



Town of Amherst  
Committee of the Whole

Date: **Monday, May 15, 2023**  
Time: **4:00 pm**  
Location: **Council Chambers, Town Hall**

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	Pages
<b>1. Call to Order</b>	
<b>1.1 Territorial Acknowledgement</b>	
“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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5.1	Approval of In Camera Agenda	
5.2	Approval of In Camera Minutes	

5.2.1 April 11, 2023

5.2.2 April 17, 2023

5.2.3 April 18, 2023

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

5.4 MGA 22(2)(h) - acquisition, sale, lease and security of municipal property

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

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

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

6. Adjournment

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Town of Amherst  
Committee of the Whole  
Monday, May 15, 2023

### **Consent Agenda**

#### **MOTION:**

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

- 1.4 Approval of Minutes**
- 2.9 Request to Present – Impact Canada Pilot Program**
- 3.1 Community Support Grants Memo**
- 3.2 Cumberland Business Connector Report**
- 3.3 Strategic Priorities Update**
- 3.4 Policy/Bylaw Review Update**
- 3.5 CAO Task Report**
- 4.1 Financial Services Report**
- 4.2 Communications and IT Report**
- 4.3 HR and Customer Service Report**
- 4.4 Operations Report**
- 4.5 Police Services Report**
- 4.6 Fire Services Report**
- 4.7 Planning & Strategic Initiatives Report**
- 4.8 Business Development Report**
- 4.9 Community Living Report**
- 4.10 Community Navigator**
- 4.11 Solid Waste Education and Enforcement Report**

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

**Date:** April 17, 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 & IT  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

Mayor Kogon called the meeting to order.

**1.1 Territorial Acknowledgement**

Mayor Kogon gave the Territorial Acknowledgement.

**1.2 Approval of Agenda**

**Moved By Councillor Emery**

**Seconded By Councillor Fawthrop**

**That the agenda be approved as circulated.**

**MOTION CARRIED**

**1.3 Approval of the Consent Agenda**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Baker**

**To approve the consent agenda with the removal of 1.4.2 Approval of Minutes  
April 5, 2023 General Operating Budget.**

**MOTION CARRIED**

**1.4 Approval of Minutes**

**1.4.1 March 20, 2023 - COW**

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

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Baker**

**To approve the minutes of the March 20, 2023 Committee of the Whole meeting as included in the agenda package.**

**MOTION CARRIED**

**1.4.2 April 5, 2023 - General Operating Budget**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**To approve the minutes of the April 5, 2023 General Operating Budget meeting as amended.**

**MOTION CARRIED**

**2. Presentations**

**2.1 Royal Canadian Legion Branch 10**

Sergeant at Arms Justin McKay presented on behalf of the Royal Canadian Legion Branch 10.

**2.2 Cumberland Business Connector**

Jonathan McLelland, CEO, presented on behalf of the Cumberland Business Connector.

**3. Council Direction Requests**

**3.1 Intermunicipal Poverty Reduction Advisory Committee Strategic Plan**

Council was asked to provide any feedback to the Director of Community Living by April 24, 2023.

**3.2 Capital Budget Carry Overs**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Emery**

**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).**

**MOTION CARRIED**

**3.3 Capital Budget Amendments**

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**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.**

**MOTION CARRIED**

- 3.4 Wellfield Variable Frequency Drives**  
**Moved By Councillor Emery**  
**Seconded By Councillor Chambers**  
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.

**MOTION CARRIED**

Councillor Fawthrop requested that this information, along with any land purchases in the North Tyndal Wellfield area relating to the Challenge Fund, be communicated to members of the North Tyndal Wellfield Advisory Committee.

- 3.5 Capital Paving**  
**Moved By Councillor Baker**  
**Seconded By Councillor Emery**  
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.

**MOTION CARRIED**

- 3.6 Underground Fuel Storage Tanks**  
**Moved By Councillor Baker**  
**Seconded By Councillor Chambers**  
That staff include full replacement of the fuel tanks in year 2024/25 of the five-year capital budget at an estimated cost of \$200,000.

**MOTION CARRIED**

- 3.7 Maintenance of Grass Bylaw**  
**Moved By Councillor Emery**  
**Seconded By Councillor Chambers**  
That Council forward to the April 24, 2023 regular meeting first reading of the amendments to the Maintenance of Grass Bylaw D-21.

**MOTION CARRIED**

- 3.8 Proceedings of Council Policy Amendments**  
**Moved By Councillor Davidson**  
**Seconded By Councillor Fawthrop**  
That Council forward to the April 24, 2023 regular meeting approval of the amendments to the Proceedings of Council Policy #10350-24.

**MOTION CARRIED**

- 3.9 Council Committees Policy**  
**Moved By Councillor Chambers**  
**Seconded By Councillor Emery**  
That Council forward to the April 24, 2023 approval of the new Council Committees Policy #10350-32.

**MOTION CARRIED**

**3.10 Purchase and Use of Bottled Water Policy Amendments**

**Moved By Councillor Chambers**

**Seconded By Councillor Emery**

**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.**

**MOTION CARRIED**

**3.11 Town Crest Policy Amendments**

**Moved By Councillor Chambers**

**Seconded By Councillor Emery**

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

**MOTION CARRIED**

**3.12 Taxi Bylaw**

Councillor Baker declared a conflict of interest and did not participate in the discussion.

Council was asked to review the proposed changes to the Taxi Bylaw and foreword any questions or concerns to the Clerk no later than May 5<sup>th</sup> so such questions and / or concerns can be addressed at the May Committee of the Whole.

