising its discretion in an appeal, Council shall consider:
 - a. The nature and severity of the violation of this by-law or nature and severity of the disqualification of the appellant that led to the Taxi Authority's decision;
 - b. The protection of the public;
 - c. The circumstances of the appellant, including whether the appellant suffers from mental illness or mental instability, abuses drugs or alcohol, or has a propensity for violence or other objectionable behaviour that could cause the applicant to be a danger to passengers or others;
 - d. The likelihood of a recurrence of a violation of this by-law;
 - e. All other circumstances that Council determines are relevant.

OFFENCES AND PENALTIES

33. Any person who violates or fails to comply with any provisions of this by-law shall be guilty of an offence and shall be liable on conviction to a minimum fine of one hundred dollars (\$100.00) but of not more than five thousand dollars (\$5,000.00).

REPEAL

34. All previous Town of Amherst Taxi Bylaws and amendments thereto now in force are hereby repealed.



Town of Amherst Taxi By-Law
 Inspection Checklist 2023/2024 Licensing Year

Taxi Company: _____ **Owner:** _____
NS Plate: _____ **AM# Assigned:** _____
Make/Model: _____ **Colour:** _____
VIN#: _____ **Year:** _____

VEHICLE TYPE

- SEDAN STATION WAGON MINIVAN
 COMPACT LIMO VAN
 OTHER (SPECIFY): _____

INSPECTION CHECKLIST

CATEGORY	YES	NO	PASS	COMMENTS
Valid Insurance as per by-law				Policy # Expiry date:
Valid MV Inspection				MVI #
Valid Registration				Expiry Date:
All body panels – matching in colour				
Body Condition - note issues				
Tires				
Headlamps				
Signal lights				
Brake lights				
Reverse Lights				
Interior dome light working				
Roof light/sign attached and working				
AM number clearly visible				
Company logo clearly visible				
Windshield wipers				
Windshield condition				
Windows in working order				
Horn working				
Exhaust				
Suspension				
Seatbelts				
Interior – clean				
Upholstery – clean and undamaged				
Doors/trunk/hood working				
No smoking sign visible				
hubcaps				
Other:				
Other:				
Other:				

Inspection Date: _____ **Inspection time:** _____
Inspected by: _____ **Company Rep:** _____
 Vehicle Approved: Yes No
 Reinspection to be conducted. Re-inspection date: _____

Distribution: original to file, copy to Company Rep. copy to Company Owner



Owner's License

issued under the Town of Amherst Taxi By-Law

TAXI LICENSE No:

Owner:

Company Name:

Address:

Vehicle Make:

Vehicle Model:

Year:

This vehicle is licensed to operate as a Taxi within the Town of Amherst in accordance with the Town of Amherst Taxi By-Law for the period ending

Authorized by: _____

Dwayne Pike, Chief of Police
Amherst Police Department



TOWN OF AMHERST

Taxi License

Surname : (last name)

Given 1 : (First name)

Company: (Taxi company name)

Photo

Issue date:

Expiry date:

**BYLAW RESPECTING THE REGULATION OF THE
TRANSPORTING OF PASSENGERS FOR HIRE
CONSOLIDATION**

Be it enacted by the Council of the Town of Amherst, under the authority of Section 305 of Chapter 293 of the Revised Statutes of Nova Scotia, 1967, as amended, the Motor Vehicle Act, as follows:

SHORT TITLE

1. This bylaw shall be known as the Town of Amherst Taxi Bylaw

DEFINITIONS

2. In this bylaw, unless the context of it requires:
 1. **CAO** means the Chief Administrative Officer of the Town of Amherst
 2. **Limousine** means:
 - a. A full sized luxury class four or more door sedan motor vehicle having a standard seating capacity for at least five passengers excluding the driver which is used for hire for the conveyance of passengers;
 - b. Which has carpeted floors;
 - c. Which is not equipped with taxi roof signage;
 - d. Which is furnished with a minimum of four of the following features:
 1. Glass partition separating the front of the rear seats;
 2. Top quality interior appointments, being either leather or plush upholstery
 3. Power windows
 4. One-way tinted glass
 5. Television
 6. Stereo system
 7. Cellular telephone
 8. Air conditioning; and
 - e. Which is one of the following makes:
 1. Cadillac
 2. Lincoln
 3. Rolls Royce
 4. Jaguar

5. Mercedes-Benz
 6. Bentley
 7. Royal Princess
 8. Any other vehicle approved by the Taxi Authority upon application by a prospective license as being of comparable limousine quality to the makes referred above.
- f. But excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act.
3. **Limousine Driver** means the driver of a limousine as defined by the bylaw.
 4. **Owner** means a person who holds the legal title of a vehicle or in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the condition stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or in the event a mortgagor of a vehicle is entitled to possession, then the conditional vendee or lessee, or mortgagor shall be deemed the owner for the purpose of this bylaw.
 5. **Person** means a natural person or a body corporate and includes a partnership.
 6. **Registrar** means the Taxi Bylaw Registration Officer as appointed by the CAO.
 7. **Taxi Authority** means the Chief of Police of the Town of Amherst and includes any person designated by the Chief of Police as deputy or assistant or temporary Taxi Authority.
 8. **Taxi** means a vehicle used or intended to be used to carry passengers for hire other than a limousine, but excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act.
 9. **Vehicle** has the meaning given to it under the Motor Vehicle Act and includes a Taxi or Limousine as defined under this bylaw.

CONTROL

3. Pursuant to the provisions of Section 305(1) of the Motor Vehicle Act, the Council shall have a general control, supervision and direction over all aspects of licensing and regulation pursuant to this bylaw and over any inspector or any other officer acting or carrying out the overall duties of this bylaw.

DUTIES OF TAXI AUTHORITY

4.

1. Subject to the provisions of the Motor Vehicle Act and to the provisions of Section 3 hereof and to any specific direction from time to time given or issued by the Council, the Taxi Authority shall have supervision over persons licensed under this bylaw and over vehicles to which the same applies and the following shall constitute his/her duties under this bylaw:

The Taxi Authority shall:

- a. Report to Council respecting the performance of his/her duties under this bylaw whenever required to by Council;
- b. Make all necessary inquiries concerning applications for the licenses or transfers thereof, as may be required to secure a due observation of the law and of this bylaw;
- c. Examine or cause to be examined every vehicle for which a license is requested under this bylaw;
- d. Carry out periodic inspections, without notice, of vehicles licenced under this bylaw;
- e. Issue, refuse to issue, or suspend, revoke, cancel licenses in accordance with the requirements of this bylaw;
- f. Advise the Registrar of the approval of applications for all licenses issued pursuant to this bylaw;
- g. Advise the Registrar when an application has been denied, and when a license has been revoked, suspended or cancelled;
- h. Ascertain by inspection, inquiry and investigation from time to time, and as often as may be required, whether persons holding licenses under this bylaw continue to comply with the provisions of this bylaw;
- i. Upon completion of an investigation to decide whether or not to proceed with prosecution;
- j. Take any other lawful steps in regards to the licensing and regulations of taxis as may be consistent with this bylaw.

2. Any act, authorized or directed by this bylaw to be done by the Taxi Authority may, in their absence or as circumstances require be performed by such other officer or any official as may be designated by the Council or the CAO. The power and authority of the officer or official so designated shall be the same as that of the Taxi Authority in the particular case except where prohibited by statutory conditions to the contrary.

DUTIES OF REGISTRAR

5. Subject to the provisions of the Motor Vehicle Act and to the provisions of Section 3 hereof and to any specific direction from time to time given or issued by the Council, the following shall constitute the duties of the Registrar under this bylaw.

The Registrar shall:

1. Maintain a register of all licenses issued, suspended, revoked, cancelled and of all applications refused under the authority of this bylaw. Such registrar shall contain the name or names of the applicants, the date of the license, and shall keep such other books and records as the Council may from time to time order.
2. Provide and receive all applications for licenses issued pursuant to this bylaw on behalf of the Taxi Authority.
3. Review insurance policies and confirm they meet all requirements.
4. Advise the Taxi Authority of any information that may require a suspension or cancellation of a license.
5. Shall cause to be made out, and to issue the license to the applicant, the fee as required under this bylaw first having been paid.
6. Keep a register of all payments made in relation to applications for all licenses pursuant to this bylaw.
7. Make available to every person receiving a license under this bylaw a copy of the bylaw and advising every such person of the availability of the bylaw.

TYPES OF LICENSES

6. Upon receiving notification from the Taxi Authority of an approved application the Registrar may issue the following licenses:
 1. Owner's License
 2. Driver's License

PERIOD OF LICENSE

7.

1. Every license issued under this bylaw shall relate to the period from the 1st of April of each year to the 31st of March of the succeeding year.
2. No license fee is refundable.

OWNER'S LICENSE

8.

1. No vehicle shall be used for the transport of passengers for hire within the town unless and until the owner of such vehicle has first obtained a license. The license to be granted an owner of a vehicle to be used to transport passengers for hire shall be in the form as set out in Schedule "A" to this bylaw and shall be posted in the vehicle for which it has been issued.
 2. The owner's license fee shall be paid for any part of the registration period as defined in Section 7 "Period of License." This section does not apply to common carriers licensed by the Province of Nova Scotia.
 3. Every application for a license to use a vehicle for the transport of passengers for hire shall make application to the Registrar in the form prescribed from time to time by the Taxi Authority. A copy of the prescribed form is attached as Schedule "A".
 4. An owner's license that has been destroyed, lost or stolen will be replaced upon receipt of sufficient proof of the destruction, loss or theft, and upon payment of the required fee.
 5. A license granted to an owner of a vehicle to be used to transport passengers for hire shall also be a license to transport parcels, packages, or other articles of whatsoever nature.
9. No taxi or limousine owner's license shall be granted for any vehicle unless and until:
1. The completed form of application shall be submitted to the Registrar. It shall be signed by the applicant and include information as follows:
 - a. The full name and address of the applicant;
 - b. Where the vehicle is owned by a corporation particulars of the registration of the corporation, names of the corporate officers of the corporation, and the head office of the said corporation;
 - c. Where the vehicle is owned by a partnership or is operating under a business name the full particulars under the Partnership and Business Name Registration Act, the names of the partners and their addresses, a copy of the

Certificate of Registration under the Partnership and business Name Registration Act;

- d. Names and addresses of all employees and their positions held in the business;
 - e. The business name under which the taxi or limousine will be operated on the street and postal and civic address of the place of business from which the taxi or limousine will be operated;
 - f. The motor vehicle registration number, motor vehicle license plate number, make, model, colour, year and serial number of the vehicle;
 - g. A criminal record/vulnerable sector check of each person whose name and address is required to be provided pursuant to paragraphs a, b and c of this subsection, and duly executed consents sufficient to obtain verification of same from law enforcement agencies.
2. Payment is made to the Town of the annual fee for such license as stipulated in Schedule “E” to this bylaw.
 3. Proof of insurance that the vehicle carries on it an automobile insurance policy providing public liability insurance, passenger hazard insurance, and property coverage, in the minimum amount of \$1,000,000.00 without any limit or any particular claim up to the herein mentioned amount, regardless of the number of persons involved or the nature of the damage. For the purposes of this section, proof of insurance is a copy of the current policy for the vehicle.
 4. The applicant has provided permission for the insurance company to provide details on the insurance policy to the Taxi Authority or Registrar when requested.
 5. The applicant must also have directed the insurance company issuing the insurance policy required by this section to immediately advise the Registrar of any changes to the coverage and terms of the insurance policy during the term of the license and to notify the Registrar when the insurance policy is no longer in effect. Initial notification may be provided verbally, however a written notification confirming any changes must be provided to the Registrar. A notification by email will be accepted as a written notification.