**4. Information Items**

The following items were provided as information items only and approved as part of the consent agenda:

- 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. Monthly Reports**

The following monthly reports were approved as part of the consent agenda; information items only no direction given or action required:

- 5.1 Financial Services
- 5.2 Communications and IT
- 5.3 HR and Customer Service
- 5.4 Operations
- 5.5 Police Services
- 5.6 Fire Services
- 5.7 Planning and Strategic Initiatives
- 5.8 Community Living
- 5.9 Solid Waste Education and Enforcement

**6. In Camera**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**That the Committee move to an in camera session.**

**MOTION CARRIED**

7. **Adjournment**  
**Moved By Deputy Mayor Landry**  
**Seconded By Councillor Chambers**  
**To adjourn the meeting.**

**MOTION CARRIED**

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**Date:** April 24, 2023  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

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

**Members Absent** Councillor George Baker (arrived at 5:16pm)

**Staff Present** Jason MacDonald, Chief Administrative Officer  
Sharon Bristol, Director, Community Living  
Tom McCoag, Corporate Communications Officer  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

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**1. Call to Order**

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

**1.1 Territorial Acknowledgement**

Mayor Kogon gave the Territorial Acknowledgement.

**2. Community Support Grants**

Councillor Emery declared a conflict of interest during the Grants to Organizations classified as *Included in Policy* discussion due to her involvement with the Cumberland County Museum.

**Moved By Councillor Davidson**

**Seconded By Councillor Fawthrop**

**That the following Grants to Organizations as *Included in Policy* be forwarded to Council for approval:**

<b>Amherst Little League Baseball Association</b>	
<b>and Amherst Little League T-Ball Baseball (combined)</b>	<b>\$ 2,500</b>
<b>Cumberland County Transition House</b>	<b>\$10,000</b>
<b>Food Assistance Network</b>	<b>\$ 5,000</b>
<b>Seniors Safety Program</b>	<b>\$ 8,700</b>
<b>Sexual Health Centre for Cumberland</b>	<b>\$ 4,000</b>

**MOTION CARRIED**

Councillor Emery declared a conflict of interest during the Grants to Organizations classified as *Events* discussion due to her involvement with the Fibre Arts Festival and the Multicultural Association.

Deputy Mayor Landry declared a conflict of interest during the Grants to Organizations classified as *Events* discussion due to his involvement with the Acadian Society.

Moved By Councillor Chambers  
Seconded By Councillor Fawthrop

That the following Grants to Organizations classified as *Events* be forwarded to Council for approval:

Amherst Terry Fox Run	\$ 100
LA Animal Shelter	\$ 500
Fibre Arts Festival 2023	\$ 2,000
Amherst Curling Club Volunteer Appreciation Event	\$ 800
Multicultural Association of Cumberland	\$ 600
The Great Amherst Scarefest	\$ 1,000
Cumberland African Nova Scotian Association	\$ 1,000
Border Town Biker Bash	\$10,000
Cumberland Acadian Society	\$ 2,000

MOTION CARRIED

Moved By Councillor Emery  
Seconded By Councillor Chambers

That the following Grants to Organizations classified as *Athletic or Sport Related Events/Activities* be forwarded to Council for approval:

Amherst Little League Baseball Association	\$750
Amherst Striders Running Club	\$500
Amherst & Area Heritage Trust	\$835

MOTION CARRIED

Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson

That the CAO engage public interest in the possible establishment of a regional Baseball Association.

MOTION CARRIED

Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson

That \$10,000 to the Amherst Little League Baseball Association to support one batting cage be forwarded to Council for approval.

MOTION CARRIED

Councillor Emery declared a conflict of interest during the Grants to Organizations classified as *Other* discussion due to her involvement with Eat Local Cumberland.

Moved By Councillor Davidson  
Seconded By Councillor Chambers

That the following Grants to Organizations classified as *Other* be forwarded to Council for approval:

NSCC - New Grant	\$15,000
Eat Local Cumberland	\$ 1,500
Showcase Productions	\$ 1,000
After the School Bell Food Program	\$ 5,000

AND FURTHER that approval of the request from Eat Local Cumberland for the accessibility improvements be contingent on the results of the Dickey Brook Study.

MOTION CARRIED

Councillor Emery returned to the discussion at this time.

**Moved By Councillor Davidson**

**Seconded By Councillor Chambers**

**That Council forward the request from the Fundy Winds Society to Council for approval in the amount of \$4,000.**

**MOTION CARRIED**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Emery**

**That the request from the 154 Amherst Anson Air Cadets RCACS be contingent on receipt of their financial statements.**

**MOTION CARRIED**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Fawthrop**

**That the request from Claire Christie be contingent on the funding, and monies from sales of the book, go to the Amherst Area Heritage Trust, or another non-profit organization.**

**MOTION CARRIED**

**Moved By Deputy Mayor Landry**

**Seconded By Councillor Davidson**

**That the CAO meet with the CAO of the Municipality of the County of Cumberland to collaborate on a plan for the request from the LA Animal Shelter in the amount of \$150,000 for the construction of a new facility.**

**MOTION CARRIED**

Councillor Baker arrived at this time.

**3. Adjournment**

**Moved By Councillor Baker**

**Seconded By Councillor Emery**

**To adjourn the meeting.**

**MOTION CARRIED**

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Natalie LeBlanc  
Municipal Clerk

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David Kogon, MD  
Mayor

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

**SUBMITTED BY:** Greg Jones, Director of Fire Services

**DATE:** May 15, 2023

**SUBJECT:** **Fires and Burning of Materials Bylaw C-07 Amendments**

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**ORIGIN:** 2023 Town of Amherst 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 May 23, 2023 regular meeting, first reading of the proposed amendments to the Fires and Burning of Materials Bylaw C-07.

**BACKGROUND:** The current bylaw was adopted by council in 2020. The intent of this bylaw was to establish requirements around the ignition, setting fire to or burning any materials, articles or substances, out of doors, within the limits of the Town of Amherst.

**DISCUSSION:** During the review of this bylaw, it was determined that the requirement for a “Recreational outdoor burning appliance” to be CSA (Canadian Standards Association) or ULC (Underwriters’ Laboratories of Canada) approved should be removed. In addition, this change corrects a few spelling errors within the bylaw.

By removing the CSA & ULC requirement it will provide Town of Amherst residents with the ability to use any appliance that is designed to contain a small fire for recreational and entertainment purposes, that is equipped with a spark arrester which includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

**FINANCIAL IMPLICATIONS:** Approving the proposed amendments will have no financial implications on the Town of Amherst.

**SOCIAL JUSTICE IMPLICATIONS:** Approving the proposed amendments will have no social justice implications for the Town of Amherst.

**ENVIRONMENTAL IMPLICATIONS:** With the approval of these bylaw amendments there is potential for environmental implications, as it relates to the products of combustion.





## COMMITTEE OF THE WHOLE

CDR# 2023078

Date: May 15, 2023

**COMMUNITY ENGAGEMENT:** None at this time. If Council gives First Reading, Notice of Intent will appear in a local paper prior to Second Reading.

**ALTERNATIVES:** Council may choose to:

1. Accept the recommended changes and proceed with 1<sup>st</sup> reading of this bylaw
2. Provide further direction to staff
3. Reject these recommended changes

**ATTACHMENTS:**

1. Proposed changes to the Fires and Burning of Materials Bylaw C-7

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Report prepared by: Greg Jones, Director of Fire Services  
Report and Financial approved d Financial approved by:



**TITLE:** FIRES AND BURNING OF MATERIALS BYLAW  
**SECTION:** PROTECTIVE SERVICES  
**BYLAW:** C-07

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**APPROVAL DATE:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

1. SHORT TITLE

This By-Law shall be known as the Fires and Burning By-Law.

2. DEFINITIONS

In this By-Law,

“**owner**” has the same meaning as in the Municipal Government Act;

“**Recreational outdoor burning appliance**” means an appliance that is ~~approved by GSA (Canadian Standards Association) or ULC (Underwriters’ Laboratories of Canada)~~ and is designed to contain a small fire for recreation and entertainment purposes, equipped with a spark arrester and includes an outdoor fireplace, an outdoor dome fireplace, or fire pit. This does not include an appliance that is designed or used to provide heat to a building.

3. FIRES AND BURNING OF MATERIALS

No person shall light, ignite, start, allow or cause to be lit, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air, except as permitted by this bylaw within the limits of the Town of Amherst. For greater clarity, the burning of materials, articles or substances in any container outside a building shall be considered burning outdoors. This means any place on a property that is not a building. A structure used mainly for the purpose of containing a burning facility or housing a vessel used for burning of materials or substances, does not qualify as a building. No person shall burn rubber tires, oil, plastic, petroleum products or domestic waste, such as leaf and yard waste including grass and grass clippings, twigs, and house and garden plants; and construction or demolition material, including saw dust, wood shavings, planking, siding, wood beams, plastic and rubber.

Only recreational outdoor burning appliances may be used throughout the Town of Amherst without permit as long as they meet the requirements of this bylaw. Further, the user of these types of appliances shall ensure that the ~~manufactures~~ **manufacturers** operating instructions for these appliances are followed and a copy is retained and readily available upon request. In the case where the ~~manufactures~~ **manufacturers** operating instructions are stricter than the requirements of defined in this bylaw, then the position and operation of the appliance shall comply with the manufacturer’s instructions, followed by the remaining requirements of this bylaw.

**TITLE:** FIRES AND BURNING OF MATERIALS BYLAW  
**SECTION:** PROTECTIVE SERVICES  
**BYLAW:** C-07

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#### 4. PERSON IN CHARGE OF THE FIRE

There shall be a person designated as being charge of the fire. This person shall be the owner of the property upon which the burning is taking place, or a person who has the owner consents to conduct the burning. The person in charge shall ensure that:

a. They are at least the age of nineteen (19) years of age or older and shall have the ability to act quickly without delay if an issue or incident occurs in relation to the fire, and has the means to call 911 from the site, without delay. Shall be present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

b. They are present at all times while the fire is burning or smoldering embers are completely extinguished prior to leaving the site after burning is completed;

c. They are equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels and an extinguisher or garden hose) shall be available on the property within a reasonable distance from where the fire is located, that has an adequate water supply;

d. The operating instructions that came with the recreational outdoor burning appliance shall be retained and readily available upon request. In addition, in the cause where the operating instructions from the manufacture are stricter than the requirements of in this Bylaw, then the position and operation of the appliance must comply with those operating instructions;

e. Where the recreational outdoor burning appliance burns wood instead of natural gas or propane:

- it shall have a spark arrestor or mesh screen used to contain any sparks or blowing debris, that has no openings larger than 9.65 mm (3/8"). A spark arrestor is a device fitted to a recreational outdoor burning appliance to prevent the release of sparks into the atmosphere or surrounding area;
- In the case of using wood, you shall ensure that only clean, dry, untreated wood or charcoal is burned. This means wood that has not been chemically treated, stained or painted, and has been stored in a manner to deter dampness;
- The fire shall not exceed 60 centimeters in width at the largest point and not piled higher than 45 centimeters in height; and shall not create an unreasonable interference with a neighboring property owner's enjoyment of his or her property;

f. Where the recreational outdoor burning appliance burns natural gas or propane it shall not have combustible products added to it while in operation.

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**TITLE:** FIRES AND BURNING OF MATERIALS BYLAW  
**SECTION:** PROTECTIVE SERVICES  
**BYLAW:** C-07

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g. Recreational outdoor burning appliances shall not be placed on wooden decks or combustible surfaces or under or near a combustible structure; and that only one recreational outdoor burning appliance is used on a property at a time;

h. Burning does not take place within 4.75 metres (15 feet) of any dwelling, accessory building, flammable structure, combustible material or property line;

i. No fire is to be ignited or remain active when the wind speed is in excess of 25 km per hour as reported on the Environment Canada Website for Amherst, Nova Scotia;

j. Shall ensure that no fires are ignited when a “non-burn day – Burning is not permitted” indicator is issued for the Cumberland region, by the Nova Scotia department of Lands & Forestry, between the period of March 15th to October 15th or as determined from time to time by the Province of Nova Scotia as set out in the Forest Fire Protection Regulations.

#### 5. SPECIAL BURNING PERMIT

In addition, to the requirements and allowances defined in this bylaw there may be a situation where the burning of materials is not defined within this bylaw. In these cases, an application for special burning permit shall be requested by making application to the Fire Chief.