VEHICLE REQUIREMENTS

10. In addition to the requirements of Section 9 of this bylaw, each applicant, in order to receive an owner’s license, must establish that the vehicle meets the following requirements:
 1. Has been properly registered under the provisions of the Motor Vehicle Act as a vehicle for operation within the Province of Nova Scotia;

2. Shall have been inspected by the Taxi Authority;
3. Bears a valid Province of Nova Scotia motor vehicle safety sticker issued within 30 days of the application being filed with the Registrar;
4. In the case of a taxi, meets the following requirements:
 - a. Is a four door sedan, hard top or station wagon, SUV or mini van with four or more doors (such doors to be on the sides of the vehicle) with a design capacity of seven (7) passengers or less, excluding the driver;
 - b. Has a height from the top of the floor to the underneath side of the roof of at least 114 cm;
 - c. Has a width from the inside of one door post to the inside of the door post on the opposite side of at least 137 cm;
 - d. Has a length from the dashboard, excluding extremities, to the front of the back seat of at least 160 cm;
 - e. Is equipped with a sign affixed upon the roof of such taxi capable of being illuminated electrically, and such sign shall conform to the layout and design specified from time to time by the Traffic Authority:
 1. Shall bear the business name of the taxi company under which the taxi is being operated on the front and back, and the owner's license number on each side, and such lettering shall not be less than 5 cm in height;
 2. Shall be removed from the roof or covered by opaque material when the vehicle is not in service as a taxi.
 - f. In addition to the roof sign requirements the Taxi may also be identified with a sign affixed to the driver's door and the passenger's door, and such sign:
 1. Shall be painted or attached to the door of driver and opposite passenger door;
 2. Shall be in legible print with each letter or number not less than 5 cm in height;
 3. Shall bear the business name of the taxi company under which the taxi is being operated;

5. In the case of a limousine, meets the requirements in the definition for a limousine contained in section 2 of this bylaw.
6. In the case of a taxi and a limousine, shall meet the following requirements:
 - a. The body of the vehicle shall not be damaged and shall be clean and in good repair. Paint shall be maintained in good condition and shall match.
 - b. The interior shall be clean and sanitary and shall not contain any refuse.
 - c. The upholstery shall be clean, free of holes, cuts and tears and shall not show excessive wear.
 - d. The side windows in a vehicle which are intended to open and close shall be in good repair and working order.
 - e. No portion of the exterior shall be bent or broken and no such portion shall protrude in such a way as to be a hazard to persons or vehicles.
 - f. No fender, grill hubcaps or bumpers on a taxi shall be removed or missing.
 - g. Every door and trunk lid shall close securely.
 - h. All door handles and catches on a taxi shall be in good working order.
 - i. Every seat shall be equipped with a seat belt, shall be securely mounted and shall maintain its position and its adjustments.
 - j. Shall have an interior dome light which shall be in good working order and shall operate when any of the doors are opened.

ADDITIONAL OWNER'S OBLIGATIONS

11. All owners shall comply with the following:
 1. Shall not permit any person to operate the vehicle to which the license relates as a vehicle for hire unless the person is in possession of both a valid provincially issued Nova Scotia minimum Class 4 license, or equivalent, to operate a passenger vehicle and a valid driver's license in accordance with this bylaw.
 2. Not permit smoking in the vehicle at any time, whether or not the vehicle is being operated at the time as a vehicle for hire.
 3. Neither the owner nor the driver of a licensed vehicle may represent that it is a non-smoking vehicle or a smoke free vehicle if it has been smoked in while owned by the current owner.

4. Notify the Registrar in writing not less than one week in advance of any change in the business name under which the vehicle is operated.
5. Notify the Registrar forthwith of any change in the Provincial Registration of the vehicle.
6. File with the Registrar, in writing, the names and addresses and telephone numbers of every driver who operates the owner's licensed vehicle or vehicles and shall notify the Registrar in writing within 72 hours of any new appointments and any dismissals, or other changes in employment of such drivers.
7. Not operate or permit the operation of a vehicle when the conditions described in subsections 1, 3, 4 and 6 of Section 10 are no longer met or the insurance policy of the vehicle no longer complies with the requirements of subsection 3 of Section 9.
8. Immediately advise the Registrar of any change in the insurance policy and shall provide the Registrar with a copy of the updated policy forthwith.
9. At least three days before making the change, the owner must notify the Registrar of any change in:
 - a. The business name under which the licensed vehicle is operated;
 - b. The business address from which the licensed vehicle is operated; or
 - c. The owner's residential address.

Saturday, Sunday and holidays are not to be included in calculating the three-day period.

10. Upon request, submit such vehicle for inspection by the Taxi Authority at the time and place directed.
11. Immediately notify the Registrar when they have become the subject to a court order, undertaking, charge or conviction.

VEHICLE INSPECTIONS

12.
 1. A vehicle licensed under this bylaw may, at any time, be inspected by the Taxi Authority, and/or a licensed mechanic selected by the Taxi Authority to determine that such vehicle complies with the requirements under this bylaw. There is no requirement for the Taxi Authority to provide advanced notice of the inspection. The costs of the licensed mechanic shall be paid by the owner.
 2. If the inspection determines the vehicle does not meet the requirements of this bylaw, it may result in the immediate suspension of the license until such requirements are met.

DRIVER'S LICENSE

13. No person shall transport passengers for hire within the town or be on any highway, street, road, lane, alley or other public place in the town in control of a motor vehicle for the purpose of transporting for hire or soliciting within the Town the transportation of passengers for hire unless they are in possession of a valid driver's license issued pursuant to this bylaw. Such license shall be conspicuously displayed in the vehicle and be readily visible to any passengers who may be in the vehicle.
14. No driver's license shall be granted unless and until:
 1. An application in the form prescribed by the Taxi Authority completed and signed by the applicant;
 2. The applicant is in possession of and submits to the Registrar for examination and for the purposes of photocopying, a valid, minimum Class 4 motor vehicle operator's license , or equivalent, issued under the provisions of the Motor Vehicle Act of the Province of Nova Scotia;
 3. A drivers abstract from the Registrar of Motor Vehicles completed within the past 30 days for the applicant is provided.
 4. A criminal record/vulnerable sector check and a duly executed consent sufficient to obtain verification of same from law enforcement agencies is provided;
 5. Two professionally taken passport style photographs of the applicant are provided to the Registrar, dated within 30 days of the date of application, which are neither heat sensitive nor subject to fading;
 6. The applicant pays to the Town the fee for a driver's license as set at the time of the application.
15. A driver's license that has been destroyed, lost or stolen will be replaced upon receipt of sufficient proof of the destruction, loss or theft, and upon payment of a \$10.00 fee.
16. A taxi driver's license shall not be transferrable

ADDITIONAL DRIVER OBLIGATIONS

17. All drivers shall comply with the following:
 1. Maintain a high standard of personal hygiene which will be reflected in a neat, clean and professional appearance and personal cleanliness at all times;
 2. Shall transport any personal luggage accompanying any passenger, not exceeding 25 kilograms per item, and shall place the luggage in or out of the vehicle for the passenger if requested to do so;

3. Must not smoke or permit smoking in the vehicle at any time, whether or not the vehicle is being operated at the time as a vehicle for hire;
4. Not use abusive or insulting language;
5. At all times while in the control of a vehicle, in any public place, conduct themselves in an orderly manner;
6. Not permit any additional passengers in the vehicle without the consent of the passenger who first engaged them;
7. Proceed to the destination indicated by his or her passenger by the quickest route; however, they may take another route if directed to do so by the passenger;
8. A driver may determine whether persons may eat or drink while passengers are in the vehicle, and may also determine where the passengers sit, except that passengers may decline to sit in the front seat;
9. Immediately notify the Registrar when they have become the subject to a court order, undertaking, charge or conviction.

REFUSE TO GRANT, SUSPENSION AND REVOCATION OF LICENSES

18.

1. The Taxi Authority may suspend or revoke the owner's or driver's license or both, of any license holder or refuse any applicant who:
 - a. Contravenes this bylaw;
 - b. Has been convicted of an offence against vulnerable persons, a sexual offence, illegal sale or possession of drugs, a violent offence or a breach of trust.
 - c. Is either charged or convicted pursuant to any municipal bylaw or provincial or federal legislation and in the opinion of the Taxi Authority, because of the charge or conviction it is in the public interest that the person not hold either an owner's license or driver's license.
 - d. Has a driving record, criminal or provincial offence record or outstanding criminal charges that in the opinion of the Taxi Authority makes them unfit to possess a license.
 - e. Has failed to immediately notify the Licensing Authority that they have become the subject to a court order, undertaking, charge or conviction.

- f. Fails to meet the requirements of this bylaw or, being an owner, their vehicle fails to meet the requirements of this bylaw;
 - g. Has committed any act or acts that, in the opinion of the Taxi Authority, it is in the public interest that the person not hold either an owner's license or driver's license;
 - h. Refuses to respond or cooperate with an investigation conducted by the Taxi Authority;
 - i. Where, in the opinion of the Taxi Authority, the license holder may be a danger to passengers or others if they possess a license.
2. In making a determination under subsection 1. g of this Section, the Taxi Authority shall consider any credible and relevant information as to whether the applicant:
- a. Suffers from a mental illness or instability;
 - b. Abuses drugs or alcohol;
 - c. Has a propensity for violence or other objectionable behaviour
- that could cause the applicant to be a danger to passengers or others.
3. At any time, a person holding a driver's license under this bylaw ceases to hold a valid minimum class 4 motor vehicle operator's license issued under the provisions of the Motor Vehicle Act of the Province of Nova Scotia, or equivalent, the driver's license shall be deemed suspended and shall be surrendered forthwith to the Registrar:
- a. Any person whose driver's license or owner's license is suspended pursuant to this section may apply for reinstatement when:
 - 1. The period of suspension has expired; and
 - 2. The minimum class 4 license is renewed or reinstated as the case may be.
4. The Taxi Authority shall suspend an owner's license forthwith upon having reasonable and probable grounds to believe that such vehicle is not covered by insurance as required by this bylaw, and the suspension shall remain in force until:
- a. The period of suspension has expired; and

- b. Proof of insurance is provided to the Registrar that the vehicle meets the requirements of this bylaw.