The Fire Chief may issue a special burning permit to an applicant and may prescribe additional requirements within the permit. The Fire Chief, in issuing a permit may specify conditions upon which the permit is granted.

The Fire Chief, in considering an application for a permit may refuse to issue a permit if the Fire Chief is not satisfied that the proposed burning complies with the other provisions of this Bylaw or if the Fire Chief is not satisfied that the proposed burning could be carried out safely. The Fire Chief may revoke a permit issued under this bylaw at any time.

#### 6. AUTHORITY

The Fire Chief or anyone who is directed by the Town of Amherst to enforce this bylaw shall have control over the prevention and suppression of fires governed by this bylaw; and may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.

Where it is determined that a fire poses a fire hazard to persons or property, or where there is a failure to meet the requirements of this bylaw, they shall have the authority to extinguish or order extinguished any fire which poses a health or safety hazard to persons or property,

**TITLE:** FIRES AND BURNING OF MATERIALS BYLAW  
**SECTION:** PROTECTIVE SERVICES  
**BYLAW:** C-07

or in their opinion that the fire causing a nuisance; or does not comply with the provisions of this Bylaw.

**7. PENALTY**

Any person who violates or contravenes any of the provisions of this bylaw shall, upon conviction thereof, be subject on summary conviction to a fine of not less than one hundred dollars and not more than ten thousand dollars, in accordance with section 505(2) of the Municipal Government Act.

A fine can be applied on an individual by anyone who is directed by the Town of Amherst to enforce this bylaw as follows:

- a. First offence: \$250.00
- b. Second offence: \$500.00
- c. Third offence: \$1,000.00
- d. Fourth offence: \$1,500.00

**8. EXCEPTION**

This By-Law shall not apply to persons acting directly under the authority of the Fire Chief of the Amherst fire department in the performance of their duties.

**9. REPEAL**

All Fires and Burning of Materials Bylaws of the Town now in force are hereby repealed and this by-law substituted therefor.

For Administrative Use Only

Fires and Burning of Materials Bylaw C-07 Adoption	
<b>First reading:</b>	
<b>Notice of Publication:</b>	
<b>Second Reading:</b>	
<b>Notice of Publication and Effective Date of Bylaw:</b>	
<b>Notice to Service Nova Scotia &amp; Municipal Relations:</b>	

**VERSION LOG**

**TITLE:** FIRES AND BURNING OF MATERIALS BYLAW  
**SECTION:** PROTECTIVE SERVICES  
**BYLAW:** C-07

Bylaw Owner	Amendment Description	Council Approval Date
<p><b>Director of Fire Services, Jones</b></p>	<p>The Fires and Burning of Materials Bylaw as approved on July 10, 2020 and all amendments thereto are hereby repealed.</p>	<p>July 10, 2020</p>

# MEMORANDUM

TO: Mayor Kogon and Council  
From: Dwayne Pike, Chief of Police  
Date: May 15, 2023  
Subject: Taxi By-Law – Council Review

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At the April 2023 Committee of the Whole meeting, the review of the of the Taxi By-Law was presented to Council, including proposed amendments. Council was asked to provide their thoughts/opinions and ideas by May 5<sup>th</sup> in regards to the by-law and proposed amendments.

There were 2 responses:

1. Councillor Fawthrop referenced the insurance clause that specifies that the vehicles are required to have insurance in the minimum amount of \$1,000,000, indicating that perhaps the minimum amount should be 2 or 3 million.
2. Councillor Davidson advised that Sections 20(b), (c) and (d) required extra clarification in relation to ‘dated offences’, ‘pardons’ and suggested criteria was required to determine what is in the ‘public interest’ or what would be considered ‘unfit’
3. Councillor Davidson also felt that clarification of the criteria above would be helpful during appeals and questioned the intent in the ‘appeals’ section -if the intent was to only accept written appeals and reject oral hearing. Councillor Davidson is concerned that accepting written appeals only would be problematic as it would not afford both the appellant and council the ability to engage in a verbal dialogue of questions and answers and to provide and receive further explanations.

## **Insurance – \$1,000,000 Liability**

Section 10(c) of the by-law deals with the issue of insurance and liability. It states:

*“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.”*

The \$1,000,000 minimum coverage and this particular section of the by-law has not been changed since its original draft. As it is a minimum, there is nothing to stop taxi companies in Amherst from carrying additional coverage of 2 or 3 million dollars if they chose to do so.

I reviewed some of the other municipal by-laws concerning insurance coverage:

Cape Breton Regional Municipality – S. 6 – minimum \$1,000,000.00  
Stellarton – S. 6(f) – minimum \$500,000.00  
Kentville – S. 6(b) – minimum Public Liability \$1,000,000.00, Property Damage - \$500,000.00 and Passenger/Cargo - \$1,000,000.00  
Truro – S. 4(c) – ‘not less than’ \$1,000,000.00  
Bridgewater - S. 5.3(c)(ii) – minimum \$1,000,000.00  
New Glasgow – S. 6(b)(i) minimum \$1,000,000.00  
Halifax Regional Municipality – S. 9.7(a) minimum \$1,000,000.00

In Nova Scotia, no other Taxi By-laws require taxi companies to carry more than \$1,000,000 coverage. As noted, there is nothing keeping Taxi companies from obtaining more coverage, but the amounts set in the current Amherst Taxi By-law are in line with other by-laws within the province. As a result, I do not recommend changing this requirement.

#### **Clarification – S. 20(b)(c) & (d)**

In 2013, the Taxi By-law was amended and a section was added that provided specific instances in which it was mandatory that the Taxi Authority had to refuse to grant licenses of applicants or was required to suspend or revoke license holders who were charged or convicted of specific offences within the previous 5 years. This section defined a series of “disqualifying convictions” that was used to support the language used in Section 20 of the current version. This language/section is still included in the Truro Taxi By-law.