FALSE STATEMENTS

19. If an applicant or holder of a license makes a false statement in a statutory declaration made pursuant to this bylaw, the Taxi Authority may:
 1. Refuse to issue the license that is the subject of the application;
 2. Revoke any other owner's licenses and or any driver's licenses held by the applicant; and
 3. Direct that the applicant is ineligible to apply for or to be granted a license under this bylaw for a period of up to five (5) years.
20. No license fee is refundable upon suspension, revocation or termination for any reason for any license granted under this bylaw.

NOTICE OF SUSPENSION OR REVOCATION

21.
 1. With exception to suspension covered by subsection 4 of Section 18 of this bylaw, no license shall be revoked or suspended without giving notice of the suspension to the license holder, and the reasons for the suspension.
 2. A verbal notice of a suspension or revocation and the reasons for the suspension or revocation shall be deemed proper notification. A written notice with the reasons for the suspension or revocation shall be made available for the license holder at the Amherst Police Department within seven (7) days of the verbal notice.
 3. Notice of suspension may be given as per subsection 2. Above or upon delivery by registered mail to the address of the application on the license application form, a written notice. In the case of a driver, the notice may also be delivered to the owner, by registered mail to the address of the applicant on the owner's license application form.

APPEALS

22.
 1. A refusal to issue or renew or a revocation or suspension of the license by the Taxi Authority may be appealed to Council.
 2. Despite subsection 1 of this Section, where the Taxi Authority's refusal to issue or renew or to suspend or revoke a license is based on the applicant having a disqualifying conviction, except as to the existence of a disqualifying conviction, the Taxi Authority's decision is final and is not subject to appeal.

3. No appeal shall be taken from any decision of the Taxi Authority except upon written notice of appeal being delivered to the CAO within 15 days from the date of the notice of the suspension.
4. Council shall hear the appellant in accordance with the rules of natural justice and may:
 - a. Confirm or vary the decision of the Taxi Authority;
 - b. Order that the license be revoked and surrendered; or
 - c. Order that a license be granted or reinstated.

23. In exercising its discretion in an appeal, Council shall consider:

1. The nature and severity of the violation of this bylaw or nature and severity of the disqualification of the appellant that led to the Taxi Authority's decision;
2. The protection of the public;
3. The circumstances of the appellant, including whether the appellant suffers from mental illness or mental instability, abuses drugs or alcohol, or has a propensity for violence or other objectionable behaviour that could cause the applicant to be a danger to passengers or others;
4. The likelihood of a recurrence of a violation of this bylaw;
5. All other circumstances that Council determines are relevant.

OFFENCES AND PENALTIES

24. Any person who violates or fails to comply with any provisions of this bylaw shall be guilty of an offence and shall be liable on conviction to a minimum fine of one hundred dollars (\$100.00) but of not more than five thousand dollars (\$5,000.00) and in wilful default of payment, shall be liable to imprisonment for a term of not exceeding 6 months.

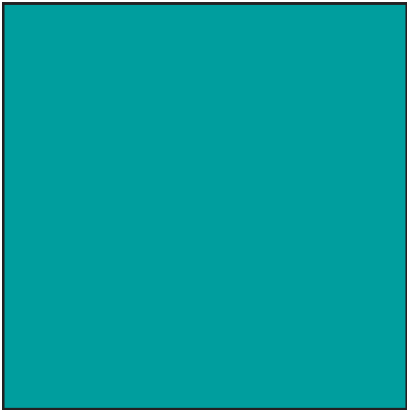
REPEAL

25. All previous Town of Amherst Taxi Bylaws and amendments thereto now in force are hereby repealed.

<p style="text-align: center;">TOWN OF AMHERST</p> <p style="text-align: center;">TAXI LICENSE # AM:</p> <p style="text-align: center;">NAME:</p> <p style="text-align: center;">ADDRESS:</p> <p style="text-align: center;">The owner of motor vehicle</p> <p style="text-align: center;">N.S. License #</p> <p style="text-align: center;">is licensed to operate the said vehicle as a taxi</p>

TOWN OF AMHERST

TAXI DRIVER LICENSE



(Photo)

NAME

TOWN OF AMHERST
APPLICATION - TAXI OWNER'S LICENSE

To the Taxi Authority, Amherst, Nova Scotia

I hereby make application for an Owner's License in the Town of Amherst pursuant to the regulations and requirements as set out in the Town of Amherst Taxi By-Law.

My full name is*
My address is
My telephone number is
Name Operating Under
Address of Operations

INSURANCE PARTICULARS **

Insurance Company
Policy No. Agent
.Date of Policy Amount of Coverage

AUTOMOBILE PARTICULARS

Make Model
Year N.S. Plate Number
N.S. License No. Serial No.
Color M.V.I. Date ***

I further undertake to provide said vehicle(s) for purposes of inspection and enclose the appropriate application and license fee.

Signature of Applicant _____ Date

Received by Registrar _____ Date

.....

- If incorporated or under business name, please supply particulars of officers or partners
- ** Attach copy of insurance policy

TOWN OF AMHERST
APPLICATION - TAXI DRIVER'S LICENSE

To the Taxi Authority, Amherst, Nova Scotia

I hereby make application for a Driver's License in the Town of Amherst pursuant to the regulations and requirements as set out in the Town of Amherst Taxi By-Law.

My full name is

My address is

My telephone number is

My employer is

Address of Employer

I hold a valid, unexpired minimum Class 4 Drivers License issued by the Province of Nova Scotia bearing License Master Number*

I enclose \$20 for application and license fee together with two personal photographs**

.....
Date

.....
Signature of Applicant

.....
Date

.....
Signature of Owner

.....
Received by Registrar _____(Date)

* Attach copy of Minimum Class 4 License

** Photographs should measure 2 inches by 2 inches and have been taken within one month of the application

FEEES FOR LICENSES

1. OWNER'S LICENSE	\$25.00
2. OWNER'S LICENSE TRANSFER	\$10.00
3. DRIVER'S LICENSE	\$20.00
4. REPLACEMENT LICENSE	\$10.00

CONSOLIDATION NOTES

C-9 Approved by Council November 25, 2013.

C-9-1 Approved by Council December 22, 2014

The bylaw was amended to provide the Taxi Authority the ability to use discretion in decisions related to refusal, suspension or revocation of licenses, to accept drivers licenses issued by another province, to require license applicants to provide a driver's abstract, and to increase the license fee from \$5 to \$10. Overall, the proposed changes will enhance the safety of the users of the taxi and limousine services and will enhance the ability of the Taxi Authority to oversee and enforce the bylaw in an effective manner.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Director of Planning & Strategic Initiatives

DATE: April 17, 2023

RE: **Strategic Priorities Update**

On Tuesday, April 11th at an in-camera COW meeting, the draft Strategic Priorities for 2023 were presented for Council's review and feedback. The discussion on the priorities is scheduled to continue on Tuesday, April 18th, with a view to having the priorities formally adopted at the April regular Council meeting.



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Jan-23				
	03400-01	SIGNING AUTHORITY POLICY (210-12)	FINANCE	updated january council
	03400-02	BANKING (211-2)	FINANCE	updated january council
	C 02	DISCHARGE OF FIREARMS BYLAW	POLICE	Reviewed at January COW - No changes
	D 01	SNOW REMOVAL BYLAW	OPERATIONS	Reviewed at January COW - No changes
Feb-23				
	03800-05	COVID-19 PROPERTY TAX FINANCING PROGRAM POLICY	FINANCE	repealed Feb 2023
	10350-23	DOWNTOWN BUSINESS ADVISORY COMMITTEE	PLANNING	repealed feb 2023
	10350-22	COMMUNITY ARTS COUNCIL COMMITTEE	COMMUNITY LIVING	repealed Feb 2023
	72000-08	COMMUNITY SUPPORT GRANTS	COMMUNITY LIVING	updated Feb 2023
Mar-23				
	D 02	LOCAL IMPROVEMENT BYLAW	OPERATIONS	Former repealed, new version given first reading March 2023
	D 03	WASTEWATER DISCHARGE BYLAW CONSOLIDATION	OPERATIONS	First reading given March 2023
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	reviewed, no change recommended March COW 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	First reading given March 2023
	04000-05	OVERTIME - NON-UNION EMPLOYEES (211-21)	CUSTOMER SERVICE/HR	updated March 2023
	10350-14	REQUESTS FOR FLAG RAISINGS & PROCLAMATIONS (210-24)	CLERK / COMMUNICATIONS	updated March 2023
	10350-24	PROCEEDINGS OF COUNCIL	CLERK / COMMUNICATIONS	referred to April 2023
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	updated March 2023
	03700-01	PROCUREMENT POLICY	CLERK/ COMMUNICATIONS	updated March 2023
	3000-10	Inventory Control of Non-Capital Equipment Policy - NEW		approved March 2023
	66000-01	PLANNING ADVISORY COMMITTEE (210-23)	PLANNING	updated March 2023
	04530-01	SALARY ADMINISTRATION (211-27)	CUSTOMER SERVICE/HR	updated March 2023
Apr-23				
	C 09	C TAXI BYLAW	POLICE	
	01130-01	TOWN CREST (210)02)	CLERK	
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	
	03800-02	TAX REDUCTION POLICY (110-02)	CUSTOMER SERVICE/HR	updated to Customer Service/HR from Finance. Policy was included in the Operating Budget presentation, no changes recommended.
	03800-04	TAX EXEMPTION POLICY	CUSTOMER SERVICE/HR	updated to Customer Service/HR from Finance
	D 21	MAINTENANCE OF GRASS	OPERATIONS	
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	Deferred until May
	03470-03	USER FEES	FINANCE	updated to Finance from Customer Service/HR
	10350-24	Proceedings of Council Policy	Clerk	
		Council Committees Policy	Clerk	
May-23				