*“Disqualifying Convictions”* included:

- A person who is on an order that prohibits them from possessing a firearm, ammunition or an explosive device;
- A conviction for an offense in which the commission of violence against a person was used, threatened or attempted;
- A conviction for any indictable offense (includes dual offense which proceeds by indictment)
- A conviction for an offense of a sexual nature
- A conviction for an offense against vulnerable persons
- A conviction for an offense involving the illegal sale of any goods or the illegal possession of any goods for the purpose of sale or trafficking;
- A conviction for any offense involving the possession, control or use of an automobile and the unlawful possession or use of liquor or narcotics;
- Convictions for three or more driving offences within the previous 60 months, or two or more convictions for such offences within any 12-month period unless, in the reasonable opinion of the Taxi Authority, the convictions were for offences unrelated to the possible safety of passengers or other persons using streets or highways irrespective of whether persons were actually endangered at the time of the infractions; or
- Convictions in another country or jurisdiction similar in nature to those described in
- The preceding paragraphs of this subsection.

In 2014, after a legal opinion was sought, these amendments were removed and the current language was suggested and implemented in amendments later that year. The view at the time was that the changes would provide the Taxi Authority with the ability to use discretion on a case-by-case basis, while retaining the ability to refuse, suspend or revoke when appropriate. The current language is very similar to the language in S. 14.2 of the Bridgewater Taxi By-Law. The previous language and use of 'disqualifying convictions' was very limiting for potential taxi employees and did not provide discretion in decision-making. In using discretion in relation to the issuance or revoking of licenses, as per the legal opinion that was provided in 2014, we focus primarily on any convictions, court orders or activities that would impact community safety such as using the taxi service for drug trafficking/other illicit activities and could protect the community from potentially dangerous people or circumstances. In either event, we would still have to provide sufficient support for our decision to Council's satisfaction during an appeal. As a result, I do not recommend changes to the by-law.

#### **Appeals – Written or in-person**

An applicant for a taxi or an owners license can appeal the decision of the Taxi Authority as per Sections 29 through 32 of the Taxi By-Law. The appeal process is started by providing notice to the CAO within 15 days. When this occurs, a meeting date is set and the appellant has an opportunity to present orally to council, following the natural rules of justice. Once the appellant and the Taxi Authority have provided the information to council, council has to make a decision as per Section 31 of the By-Law, using the information from the hearing and considering the points in Section 32 of the By-Law.

The words used in Section 31 are "Council shall hear" as opposed to "council shall review the written notice of appeal" or "correspondence" and appears to indicate that the hearing is an oral, in-person hearing that provides the ability to ask questions of both the appellant and the Taxi Authority so that council can have a full understanding of the issues, concerns and complexities of the decision to be made. Past practice has indicated that these are 'in-person' hearings. Such language used for appeals is very similar to language used in the Bridgewater By-Law and Truro By-Law. As a result, I do not recommend changes to this section of the By-Law.

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**APPROVAL DATE:**

**CAO Signature:** \_\_\_\_\_

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

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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
- 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** CAO.
- 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.

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## 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;

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- 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.

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## 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 1<sup>st</sup> of April of each year to the 31<sup>st</sup> 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:

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- 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

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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;

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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.

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- 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.

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- 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.

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- 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.

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## **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 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

**TITLE: BYLAW RESPECTING THE REGULATION OF THE TRANSPORTING OF PASSENGERS FOR HIRE**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW NO: C-09**

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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.

**TITLE: BYLAW RESPECTING THE REGULATION OF THE TRANSPORTING OF PASSENGERS FOR HIRE**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW NO: C-09**

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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.

**TITLE: BYLAW RESPECTING THE REGULATION OF THE TRANSPORTING OF PASSENGERS FOR HIRE**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW NO: C-09**

### 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.

For Administrative Use Only:

Bylaw Respecting the Regulation of the Transporting of Passengers for Hire C-09 Adoption	
First reading:	
Notice of Publication:	
Second Reading:	
Notice of Publication and Effective Date of Bylaw:	
Notice to Service Nova Scotia & Municipal Relations:	

### VERSION LOG

Bylaw Owner	Amendment Description	Council Approval Date
Chief of Police, Pike	<ol style="list-style-type: none"> <li>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;</li> <li>2. Changing the by-law so that the 'registrar' is appointed by the <i>Taxi Authority</i> 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;</li> </ol>	

**TITLE: BYLAW RESPECTING THE REGULATION OF THE TRANSPORTING OF PASSENGERS FOR HIRE**  
**SECTION: PROTECTIVE SERVICES**  
**BYLAW NO: C-09**

	<ol style="list-style-type: none"> <li>3. Requirement for an annual report to council that includes details concerning approved drivers, vehicles and other information;</li> <li>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;</li> <li>5. Owners' licenses and Drivers licenses under the Amherst By-law to be displayed in the car so passengers can see this information;</li> <li>6. Vehicle requirements must not only be met, but also must be maintained to keep an owner's license;</li> <li>7. Added a section under "false statements" that included making a false statement in a <i>hearing pursuant to this by-law</i> which give the authority to refuse or revoke a license and make them ineligible for a license for 5 years.</li> </ol>	



**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:



**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*



## COMMITTEE OF THE WHOLE

CDR# 2023075

Date: May 15, 2023

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

**SUBMITTED BY:** Natalie LeBlanc, Municipal Clerk

**DATE:** May 15, 2023

**SUBJECT:** Territorial Acknowledgement Policy

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**ORIGIN:** Policy and Bylaw Review

**RECOMMENDATION:** That Council forward to the May 23, 2023 regular meeting approval of the new Territorial Acknowledgement Policy 10350-33.

**BACKGROUND:** In January 2019 Council passed a motion to add a Territorial Acknowledgement to the Council agenda template immediately following the Call to Order. In June of 2022, the Inclusion, Diversity and Equity Committee reviewed the Territorial Acknowledgement being used and recommended changes to it, and in addition, that it be included on the agenda for all Town of Amherst Committees. The Proceedings of Council Policy was reviewed and the Territorial Acknowledgement was added to the Committee of the Whole agenda. It has also been added to all other Town of Amherst committee agenda templates.