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
	C08	REGIONAL EMERGENCY MANAGEMENT BYLAW	FIRE	
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	updated to Finance from Customer Service/HR
	03800-01	TAX COLLECTION POLICY (110-01)	CUSTOMER SERVICE/HR	
Jun-23				
	04000-03	STAFF TRAINING (211-06)	CUSTOMER SERVICE/HR	
	04000-04	INQUIRIES REGARDING EMPLOYEES (211-16)	CUSTOMER SERVICE/HR	
	P 04	MINIMUM STANDARDS FOR RESIDENTIAL OCCUPANCIES	PLANNING	
	31600-01	CULVERT POLICY (230-02)	OPERATIONS	
	31600-08	STREET BREAKING POLICY (230-10)	OPERATIONS	
	01000-01	MEDIA POLICY (210-19)	COMMUNICATIONS	
Sep-23				
	04500-02	VIOLENCE IN THE WORKPLACE POLICY	FIRE	
	66000-02	POLICY FOR MPS, LUB, SUBDIVISION BYLAW AND DA AGREEMENT ADOPTION AND ADMENDMENT	PLANNING	
	C 04	COMPANION ANIMAL BYLAW	POLICE	
Oct-23				
	P 06	TRANSIENT AUTOMOBILE VENDORS	PLANNING	
	04000-07	HIRING POLICY (211-23)	CUSTOMER SERVICE/HR	
	01700-01	REPORTING ACCIDENTS (211-03)	FIRE	
	31800-01	SOLID WASTE SPECIAL CONDITIONS	OPERATIONS	
	03000-05	AUDIT COMMITTEE TERMS OF REFERNCE POLICY	FINANCE	delay to fall 2023
Nov-23				
	P 05	VACANT BUILDING BY LAW	PLANNING	
	04500-01	Safety Policy (211-25)	FIRE	
Dec-23				
	66000-04	PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM POLICY	PLANNING	
	31600-09	PAVING NEW RESIDENTIAL SUBDIVISION STREETS (230-11)	OPERATIONS	
	04500-06	SUBSTANCE USE POLICY	CUSTOMER SERVICE/HR	
Jan-24				
	10350-30	ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	10350-31	INCLUSION, DIVERSITY AND EQUITY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
Feb-24	64000-03	TREE ADVISORY COMMITTEE	OPERATIONS	
	10350-08	APPOINTMENTS OF CITIZENS TO BOARDS (210-11)	CLERK / COMMUNICATIONS	
	31600-18	SIDEWALK / CURB CONSTRUCTION POLICY	OPERATIONS	
	03000-08	HOSPITALITY EXPENSE POLICY	FINANCE	
Mar-24	64000-01	TREE PLANTING ON TOWN OWNED LANDS (270-02)	OPERATIONS	
	10350-29	POVERTY ADVISORY COMMITTEE TERMS OF REFERENCE POLICY	COMMUNITY LIVING	
	31600-10	STREET INSPECTION AND MAINTENANCE (230-13)	OPERATIONS	
	31600-11	SIDEWALK INSPECTION AND MAINTENANCE (230-14)	OPERATIONS	
Apr-24	72300-09	ICE ALLOCATION POLICY	OPERATIONS	
	31700-04	NORTH TYNDAL LAND ACQUISTION (241-06)	PLANNING	
	02000-01	USE OF FACILITIES - DOMINION PUBLIC BUILDING	CLERK / COMMUNICATIONS	
	10350-21	AMHERST YOUTH TOWN COUNCIL	COMMUNITY LIVING	
May-24	C 12	SMOKE FREE RECREATIONAL PLACES BYLAW	OPERATIONS	
	72300-10	ICE HELMET POLICY	OPERATIONS	
	03000-04	ROUNDING OF CASH TRANSACTIONS	CUSTOMER SERVICE/HR	
	04500-03	SCENT REDUCTION POLICY	CUSTOMER SERVICE/HR	
Jun-24	66000-03	POLICY FOR PUBLIC PARTICIPATION AND NOTIFICATION	PLANNING	
	C 03	LOITERING BYLAW	POLICE	
	02000-03	NAMING PUBLIC LANDS AND TOWN OWNED FACILITIES	CLERK / COMMUNICATIONS	
Sep-24	D 22	ENCROACHMENT ON PUBLIC STREETS	OPERATIONS	
	04530-02	EMPLOYEE COMPUTER PURCHASED POLICY (211-29)	CUSTOMER SERVICE/HR	
Oct 2024 -NONE				
Nov-24		new council orientation		



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
Dec-24	04000-09	EMPLOYEE/FAMILY ASSISTANCE (211-30)	CUSTOMER SERVICE/HR	
	31600-12	SEWER INSTALLATION (240-02)	OPERATIONS	
	31600-24	STREET RATING SYSTEM	OPERATIONS	
Jan-25	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK / COMMUNICATIONS	
	04000-01	RECOGNITION OF EMPLOYEES (210-15)	CUSTOMER SERVICE/HR	
	04000-02	SUGGESTION AWARDS (211-16)	CUSTOMER SERVICE/HR	
	10350-01	RECOGNITION OF SERVICE OF BOARDS (210-01)	CLERK / COMMUNICATIONS	
Feb-25	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	
	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	CUSTOMER SERVICE/HR	
	D 06	BUILDING BY LAW	PLANNING	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK / COMMUNICATIONS	
Mar-25	31600-15	SANITARY SEWER SERVICE TO COUNTY RESIDENTS (240-05)	OPERATIONS	
	31600-16	BUILDING SERVICE CONNECTIONS (240-06)	OPERATIONS	
	03000-03`	FUND RAISING	FINANCE	
	10350-10	RECOGNITION OF RETIRING MEMBERS OF COUNCIL (210-14)	CLERK / COMMUNICATIONS	
Apr-25	72300-08	SIGN RENTAL - STADIUM (273-07)	OPERATIONS	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	CLERK / COMMUNICATIONS	
	64000-02	GRASS MAINTENANCE POLICY (NEW)	OPERATIONS	
May-25	72300-04	DISCIPLINARY ACTION - RECREATION FACILITIES (271-06)	OPERATIONS	
	68300-02	NEW FIRE STATION, ALBION STREET (221-02)	FIRE	
	10350-20	CODE OF CONDUCT OF ELECTED MUNICIPAL OFFICIALS	CLERK / COMMUNICATIONS	
	04000-12	PERSONNEL POLICY & CODE OF ETHICS	CUSTOMER SERVICE/HR	
Jun-25				



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	CLERK / COMMUNICATIONS	
	04500-04	SMOKE FREE WORKPLACE POLICY	CUSTOMER SERVICE/HR	
	10350-25	ANNUAL PERFORMANCE REVIEW - CAO	CUSTOMER SERVICE/HR	
Sep-25				
	10350-16	OFFICE OF THE DEPUTY MAYOR (210-26)	CLERK / COMMUNICATIONS	
	66150-01	DANGEROUS OR UNSIGHTLY PREMISES POLICY (210-21)	PLANNING	
	04000-14	PERSONAL LEAVE OF ABSENCE POLICY	CUSTOMER SERVICE/HR	
Oct-25				
	31600-17	SURPLUS FILL	OPERATIONS	
	72000-04	ARTS & CULTURE POLICY (211-38)	COMMUNITY LIVING	
	A 07	ALTERNATIVE VOTING BYLAW 2018	CLERK	
	04000-08	ATTENDANCE ADMINISTRATION (211-24)	CUSTOMER SERVICE/HR	
Nov-25				
	64000-04	ADOPT-A-GARDEN	OPERATIONS	
	10350-15	WRITTEN SUBMISSION TO COUNCIL (210-25)	CLERK / COMMUNICATIONS	
	66580-01	NEW SUBDIVISION STREETS - FINAL SUBDIVISION APPROVAL PRIOR TO STREET PAVING	PLANNING	
Dec-25				
	03450-03	DEBT MANAGEMENT POLICY (211-37)	FINANCE	
	P 08	LEASED LAND COMMUNITY BYLAW	PLANNING	
	B 02-1	DEED TRANSFER TAX BYLAW	FINANCE	
	04000-06	RENUMERATION FOR ACTING POSITIONS (211-22)	CUSTOMER SERVICE/HR	
Jan-26				
	31000-01	STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES (230-01)	OPERATIONS	
	10350-17	MEMBERSHIP ON NATIONAL BOARDS AND COMMITTEES (211-32)	CLERK / COMMUNICATIONS	
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK / COMMUNICATIONS	
	P 07	SUBDIVISION BYLAW	PLANNING	
Feb-26				



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	CUSTOMER SERVICE/HR	
	P 03	CIVIC ADDRESS BY LAW	PLANNING	
	31600-02	STREET LIGHT POLICY (230-04)	OPERATIONS	
	72000-01	RECOGNITION OF ATHLETIC ACHIEVERS (210-22)	COMMUNITY LIVING	
Mar-26				
	72300-05	SALE OF BEER/LIQUOR - ROBB PARK (272-01)	OPERATIONS	
	72300-07	BEER GARDEN POLICY - STADIUM (273-05)	OPERATIONS	
		PACE BYLAW	FINANCE	
	66150-02	ENFORCEMENT POLICY AND SUMMARY OFFENCE TICKETS (211-28)	POLICE	
Apr-26				
	31400-01	VEHICULAR IDLING CONTROL POLICY (211-35)	OPERATIONS	
	10350-04	REPORTS TO COUNCIL (210-06)	CLERK / COMMUNICATIONS	
	68300-03	JUNIOR FIREFIGHTER PROGRAM	FIRE	
	A 05	HERITAGE PROPERTIES	PLANNING	
	D 19	SANITARY SEWER RATES	FINANCE	
May-26				
	C 01	BY LAW RESPECTING THE AMHERST BOARD OF POLICE COMMISSIONERS	POLICE	
	05000-01	RECORDS MANAGEMENT (211-26)	CLERK / COMMUNICATIONS	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK / COMMUNICATIONS	
	02300-01	SALE OF USABLE TOWN OWNED LAND (211-07)	PLANNING	
	02300-02	SALE OF NON-USABLE TOWN OWNED LAND (211-08)	PLANNING	
	68500-01	FEMALE POLICE CONSTABLE AND EXPENSE (220-01)	POLICE	
Jun-26				
	68300-01	PERMANENT FIREFIGHTERS (221-01)	FIRE	
	68300-05	RESPECTING THE MANAGEMENT OF THE VOLUNTEER COMPONENT OF THE AMHERST FIRE DEPARTMENT	FIRE	
	03600-01	INVESTMENT POLICY	FINANCE	
	31700-03	COMMERCIAL WATER SERVICE (241-05)	OPERATIONS	
	10350-11	GIFTS, CARDS, FLOWERS	CLERK/COMM	
Sep-26				
	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLCE	Year 4
	31600-14	COMMERCIAL SEWER SERVICE (240-04)	OPERATIONS	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	05000-04	ROUTINE ACCESS POLICY	CLERK / COMMUNICATIONS	
	03800-03	INSTALLMENT BILLING POLICY (110-03)	CUSTOMER SERVICE/HR	
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
Oct-26				
	31600-25	SNOW AND ICE MANAGEMENT	OPERATIONS	
	D 20	SOLID WASTE BYLAW	OPERATIONS	
	03450-01	CAPITAL BUDGETING (211-14)	FINANCE	
	10350-28	APPOINTMENTS OF MEMBERS OF COUNCIL TO EXTERNAL BOARDS, COMMITTEES & COMMISSIONS		
Nov-26				
	31600-13	CATCH BASINS AND LATERALS (240-03)	OPERATIONS	
	03450-02	CAPITAL INVESTMENT PLAN (CIP) FRAMEWORK/BUDGET POLICY (211-36)	FINANCE	
	03450-04	BUDGET MANAGEMENT POLICY	FINANCE	
Dec-26				
	68300-04	FIRE INSPECTION POLICY	FIRE	
	31600-23	STREET NAMING POLICY	PLANNING	
	68000-03	TRAFFIC AUTHORITY	POLICE	
	31600-26	STREET RENAMING COPP LANE TO ERNIE LANE POLICY	PLANNING	
Remain as is				
	D 10	CLOSING PUBLIC STREET BY LAW	PLANNING	
	D 11	CLOSING OF PORTION OF SENATOR AVENUE BY LAW	PLANNING	
	D 12	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 13	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 14	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 15	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 16	RECORDED RESOLUTION UNSIGHTLY PREMISES ADMINISTRATOR	PLANNING	
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	
	P 01	MUNICIPAL PLANNING STRATEGY CONSOLIDATED WITH AMENDMENTS TO 202003	PLANNING	
	P 02	LAND USE BYLAW CONSOLIDATION MARCH 2020 B	PLANNING	
	31600-19	FRANKLYN STREET EXTENSION - STREET CLOSURE POLICY	OPERATIONS	



**TOWN OF AMHERST
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	31600-20	GOULD STREET - STREET CLOSURE POLICY	OPERATIONS	
	31600-21	PORTION OF CORNWALL AVENUE CLOSURE	OPERATIONS	
	31600-22	BOYLSTON AVENUE EXTENSION CLOSURE	OPERATIONS	
	B 01	BYLAW TO REPEAL THE TOWN OF AMHERST TAX EXEMPTION BYLAW	FINANCE	

CAO Task Report

April 2023

Task Updates:

Task: CJSMA Resolution

Correspondence has been sent to the Municipality of Cumberland and the Town of Oxford regarding this motion.

Status: Ongoing

Task: Real Costs of Sewage Collection, Pumping and Treatment Study

The internal study will commence in the late summer / fall and will continue into the budget preparations for the 2024/25 budgets.

Status: Ongoing

Task: Business Development

Staff added \$25,000 to the budget for business development and funded this from the Operating Reserve for Economic Development. This change has been included in the General Rate budget that will be brought forward for approval on April 24th.

Status: Ongoing

Task: MAP Request to Present

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

Moved By Councillor Fawthrop Seconded By Deputy Mayor Landry

That this item be placed on the agenda of the next Joint Council meeting.

Status: Ongoing

Task: Council Conference Attendance and Professional Development Policy

Moved By Deputy Mayor Landry Seconded By Councillor Chambers

That staff be directed to review the Council Conference Attendance and Professional Development Policy and bring a report with recommended amendments back to Committee of the Whole at their May 2023 meeting.

Status: Ongoing

Task: Stadium Canteen Concession Agreement

Mayor and CAO have signed the agreement, waiting on Mr. Ripley's signature

Status: Ongoing

MEMORANDUM

To: Mayor Kogon and Members of Council

From: Natalie LeBlanc, Municipal Clerk

Date: April 17, 2023

Subject: Second Readings of Developments Agreements, Amendment to the Land Use Bylaw Zoning Map and Bylaws

This memorandum is being provided as an update to Council.

Second Reading of the development agreements for 9 North Adelaide Street and 52 Hickman Street, as well as an amendment to the Land Use Bylaw Zoning map to rezone the property at 36/38 Beacon Street will be on the Council agenda next week.

Second Reading of the Mobile Vending Bylaw, Local Improvement Bylaw and Discharge into Public Sewers Bylaw will also be on next week's agenda.



MEMO

To: Mayor & Council
 From: Sarah Wilson, Director of Finance
 Date: April 17, 2023
 Re: 2023/24 Operating Budget Approval

The Operating Budget was presented to Council on April 5th, 2023. The presentation included the General Rate, Mandatory Provincial Contribution Area Rate, Community Support Area Rate, Solid Waste, Sewage and Water Utility.

At the end of the meeting, direction was given to staff to find \$60,000 to add back the Youth Free Ice budget in the Community Support Area Rate. To make this change one cent (\$0.01) was added to the Community Support Area Rate and the General Rate was reduced by one cent (\$0.01). Staff were also directed to include \$25,000 for business development/tourism activities in the General Rate budget. The budget changes made since the presentation to Council were:

Community Support Area Rate - Added \$0.01 (one cent) \$62,016 to the rate for:

\$ 60,000	Youth Free Ice - added back to budget.
<u>2,016</u>	Other Community Events (to balance the rate).
\$ 62,016	

General Rate - Reduced the rate by \$0.01 (one cent) \$62,016 from the following:

-\$ 10,300	Reduction of allowance for salary adjustments.
- 25,000	Increase in investment income to allow for interest on CJSMA funds (April - July). Timing of receipt of these funds was not known when budget was presented.
- 11,700	Reduction of estimated increases for APA Blue Cross & Group Insurance. Rates will not change, received this information on April 5th.
- 10,000	Increase in grant from Eastward Energy (formerly Heritage Gas) based on actual grant received in 2022/23. Received this information on March 30th after budget was balanced and presentation prepared.
- 16	Adjustment to balance.
20,000	Increased promotion for development/tourism by additional \$20,000 (\$5,000 had already been included. Funding full \$25,000 from Operating Reserve - Economic Development).
- 25,000	Transfer from Operating Reserve - Economic Development for development/tourism promotions.
-\$ 62,016	





The following motions/resolutions for the approval of the operating budget will be brought forth to the Council meeting on April 24th, 2023:

- General Rate
- Mandatory Provincial Contribution Area Rate
- Community Support Area Rate
- Solid Waste Management Uniform Charge
- Sewer Rates
- Wastewater Treatment Facility Uniform Charge
- Water Utility Operating Budget
- User Fee Policy
 - Amendment to Uniform Charge Solid Waste from \$185 to \$268.
- Tax Exemption Policy
 - Amendment to remove Cumberland Columbia Club – Robie Street properties.
- Salary Administration Policy
 - Amendment to student wage rates.
- Community Support Grants Policy
 - Amendment to rename Poverty Reduction to Social Equity and to remove the reference of Deed Transfer Tax as the source of funding.

In the above motions/resolutions there are increases in the Water Utility rates per the UARB and the Uniform Charge for Solid Waste (from \$185 to \$268).

Although there were changes to the General Rate, Mandatory Provincial Contribution Area Rate and the Community Support Area Rate, the overall tax rates remain the same at \$1.67 for Residential/Resource and \$4.47 for Commercial. The sewer rates and Wastewater Treatment Facility Uniform Charge remain the same also.



Monthly Report

Finance

April 2023

The 2023/24 operating budget was presented to Council on April 5th. This presentation covered all operating budget components (general rate, mandatory provincial area rate, community support area rate, solid waste, sewage and water utility) and any relevant policies that required amendments due to budget changes. The operating budget is being brought forth for approval on April 24, 2023. A report on the operating and capital budgets will be placed on the Town of Amherst website once the budget is approved.

With the Town's fiscal year end is March 31st behind us, staff will switch from budget mode to year end mode once the budget is approved. There are many year end tasks to complete such as ensuring invoices relating to March are properly accounted for in the correct fiscal year, year end accruals, capital asset additions, G/L analysis, etc. The year end audit is anticipated to commence in early summer.

Task Updates:

Task Motion: That Council approve of funding in the amount of \$13,500 for the Pathways to Resiliency research project, with funding to come from the "Poverty" funding in the 2023/24 and 2024/25 Operating Budgets.

Update: This funding was included in the budget presentation and will be included in the Community Support Grants discussion on April 24th.

Task Motion: That staff be directed to find \$60,000 elsewhere in the budget to support these initiatives while still funding the Youth Free Ice Program.

Update: Staff found one cent (\$62,016) in the general rate which funded \$60,000 for Youth Free Ice and \$2,016 additional funding for other community events in the Community Support Area Rate. A Memo is included in the COW agenda outlining the budget changes to accommodate this.

Task Motion: That Council forward approval of additional positions for staff in the Major Crime Unit and in Crime Prevention by adding 1 additional police position to the Amherst Police Department in the Major Crime Unit and permanently adding the civilian Crime Prevention position (noted as Option 4 in the agenda package), to the April 24, 2023 regular meeting.

Update: This has been included in the General Rate budget that is being brought forward for approval on April 24th.

Task Motion: That Council forward approval of including \$542,560 in the 2023/24 operating budget to pay in full the debenture balloon payment relating to the stadium renovations (debenture 28A-1) and to fund this with a transfer from the Operating Reserve to the April 24, 2023 regular meeting.

Update: This has been included in the General Rate budget that is being brought forward for approval on April 24th.

Task Motion: That Council forward approval of the amendments to the User Fee Policy to change the Solid Waste Uniform Charge to the April 24, 2023 regular meeting.

Update: The amended policy will be brought forward for approval on April 24th.

Task Motion: That Council forward approval of these (General Rate, Mandatory Provincial Contribution Area Rate and Community Support Area Rate) budgets to the April 24, 2023 regular meeting for approval, with direction to staff make an adjustment to add \$60,000 to the Community Support Area Rate for Youth Free Ice and find these funds in the General Rate.

Update: Staff found one cent (\$62,016) in the general rate which funded \$60,000 for Youth Free Ice and \$2,016 additional funding for other community events in the Community Support Area Rate. A Memo is included in the COW agenda outlining the budget changes to accommodate this.

These budgets will be brought forward for approval on April 24th.

Task Motion: That staff be directed to add \$25,000 to the budget for business development.

Update: Staff added \$25,000 to the budget for business development and funded this from the Operating Reserve for Economic Development. This change has been included in the General Rate budget that will be brought forward for approval on April 24th.

Task Motion: That Council forward approval of the Sewer, Water Utility and Solid Waste budgets to the April 24, 2023 regular meeting.

Update: These budgets will be brought forward for approval on April 24th.

Task Motion: To change the title of "Poverty" grants monies available to "Social Equity", and to further change the title "Poverty Reserve" to "Social Equity Reserve".

Update: The renaming has been completed.

Task Motion: That staff complete an internal study for next year's budget discussions and report back to Council on real costs of sewage collection, pumping and treatment to ensure we can adequately fund this within the rates, and consider if rates would need to be raised in the future to generate revenue required to fund capital improvements.

Update: The internal study will commence in the late summer / fall and will continue into the budget preparations for the 2024/25 budgets.

Monthly Report

Communications and I.T.