**DISCUSSION:** While reviewing the Proceedings of Council Policy, and creating the new Council Committees Policy, staff felt it may be appropriate to draft a new policy that addresses when and how the territorial acknowledgement is used, such as at all Town of Amherst Committee meetings and events where the public is formally addressed. It also includes the wording of the acknowledgement to be used. Staff feel such a policy will provide a more meaningful process for the use of the territorial acknowledgement.

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

**SOCIAL JUSTICE IMPLICATIONS:** Approving this policy shows the continual efforts by the Town of Amherst to improve all aspects of Inclusion, Diversity and Equity in all our functions.

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

**COMMUNITY ENGAGEMENT:** There has been no community engagement. If approved the policy will be placed on the Town of Amherst website.



**ALTERNATIVES:** 1) make amendments to the proposed policy, 2) do not approve of the new policy

**ATTACHMENTS:** Proposed Territorial Acknowledgement Policy 10350-33.

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Report prepared by: Natalie LeBlanc, Municipal Clerk

Report and Financial approved by:

**TITLE:** Territorial Land Acknowledgement  
**SECTION:** Executive Office  
**POLICY NO:** 10530-33

**APPROVAL DATE:**

**CAO Signature:** \_\_\_\_\_

**PURPOSE**

This policy will provide a corporate Territorial Acknowledgement and an overview of when it should be used relative to Town of Amherst committee meetings and events.

**POLICY**

The Territorial Acknowledgement will be placed on the agenda following the Call to Order of all Town of Amherst Council and Committee meetings agendas.

The Territorial Acknowledgement will also be read at Town of Amherst events where the public is being formally addressed.

The Town of Amherst Territorial Acknowledgement will read as follows:

*“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.”*

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
Clerk	Ensure policy is kept up to date and added to all Committee meeting agenda templates.
All Staff	Ensure the Territorial Acknowledgement is made at any events where the public is formally addressed.

For Administrative Use Only:

**VERSION LOG**

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



## COMMITTEE OF THE WHOLE

CDR# 2023074

Date: May 15, 2023

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

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

**DATE:** May 15, 2023

**SUBJECT:** Policy Review – Expense Reimbursement Policy

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**ORIGIN:** Policy Review.

**LEGISLATIVE AUTHORITY:** Town of Amherst Expense Reimbursement Policy, # 3000-07.

**RECOMMENDATION:** That Council forward to the May 23, 2023 regular meeting the proposed amendments to the Expense Reimbursement Policy # 3000-07 for approval.

**BACKGROUND:** This policy was originally adopted and approved in November 2018. Prior to this policy the Town had a Travel Policy for many, years but with amended legislation in the MGA and regulations in FRAM clarifying and tightening the rules, the Expense Reimbursement Policy was approved.

The purpose the Expense Reimbursement policy is to safeguard the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the CAO and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

**DISCUSSION:** As part of the policy review, this policy has been reviewed and the following changes are being recommended:

- Updating of wording to be more clear and concise.
- Grouping of subsections in (6) Permitted Expenses to indicate pre-approval for all.
- Updating Authorized Travel sections (4) and (5) to be more clear and increase amount from \$200 to \$500.
- Changing 'Out-of-Province Travel' to 'Travel Outside of the Maritimes'. Travel outside of the Maritimes means travel outside of Nova Scotia, New Brunswick and Prince Edward Island.
- Additions of two new points in section (15) Limits on Reimbursement of Expenses regarding use of personal vehicle in lieu of airplane travel and not charging hotel services to room.
- Increase Per Diem Meal Allowances to \$15 for breakfast (from \$12), \$20 for lunch (from \$17) and \$30 for supper (from \$26).



**FINANCIAL IMPLICATIONS:** The financial implications relating to the changes relate only to the increase in the per diem meal allowances. The per diem meal allowance increases are not significant and can be accommodated within the existing travel expense budgets.

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

**ENVIRONMENTAL IMPLICATIONS:** No environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** Ensures accountability and transparency for the use of tax payers dollars and the administration of the Town of Amherst.

**ALTERNATIVES:**

1. Do not accept the recommended changes and keep policy as is.
2. Make additional changes to the policy.

**ATTACHMENTS:** Expense Reimbursement Policy, # 3000-07 with changes noted in red.

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

**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

**APPROVAL DATE:** \_\_\_\_\_ **CAO Signature:** \_\_\_\_\_

**PURPOSE**

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (“CAO”), and Town of Amherst employees, Committee members and Commissioners in relation to Town of Amherst business.

**APPLICATION**

**SIGNING AUTHORITY:**

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Mayor	CAO / Designate
Members of Council & CAO	Mayor / Designate
Town Employees	Director or CAO / Designate
Committee member or Commissioner	CAO / Designate

3. A Signing Authority may designate a second signing authority in their absence. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

**INDIVIDUAL RESPONSIBILITIES**

5. Everyone who incurs an expense in relation to Town business is responsible for:
  - (1) Familiarizing themselves and complying with the provisions of this policy;
  - (2) By April 1 of each year signing an acknowledgment document certifying that they have reviewed this policy and sought all clarifications necessary for a complete understanding of its provisions and their responsibilities pursuant to it. Failure to sign this acknowledgement document annually will disqualify the individual from claiming expenses for reimbursement under this policy until the document has been signed for that year.
  - (3) Completing and submitting expense claims with necessary supporting documentation;
  - (4) Exercising reasonable diligence and are incurring expenses prudently and responsibly; and
  - (5) With respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

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## PERMITTED EXPENSES

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Town employee, Committee member or Commissioner are eligible for reimbursement:
- ~~(1) Authorized travel within Nova Scotia, including transportation, accommodation and meal costs;~~
  - ~~(2) Pre-approved out-of-province travel, including transportation, accommodation and meal costs;~~
  - ~~(3) Approved training or continuing education costs.~~
  - (4) Pre-approved travel including transportation, accommodation, meal costs and training or continuing education costs.