April 2023

IT Services:

- Install Water and Sewer sheets from the Engineering drive to 3 cell phones and 1 iPad for Public Works.
- Desktop support for all employees
- Went to Oxford to help the Fire Dept with the installation of a modem from a new Internet Provider.
- Assisted with an issue in the Francis Smith Community Room as the tablet would not display full screen when using the click share device.
- Setup Firewall to provide wireless access at the Willow Street Reservoir. Setup and tested VPN, firewall rules and wireless access.
- Updated Security and virus software on the server systems. Downloaded and installed Server updates as needed.
- Monitored logins after phishing emails, reset some User IDs as a precaution.
- Multifactor logon testing and maintenance.
- Attended a webinar on Cyber security insurance.
- Checked a problem with MS office and opening web documents and provided a temporary workaround until it's fixed with a patch from Microsoft.
- Reset camera in council chambers a couple of times. Company has been advised

Procurement:

ID	Type	Project Capital & Ops approved June 8/22	Process Type	Budget Type	Released	Closed	App'd	App'd By
22-14	OTH	Air Compressor – AFD	Reg	O			X	CAO
22-42	RFP	Demolition of 2 Pearl & 14/16 Cornwall - Cancellation	Reg	O			X	CAO
22-59	RFP	HVAC – Public Works	Reg	C			X	CAO
22-57	RFP	Library Doors – Replacements	Reg	C			X	CAO
23-17	RFT	Provision of Fuel	Reg	O		X		
23-14	RFT	Capital Paving	Reg	C	X	X		
22-69	RFP	HVAC – APD – Cancellation	Reg	C	X	X	X	CAO
22-53	RFQ	Water Meters	Reg	C	X	X	X	CAO
23-10	RFQ	Bounce House – Canada Day	Reg	O	X	X	X	CAO

23-24	OTH	Gravel	ALTP	O	X	X	X	CAO
22-17-	ALT	Terris Street Pump Seal Kits	ALTP	O	X	X	X	CAO
22-21	RFQ	Carbine Optics	Reg	O	X	X	X	CAO
22-51	RFQ	Booklets	Reg	O	X	X	X	CAO
22-38	ALT	Boiler Repair – APD	ALTP	O	X	X	X	CAO
22-70	RFQ	Blaine Street Survey Work	Reg	O	X	X		CAO
22-80	RFP	Zero-turn Mower	Reg	O	X			

Task Updates:

Task: Town of Amherst Website

Update: A small working group of staff have been formed to work on the scope document for an RFP. This is ongoing

Status: In progress

Monthly Report

HR and Customer Service

April 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:

2023 Assessment Appeals – the Town received the appeal inventory from PVSC on March 1. There was a total of 96 appeals of which fifteen (15) appeals are complete, seventy-nine (79) outstanding, one (1) pending, one (1) withdrawn, NSAAT two (2) complete, & one (1) outstanding.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Apr 1/23	Pending as of Apr 1/23	Withdrawn as of Apr 1/23	Outstanding Appeals as of Apr 1/23	Appeals Successful as of Apr 1/23	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	64	\$2,202,700	6	0	0	58	0	\$ 238,400	\$ 3,987	1
Commercial	32	\$3,087,400	9	1	1	21	2	(\$ 264,000)	(\$ 11,891)	0
TOTAL	96	\$5,290,100	15	1	1	79	2	(\$ 25,600)	(\$ 7,831)	1

Tax Certificates – there were 19 tax certificates requested in the month of March 2023.

2023 Spring Tax Sale – two properties are proceeding to tax sale. The spring tax sale is scheduled for Tuesday, May 16, 2023.

Water/Sewer Billing:

Staff are preparing for 4th quarter water/sewer billings. Public works water utility staff are currently collecting meter reads in preparation of the billings, which will be sent to customers in late April, due June 30.

Customer Service Tracking – E11:

There was a total of 62 opened cases in March and 64 cases closed. The categories tied with the most opened/closed cases in March were Compost Bin Replacement/Repair, and Application for Development/Building permit (at 14 each).

Human Resources:

Community Well-Being Manager: The selection committee is holding interviews on April 13 to source a suitable applicant.

Water/Sewer Billing Clerk: This competition has commenced with an application deadline of April 23.

2023 Summer Students: The selection process is underway for 2023 summer students with onboarding anticipated in late April/early May.

Active Living Coordinator: A competition is anticipated to begin in mid-April.

Engineering Technician and Engineering Technologist: Competitions for both vacancies will commence the second week of April.

Andrew Bickle: Early April saw the departure of Engineering Technologist, Andrew Bickle, who has accepted a position with the Provincial government. We wish Andrew all the best in his new position!

Monthly Report

Operations

April 2023

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

RECREATION & HORTICULTURE

- Recreation staff have started spring cleanup of parks and green spaces.
- Dickey Park washroom has been closed on several occasions during the past month due to vandalism.
- The stadium will be closed the first week of May while the ice is being removed and staff complete facility maintenance.
- Looking ahead to next season, the stadium ice will be available for rentals commencing on August 28.
- Weather permitting staff will have the Robb Complex fields ready for use by April 13.
- Matt Selig is registered to take training courses in early May related to turf management and urban forestry.

PUBLIC WORKS & ENGINEERING

- Pothole patching continues to be a priority. Weather permitting staff are patching potholes on a daily basis, in the past month staff have placed approximately 45 tonnes of recycled asphalt.
- One broken water main was repaired in the past month. (44 Copp Avenue)
- Amherst Water Utility 2022 Municipal Drinking Water Supply Annual Report was submitted to the Nova Scotia Department of Environment for review.
- Quarterly water meter reading started on April 3.
- The mechanic and welder have started working on the summer equipment to ensure the mowers and trailers are ready for use when needed.
- Staff have started repairing lawn damage, picking up broken curb, and replacing broken traffic signs from the winter.
- Weather permitting the street sweeper will be put into service by April 13.

Upcoming / Ongoing projects:

- Traffic paint to be ordered, staff anticipate a start time of mid May for line markings.
- Recreation and Public Works seasonal employees will return to work on May 1.
- Meter repairs and investigation of high or no consumption will be ongoing when quarterly meter reading is complete.
- Upcoming events at the Amherst Stadium include:
 - May 17 – Job Fair
 - May 26 – Amherst Rotary Club Wine, Beer, and Spirits Tasting Event

Task Updates: **No outstanding tasks at this time**

Monthly Report

Police Services

April 2023

TRAINING

EMO/ICS 300: Five APD staff were scheduled for ICS ECC training on March 9th but it was cancelled as a result of instructor illness. Several members were also initially scheduled to complete ICS 300 in March, but this course was also postponed.

Firearms/Carbine Training: Firearms and Carbine Training for APD members has been scheduled for May 2023. Deputy Chief Hunter is working with our two firearms/carbine instructors to prepare the training syllabus and materials required. This is a slight change from our normal routine of doing all firearms training in September. May is a better month as it is normally cooler and not as busy as September tends to be.

First Responders Terrorism Awareness Program: Chief Dwayne Pike attended the Halifax Regional Police training facility along with other FRTAP Facilitators and conducted a training session with the HRP Police Cadets on March 8th. The FRTAP training session covered various topics including Right-Wing Extremism, Critical Infrastructure, Radicalization & Mobilization, Women and Extremism and went over several case studies including an overview and presentation of the Halifax Shopping Centre Mass Shooting plot that was foiled in 2015.

OPERATIONAL

Arrest – Multiple charges: On March 19th, 2023, Amherst Police arrested a 28-year-old Amherst man in relation to a break and enter, failing to comply with release conditions, possession of break-in tools and possession of property obtained by crime. The male, Bradley Richard Hicks was the subject of a previous arrest on February 27th on more than 30 charges which included multiple counts of possession of property obtained by crime, theft, break and enter, breach of an undertaking, identity fraud, fraud, theft of a credit card, mischief and other related charges. He had been released on those charges after appearing in court on the matters. Hicks is currently in custody in relation to the numerous charges against him and is scheduled to next appear on April 18th, 2023.

Major Crime Unit: The Major Crime Unit continues to be busy with an assortment of responsibilities and tasks assigned to complete. One of the items that they completed this past month was a full audit of the APD Exhibit room with the assistance of a Platoon member. The Audit took 2 days and went through all the exhibits in APD custody. The audit was very successful and exhibits were accounted for.

Homelessness: We have started to see a rise in regard to complaints associated to homelessness. In February 2023, there were 11 files that were considered to have a nexus to the homelessness issue. This increased to 47 during the month of March with the majority of these complaints being generated by 2 or 3 people in which police often have multiple contacts with each day.

Complaints of thefts: Complaints of theft dropped off during the month of March 2023. In February, APD opened 49 files regarding theft under \$5000 which dropped to 29 in March. In March, there were 2 complaints received of theft from vehicles as compared to 21 in February. We have continued to see a general rise in these kinds of complaints over the last few months with some complaints (such as thefts from vehicles) often being impacted by the activities of 1 or 2 people.

Monthly Focused Enforcement: Patrols focused their attention on child safety seats/seatbelts for the month of March. This initiative resulted in over 24 hours dedicated to these issues and 11 tickets issued by patrol members. February focused on distracted driving and resulted in 8 tickets and 4 warnings. April’s focused enforcement is being dedicated to speeding.

Taxi By-Law File: Our bylaw officer has been processing licenses under the Taxi by-law in preparation for the April 1st deadline for applications and inspections. Applications for Taxi Licenses and Owners licenses have been approved and numerous taxis for both Bakers’ Taxi and Amherst Taxi have been inspected and approved. Taxi companies that are not in compliance are aware of the requirements and these issues will be the focus of enforcement initiatives over the next few weeks.

Mass Casualty Commission - Final Report: The Mass Casualty Commission Final report was released to the public on March 30th, 2023. Entitled “Turning the Tide Together” the report provides detailed information as a result of the 2 ½ year investigation into the incident and makes recommendations in regards to changes within RCMP oversight, processes and culture, a rethinking of the structure of policing in Nova Scotia and police practices across Canada, a national review of public alerting, greater focus on root causes of violence, especially gender-based violence and domestic violence and models to expand community safety and well-being. The report, which is contained in 7 volumes, is over 3,000 pages and can be downloaded from the link at <https://masscasualtycommission.ca/final-report/>. It will have an impact on policing and police agencies, both RCMP and municipal, in the near future.

OPERATIONAL STATS – MARCH 2023

Occurrences:	490	Criminal Code Charges:	113
Impaired by Alcohol:	1	CDSA:	2
Impaired by Drug:	0	CBCA:	1
Traffic Tickets:	44	PPA:	10
Traffic Written Warnings:	10	Vehicle Checks:	90
LCA:	0	Foot Patrol Hours:	42 hrs 34 min
Bike Patrol Hours:	0	Parking Tickets:	2
Parking Warnings:	7		

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 have been installed. Will be working with Tom McCoag and our Crime Prevention Coordinator on messaging and safety information

Status: In Progress

Task: Noise By-law changes

Update. 2023-04-05 Still reviewing this matter, have had some quick conversations with the CAO, but have not discussed in detail.