## AUTHORIZED TRAVEL

7. Council members shall be reimbursed for the reasonable expenses incurred in attending:
- (1) Conferences and professional development authorized by Policy 10350-26 Council Conference Attendance and Professional Development;
  - (2) Meetings or conferences at which the Council member's attendance is authorized or requested by Council;
  - (3) A meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Town if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
  - ~~(4) In the case of the Mayor and Deputy Mayor or Designate, attendance at functions, meetings or conferences involving less than \$200 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Mayor or Deputy Mayor or Designate not to attend;~~  
If the Mayor or Deputy Mayor are invited to attend a function, meeting or conference on behalf of the Town, and if reimbursable expenses are less than \$500, pre-approval by Council will not be required.
  - ~~(5) In the case of a Councillor, attendance on behalf of the Town at a function identified in the previous subsection of this policy, involving less than \$200 in reimbursable expenses provided that such attendance is either at the request of the Mayor or Deputy Mayor to attend in lieu of the Mayor or Deputy Mayor; and~~  
If a Council member attends a function, meeting or conference on behalf of the Town, and if reimbursable expenses are less than \$500, pre-approval of Council will not be required if:
    - a) At the request of the Mayor or Deputy Mayor to attend on their behalf;
    - b) At the request of the Mayor or Deputy Mayor to attend as a Council member who has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Council member relative to the subject of the meeting or conference; and

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<b>TITLE:</b>	<b>Expense Reimbursement Policy</b>
<b>SECTION:</b>	<b>Corporate Services</b>
<b>POLICY NO:</b>	<b>03000-07</b>

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- (6) A training or continuing education event in accordance with the provisions of this policy concerning training and education.
8. The CAO shall be reimbursed for the reasonable expenses pursuant to the CAO's employment contract.
9. An employee of the Town of Amherst, Committee member or Commissioner shall be reimbursed for the reasonable expenses, if pre-approved, incurred:
- (a) In the carrying out of the duties and responsibilities associated with their employment and duly authorized by the Director and/or CAO on the Prior Approval Form;
  - (b) For meetings, conferences, or professional development events at which the attendance of the employee, Committee member or Commissioner is authorized or is requested by the CAO;
  - (c) For attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Town of Amherst if the employee, Committee member or Commissioner is entitled to reimbursement of expenses directly from the applicable organization; and
  - (d) At a training or continuing education event in accordance with the provisions of this policy concerning training or education.

### **TRAVEL OUTSIDE OF THE MARITIMES ~~OUT-OF-PROVINCE TRAVEL~~**

**Travel Outside of the Maritimes means travel outside of Nova Scotia, New Brunswick and Prince Edward Island.**

10. All requests for **travel outside of the Maritimes ~~out-of-province travel~~** shall be made in writing and shall contain the following information:
- (a) The purpose and duration of the trip;
  - (b) The location(s) to be visited;
  - (c) The dates and times of arrival and departure;
  - (d) Any pre-paid transportation, meals, or accommodation; and
  - (e) Any other anticipated expenses.
11. All requests for **travel outside of the Maritimes ~~out-of-province travel~~** by Council members shall be reviewed by the CAO, Mayor or Designate who shall consider the necessity of travel based on the information provided.
12. All **travel outside of the Maritimes ~~out-of-province travel~~** by the CAO, other than that pursuant to the employment contract, shall be reviewed by the Mayor or Designate who shall follow the same guidelines established for Council members.

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

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13. If a request for ~~travel outside of the Maritimes out-of-province travel~~ is approved, and the Claimant (not Town of Amherst) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.
14. All requests for ~~travel outside of the Maritimes out-of-province travel~~ by Town of Amherst employees, Committee members or Commissioners shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.

#### LIMITS ON REIMBURSEMENT OF EXPENSES

15. Notwithstanding any other provision of the policy, the following limits shall apply to the reimbursement of expenses:
- (1) Subject to payment of per diem, a claimant shall only be reimbursed for costs that they have incurred;
  - (2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Town of Amherst;
  - (3) Airplane travel shall be booked by Town of Amherst staff or shall only be reimbursed at the lowest rate which would have been available if Town of Amherst staff had booked the airfare. Reasonable costs for airport improvement or similar fees and luggage shall be reimbursed at actual costs.
  - (4) Accommodation costs shall be reimbursed at actual costs. Government rates should be obtained whenever possible. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements included, but not limited to, wheel chair accessibility;
  - (5) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of ~~travel outside of the Maritimes out-of-province travel~~, in which event the applicable Signing Authority may authorize reimbursement of meals expenses at a comparable standard. Reimbursement for meals shall not be claimed in respect of meals that are included as part of registration fees for conferences or seminars;
  - (6) The cost of any alcoholic beverages shall not be reimbursed;
  - (7) Fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
  - (8) When personal and Town of Amherst travel is combined, only documented expenses directly related to the Town of Amherst portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
  - (9) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
  - (10) There shall be no reimbursement of travel and related expense for individuals other than a Council member, the CAO, or an employee, Committee member or Commissioner of the Town of Amherst;

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

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- (11) There shall be no reimbursement for travel by a Council member within the Town of Amherst because such travel is deemed to be included in the monthly vehicle allowance.
- (12) If a personal vehicle is used in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by Town of Amherst staff or the kilometrage reimbursement.
- (13) Hotel services including room service and video rentals shall not be charged to the room.

### TRAVEL ADVANCES

16. Advances are not routinely approved. The following limits shall apply to the use of advances:

- (1) All advances must be approved by the CAO;
- (2) Advances will only be issued where an overnight stay is required;
- (3) Advances will not be made for less than \$200;
- (4) The CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
- (5) Upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Town of Amherst within 10 days of completing the travel.

### USE OF TOWN OF AMHERST CREDIT CARDS

17. Town of Amherst credit cards, in respect of travel expenses, shall only be used for parking, accommodations, airfare, vehicle rentals and event registration fees. Town of Amherst credit cards shall not be used for tolls or per diem meal allowances.

### PER DIEM MEAL ALLOWANCES

- 18. For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay, in the amounts authorized ~~from time to time~~ as per diem meal allowances ~~by the Province of Nova Scotia OR~~ in the amount of ~~\$15~~ \$12 for breakfast, ~~\$20~~ \$17 for lunch, and ~~\$30~~ \$26 for supper. This allowance includes gratuities and taxes.
- 19. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware the appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, they shall be paid a meal allowance for that meal.