Status: In Progress

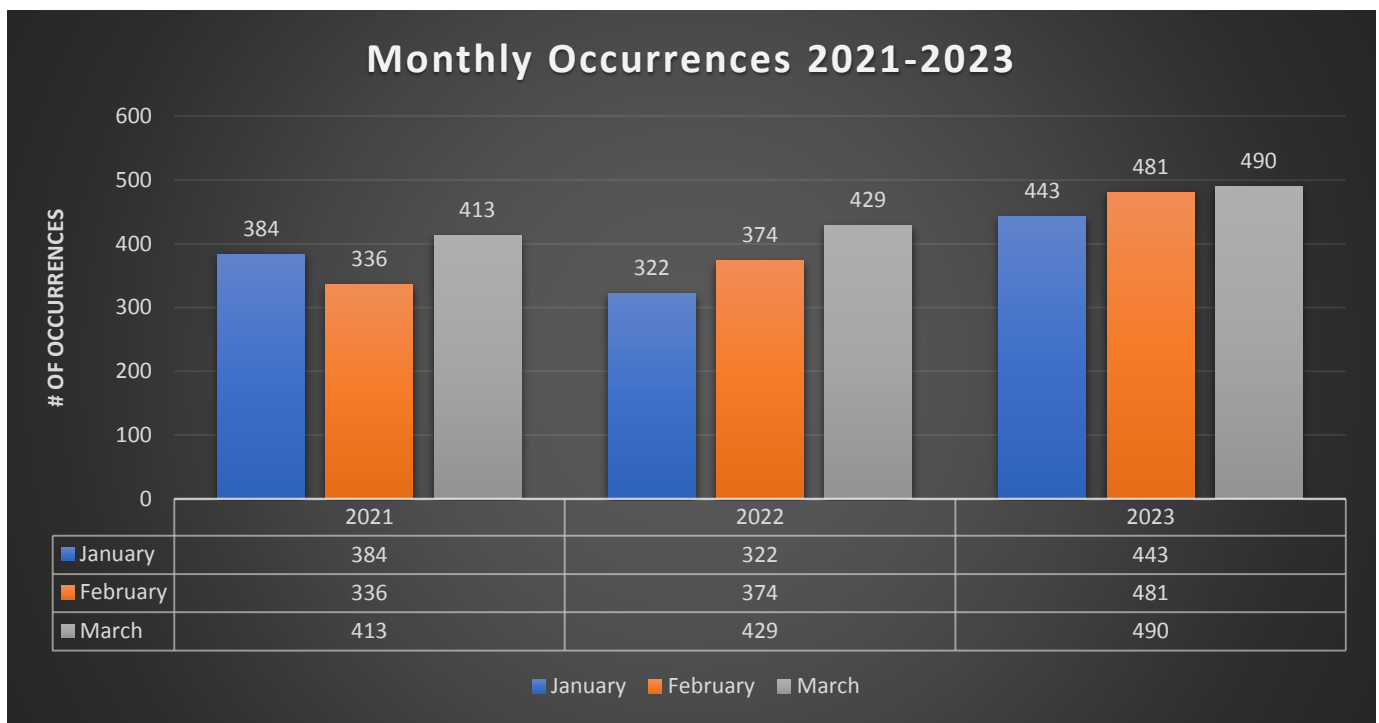
Task: Taxi By-law - Suggested changes to current bylaw

Update: 2023-04-05: Matter to go to COW on April 17th, 2023.

Status: In Progress

Task: Mobile Vendors By-Law

Update: 2023-04-05: Matter proceeding as required. Notice of intent to give second reading appeared in the Cumberland Wire on April 5th, 2023, with second reading scheduled for April 24th.



Monthly Departmental Report

Fire Department

April 2023

RESPONSES (March)

Town of Amherst – 29 events

- 3 Structure fire
- 1 Dumpster fire
- 11 Monitored alarm activations
- 1 Vehicle fire
- 1 Flooded basement
- 1 Motor vehicle accidents
- 6 Smell of smoke / Air quality check
- 2 Wildland fire / Open land
- 1 Oven / stove malfunction
- 1 Wood burning appliance
- 1 Rescue an animal

Contract area (District 2) – 7 events

- 1 Motor vehicle accidents
- 2 Smell of smoke / Air quality check
- 2 Monitored alarm activations
- 1 Mutual aid
- 1 Hazardous materials response

PROFESSIONAL DEVELOPMENT

During the month of March, the fire department focused its training on hazardous materials operations, **fire fighter endurance** and company operations. Also, eight firefighters attended a 4-day hazardous materials operations certification program at the fire school. Over the next few months, members of the fire department will be taking part in Level 1 fire fighter certification and Level 2 fire fighter certification at the fire school.

FIRE PREVENTION

As we get into the nicer weather, we are all reminded of the requirements of “The Fires and Burning of Materials By-law (C-7)” as it relates to Recreational outdoor burning appliances. This bylaw defines requirements to preventing the spread of fire to adjacent buildings and/or combustibles, the size and height of the pile of combustibles being burnt, establishes fire control measures that need to be in place, and requirements to have a person in charge of a fire at all times, until it is completely extinguished. A copy of the bylaw can be found on our website.

NEW FIRE APPARATUS – AERIAL PLATFORM

The new aerial platform will finish its demo tour in April and Chief Jones will complete the final production inspection at the plant in Columbus, Ohio early in May. Delivery of the new unit will take place in July, following its final demo event at the Atlantic Fire Leadership Conference in Halifax.

\$10,000 GRANT TO FIRE DEPARTMENTS

On March 16th, the Province of Nova Scotia announced that they are investing \$3.5 million to help volunteer fire departments, ground search and rescue organizations and First Nations fire departments recover from fundraising losses during the COVID-19 pandemic. More than 340 organizations will each receive a one-time grant of \$10,000.

RECRUITMENT

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

TASK UPDATES

Task: No open tasks at this time

Monthly Departmental Report

Planning & Strategic Initiatives

April 2023

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

A Public Hearing was held April 12th to consider applications for two development agreements and a zoning map amendment, including:

1. Development Agreement for 9 North Adelaide Street to permit the conversion of an existing six-unit apartment building into an eight-unit building;
2. Development Agreement for 52 Hickman Street to permit a garden suite on the second floor of a garage.
3. A rezoning of 36/38 Beacon Street from General Residential to Open Space.

After Council's approval in March, development agreements for 3,4,5,7 Robie Street to permit the change of a non-conforming use, and 264 Church Street to permit a 98-bed care facility, are currently in the appeal period until April 19th. Assuming no appeals are submitted, the agreements will be executed and permits can be issued.

Regarding the proposed apartment building at 155 East Victoria Street, following the PAC's negative recommendation in February, and at the applicant's request, Council deferred a decision on first reading and sent the application back to the PAC to review a revised proposal. The applicant is currently working on proposal revisions and it is anticipated that this application will be ready for the May PAC meeting.

Staff and the PAC have reviewed the new MPS and LUB drafts and are communicating with the consultant to address the feedback. The revised drafts are intended to be ready for further review in May.

The Community Centre Feasibility Study is currently developing functional space programs based on the information and consultation completed so far. A steering committee meeting is tentatively scheduled for April 20th.

With regard to business development initiatives, organizing continues for the 2023 NS Works Job Fair at the Amherst Stadium on May 17th. The TOA is a sponsor of this event and will be participating in the tradeshow. The Job Fair was a huge success in 2022 with many employers hiring new employees during and after the show.

The Town, Cumberland Business Connector, and CBDC are sponsoring the 'Dream Business Entrepreneurship Program' hosted by Mashup Labs that started on March 23rd. Due to demand, the Connector organized and sponsored a second cohort of 15 participants and the two programs are running simultaneously. The programs are halfway complete with positive feedback to date. In both cohorts approximately a third of the participants are from the Town of Amherst.

Work continues on the organization of the 'Earn Income – Rent Your Space' event on May 11th. Town staff, with the Cumberland Business Connector and NSCC, are organizing a public information session for Amherst residents to learn how to convert space in their homes to rent to students and young professionals seeking temporary housing. This event is the first of its kind offered by NSCC and the outcome is hoped to be a model used across the province

The Amherst Downtown Business Association's met on April 13, 2023.

The Cumberland Chamber of Commerce hosted a 'JoinUsInCumberland' campaign aimed at enticing skilled workers from all over the world to relocate to the area. Their website JoinUsInCumberland.ca compiles data on where web traffic generates for future targeted marketing programs.

The Cumberland Chamber of Commerce has the assistance of a community coordinator for the next 7 months to evaluate if small and micro businesses will participate with the Chamber to build our region's economy through knowledge and networking. Using this information, a working committee will be formed to merge the Chamber and the Board of Trade making a single Chamber representing business in the Cumberland Region.

The Cumberland Chamber of Commerce is holding its AGM on the evening of April 27th at the Dr. Carson & Marion Murray Community Centre in Springhill. The keynote speakers will be a panel addressing students leaving the Region immediately following graduation. Hailey Tattie Ph.D. candidate at Mount Saint Vincent University, leading the Cumberland Pathways to Resiliency research project, will be included in the panel.

A breakfast workshop on mental health in the workplace focusing on area business owners and their employees was held on April 12th at the YMCA. The guest speaker was Stephanie Allen of the Soulful Leader Podcast.

The Business Connector is organizing career fairs at all high schools in Cumberland County and invites local businesses around each school to promote their different fields of work and inform students of potential local job opportunities. The Career Fair at the Amherst Regional High School will be held at the start of the 2023/2024 school year.

The Connector met with Town and County Mayors, CAOs and staff to present their 2023 Strategic Plan and get feedback. The Connector will be finalizing their strategic plan with their Board and will present to their municipal supporters in April.

The Connector continues offering the Business Accelerator Program targeting businesses with high growth potential. The Accelerator assists businesses identify gaps in strategic plans and acts as a business coach as they progress through their challenges. They aim to provide this assistance to over 20 Cumberland region businesses per year.

The BDO continues to investigate the organization and impact of introducing an area Hotel/Marketing Levy. Conversations have been held with other regions in the province that have implemented a levy to gain perspective on what the impact has been on their area. The regions highlighted the importance of a local independent tourism association that would manage these funds.

Town staff is actively planning the industrial expansion project with a focus on the lands south of the Racetrack Road. In addition to these growth plans, staff are working on projects for the promotion of the park. Staff have met with Invest NS to discuss research assistance and available certification programs to raise the profile of the park and the Town.

Year 3 of the NS Dept of Environment and Climate Change (NSDECC), Nature Challenge Funding closed on March 31st 2023. The appraisals of the two prospective properties in the North Tyndal Wellfield Protection Zone were completed before the fiscal period closure but no property acquisitions were completed. Recently, one of the properties has been taken off the market but staff continues pursuing the second. The continuation agreement renewal with NSDECC was executed with an allocated fund of \$338,470 for the Apr 1, 2023 – Mar 31, 2024 fiscal period. Our land agent, hired to assist with the program, has confirmed new opportunities for this upcoming fiscal period.

The BDO is coordinating with Clean Foundation of NS on a 2023 area promotion of the Town of Amherst, Clean Energy Financing Program. Utilizing the Town’s 2022 Tax and Water Bills to residents, a promotional advertisement will be printed on these bills. Using the Town’s social media platforms a monthly advertising campaign is being planned for the 2023 construction season.

Task Updates:

<p>Task: LED Proposal for new ‘Smart LED Streetlights’</p> <p>Update: The FCM program administrator advised that the project is not eligible for FCM funding. LED Roadway Lighting are currently looking at alternative sources for funding. If none are found, staff will investigate alternative options regarding maintenance for the existing lights and will report back to Council in due course.</p>
<p>Task: Blaine Street and Ottawa Avenue Acquisitions</p> <p>Update: A draft Agreement of Purchase & Sale for the Blaine Street property is complete and being reviewed by the purchaser. Progress on this item is stalled due to title issues with the property vendor.</p> <p>Status: Ongoing</p>
<p>Task: Hotel Levy Report</p> <p>Update: Staff have met with County staff to discuss a potential levy in the Cumberland region. There was agreement to further investigate how other non-urban levies have been established in the province, including how they are structured and managed.</p> <p>Status: Ongoing</p>
<p>Task: Recognition of Local Businesses</p> <p>Update: A memo was on the March COW agenda. Staff received direction to plan an event during Small Business Week in the fall and potentially sponsor a business award given out by the Chamber. A detailed plan for the event is being developed and will likely be on the May COW agenda for review.</p> <p>Status: Ongoing.</p>
<p>Task: Transfer of 8/10 Prince Arthur Street to Cornerstone</p> <p>Update: The Agreement of Purchase and Sale is being executed.</p> <p>Status: Ongoing.</p>

March Permits

PERMIT APPLICATIONS							For the Month of March	
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
C2023-008	25002700	50 Winston Ave	0	Construction	Garage/Carport/Shed	Shed	60.00	7,000.00
C2023-009	25501610	136 Robert Angus Dr	0	Construction	Commercial	Commercial Use	169.00	20,000.00
B2023-010	25027293	53 West Pleasant St	0	Repair	Single Detached Dwelling	Foundation	75.00	10,000.00
C2023-011	25036625	27 Woodlawn Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	184.00	120,000.00
C2023-012	25506536	16 Dickey St	4	Construction	Apartments	Row House	453.00	375,000.00
Total	5		5				941.00	532,000.00

2021-2022 YTD Comparison

ACTIVITY REPORT							For Month of March 2023-03-31		
Type	Mar 2022			Mar 2023					
	Permits	Units	Value of Construction	Permits	Units	Value of Construction			
Single Family	0	0	0	2	1	130,000			
Duplex/Semi	0	0	0	0	0	0			
Apartments	2	12	1,000,000	1	4	375,000			
Other Residential	2	0	20,000	1	0	7,000			
Commercial	1	0	1,658,000	1	0	20,000			
Industrial	1	0	147,252	0	0	0			
Inst & Gov	0	0	0	0	0	0			
Agriculture	0	0	0	0	0	0			
Other	0	0	0	0	0	0			
Total	6	12	2,825,252	5	5	532,000			
Year To Date	14	13	3,273,748	12	12	2,033,749			

Monthly Report

Community Living

April 2023

Active Living

- Dave Simpson will be leaving the position and returning to his Parks position on May 1
- Plans are underway to bridge the gap so that activities such as Fundy Games, 55+ 2025 games submission and the summer parks program planning can continue as planned
- Multisport activities continue

Community Well Being

- The PRAC strategic plan is finalized and will be presented to each Municipal Unit COW this month
- A survey to gain public feedback was developed for the IDE Strategic plan. This was launched on April 5 and to date we have 25 responses. The survey will remain open until April 30
- Presented to Municipality of Cumberland regarding MITACS funding
- Attended meetings re: Acadian Committee, CANSA re: Emancipation Day, capital budget, AYTC meetings, Community Arts meeting, and Meetings with YMCA
- Hosted Arts night with over 50 in attendance

Culture, Events & Marketing

- French Toast Fest was a great success with 9 restaurants participating
- The evening for the Love of Arts took place on April 12 with a great turn out from the arts community and lots of ideas brought forth
- Planning is underway for the Volunteer Appreciation Night on the 18th where over 45 volunteers will be recognized.

Community Navigator (see attached report)

Task Updates:

Task: Fireworks Report

Update: N/A

Status: Not Started

Task: MITACS Funding

Update: This funding was included in the budget presentation and will be included in the Community Support Grants discussion

Status: Completed

Task: 55+ Summer Games

Update: Presenting at Legion in Bedford on June 5, 2023

Status: Ongoing

Task: Street Banner Policy

Update: Council requested the legion be consulted on the draft policy as it relates to their Veterans Banner program.

Status: Ongoing

Task: Green space beside Town Hall

Update: Justin MacKay from the Legion is presenting to Council in April

Status: ongoing but going well

Community Navigator Council Report April 2023

Since starting the position on Feb. 27, I feel as though I've developed a sense of the need in the community and have been able to provide support to ongoing projects while developing new initiatives in the area. Over the past six weeks, I have worked on and supported the following:

- Met with the Physician Retention and Appreciation committee, Physician Recruitment committee, and the Be Kind committee
- Met with the Pugwash Physician Recruitment, Retention and Appreciation committee
- Connected with community navigator group in the province
- Aided in the organization and execution of a physician site visit on March 25 & 26
- Aiding in organizing site visits for May 2, May 4 to 6, and 2 joint visits from May 19 – 21
- Organizing resident weekend from June 2 - 4
- Assisted 2 physicians with housing support in March
- Organized and delivered 3 appreciation baskets in March
- Developing a plan with committee support for Physicians Day and Nurse Week.
- Connected with the business community on upcoming plans regarding housing and development
- Organized sending a local physician to the Rural and Remote Medicine Course in Niagara Falls, Ont. from April 20 - 22
- Ordered branded materials and supplies from local vendors
- Designed and sent out survey to aid in the creation of a community booklet that will help in recruitment of health care professionals as well as other community members.

Monthly Report

Solid Waste Education & Enforcement

April 2023

Divert NS Scholarship

Divert NS is once again offering up to \$20,000 in scholarships to NS Grade 12 students. There are 7, \$2500 regional scholarships and 1-\$2500 French scholarship. The deadline for applications is April 30, 2023. More information can be found at www.divert.ns.ca/scholarship

Newspaper Stewardship Advertising

As part of the stewardship agreement, we can place up to 4-1/2 ads per year in the Cumberland Wire, free of charge. Two more ads were placed in the Cumberland Saltwire with a focus on Green Cart Tips and our sorting guide.

Residential Visits

We are receiving a larger than expected number of rejections from Miller Waste for residents not sorting dual stream. Staff will continue to work on messaging to the public with a focus on Dual Stream Recycling.

Education & Enforcement Reporting

The 2023 education & enforcement contracts with Divert NS are now complete, and staff will be preparing the final reports for Divert NS.

Collection Schedules

The 2023/2024 collection schedules were mailed out to residents through Canada Post.

Canadian Nationals UpDog Challenge

The Dr. Carson & Marion Murray Community Centre will be hosting this 4-day event in July. Work continues with staff from the Community Centre to ensure that the event will be set up for proper waste separation. Compostable pet waste bags have been ordered for the event which will be given out to all attending.

Litter Project- Amherst Stadium

The *Put Waste In Its Place Campaign* seems to have had a positive impact on the sorting at the Amherst Stadium. Staff will continue with this campaign throughout the summer months with our parks in hopes that it will help with litter throughout the town.

Earth Day Events

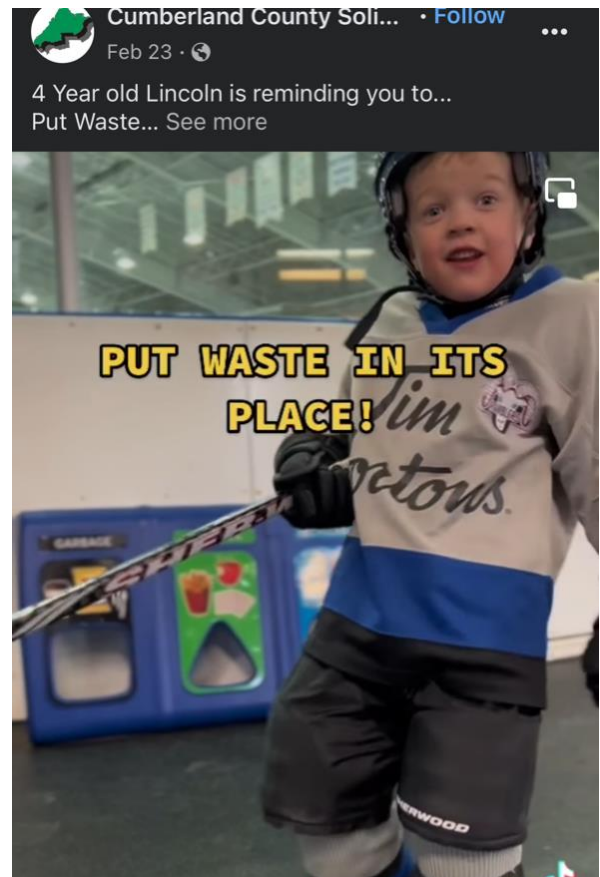
Staff are gearing up for Earth Day Celebrations. There are a number of groups that are conducting clean-ups with the hopes that more will join! If community groups are looking to register a clean-up they are encouraged to visit the following website:

<https://www.nsadoptahighway.ca/>

Staff will have a table set up at the Amherst Stadium on Friday, April 21 from 9:00 a.m. until 2:00 p.m. to give away bags and gloves to residents wishing to do a clean-up.

Social Media

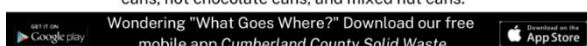
We continue to have an active presence on the Cumberland County Solid Waste Facebook Page. Our focus has been on the "Put Waste In Its Place Campaign" and common sorting questions.



Frozen Juice Cans



When a can is made out of two different materials (paper & metal) it should be placed in the garbage. Some other examples include chip cans, coffee cans, hot chocolate cans, and mixed nut cans.



Broken Glass



Place broken glass in a cardboard box or plastic container, label the box/container "broken glass" and then place beside your garbage.