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

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## KILOMETRAGE

20. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
21. Where several Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst, or any combination thereof, attend the same meeting, conference, or function, each shall make reasonable efforts to share a vehicle.

## VEHICLE RENTALS

22. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
- (1) Reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) Two or more Council members, the CAO, and/or employees, Committee members or Commissioners of the Town of Amherst or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
23. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle or a compact, economical vehicle is unavailable.
24. For the protection of the Claimant and the Town of Amherst, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

## EXPENSE CLAIMS

25. Expense claims must be submitted on the form provided ~~from time to time~~ by the Town of Amherst and shall be signed by the Claimant.
26. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
- (1) Claims for per diem meal allowances;
  - (2) Tolls and parking ~~under \$10 only~~; and
  - (3) Claims for personal vehicle kilometrage for authorized travel.

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

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27. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
28. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
29. No expense claim shall be paid unless the claim is first approved for payment by the Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) The claim is consistent with policy;
  - (2) The expenses claimed were necessarily incurred in the performance of municipal business;
  - (3) Appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed; and
  - (4) The expenses claimed have appropriate justification.
30. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
31. The use of petty cash to pay an expense claim is prohibited.

#### **TIMEFRAME**

32. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
33. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

#### **FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL FUNDS**

34. Fraudulent irregularity, misuse or misappropriation of Town of Amherst funds may result in disciplinary action up to and including termination of employment.
35. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO it must be reported immediately to the Mayor.

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**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

---

## REPORTING REQUIREMENTS

36. Pursuant to section 65D of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:

- (1) within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Town of Amherst website for the Mayor, CAO (including an employee of the Town of Amherst delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
  - a. Travel and travel related expenses, including transportation, accommodation and incidentals;
  - b. Meals; and
  - c. Training and education.
- (2) On a monthly basis, posts the expense reports of each reportable individual on the Town of Amherst website on their expenses regarding the following:
  - a. Travel and travel related expenses, including transportation, accommodation and incidentals;
  - b. Meals; and
  - c. Training and education.

## REVIEW REQUIREMENTS

37. The Town of Amherst Audit Committee shall review the expense annual summary report, relevant to section 36, by October 31<sup>st</sup> of each year.

38. By the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

**TITLE:** Expense Reimbursement Policy  
**SECTION:** Corporate Services  
**POLICY NO:** 03000-07

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Finance	Ensure policy is reviewed by January 31 <sup>st</sup> following an election year.
Accounts Payable	Ensure all Expense Reimbursements submitted are per policy.
Council, CAO, Employees, Committee Members	Ensure policy is followed when claiming expense reimbursements.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Policy Review updates. Amend Out of Province Travel to Travel Outside of Maritimes, updated meal per diems. Other updates for clarity.	Director of Finance	Council	

Minutes reference date:      March 25, 2019      November 26, 2018      February 24, 2020

# MEMORANDUM

**To:** Mayor Kogon and Members of Council  
**From:** Jason MacDonald, CAO  
**Date:** May 15, 2023  
**Subject:** Council Conference Attendance and Professional Development Policy

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At the March 20, 2023 Committee of the Whole meeting the following motion was approved:

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.

Staff have reviewed this policy and are recommending some minor housekeeping amendments to the list of conferences in section 3, as well as a change in the process for approval of conferences / educational opportunities not listed in the policy.

If Council would like to consider further amendments regarding additional professional development such as educational credits or certificates not included in the policy, staff would be looking for some guidelines for the drafting of such. The only municipal unit that we can find that addresses further educational opportunities, outside of conferences and workshops, is the Town of Truro. The Truro policy states the following:

*Each elected official is eligible to receive a separate budget through the annual budget process for professional development. The budget is to a maximum of:*

<i>Mayor</i>	<i>\$10,000</i>
<i>Deputy Mayor</i>	<i>\$7,000</i>
<i>Councillor</i>	<i>\$6,000</i>

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**TITLE: Council Conference Attendance and Professional Development**  
**SECTION: Executive Office**  
**POLICY NO: 10530-33**

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**APPROVAL DATE:**

**CAO Signature:** \_\_\_\_\_

**PURPOSE:**

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor. **In addition, the policy will also provide for appropriate professional development for the Mayor and members of Council.**

**POLICY STATEMENT:**

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, ~~in December for the following year~~ **as information becomes available**. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, ~~Union of Nova Scotia Municipalities (UNSM)~~ **Nova Scotia Federation of Municipalities (NSFM)** spring ~~conference workshop~~, ~~UNSM~~ **NSFM** fall conference, ~~Nova Scotia Planning Directors Association (NSPDA) conference~~, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit **conference attendance** requests to ~~the Clerk attend~~ **the Clerk** ~~conferences by January 15<sup>th</sup> of each year. Staff will compare these requests to the approved attendance in Section 3 of this policy and advise Council accordingly. use the submissions to develop a draft annual conference / training plan for Council and advise Council of the existing professional development budget allotment.~~
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply **and will be included in the annual operating budget**:
  - a. ~~UNSM spring workshop~~ **NSFM spring conference** –three members of Council;
  - b. ~~UNSM~~ **NSFM** fall conference – all members of Council;
  - c. FCM annual conference – three members of Council
  - d. ~~NSPDA conference – two of the three members of Council on the Planning Advisory Committee~~
  - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
  - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners

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**TITLE: Council Conference Attendance and Professional Development**  
**SECTION: Executive Office**  
**POLICY NO: 10530-33**

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4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.
5. All members of Council will be permitted to attend the ~~UNSM Spring Workshop~~ **NSFM spring conference** when it is in the Cumberland Region.
6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences or workshops, ~~including but not limited to those permitted~~ **included** in paragraph 3, will submit the request to the ~~CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council for approval who shall make the final decision.~~
10. Where budget allows, the Town will support members of Council interested in participating in the ~~UNSM~~ **NSFM** / AMA Leadership Education Modules. **Information on these modules will be provided to Council by the Clerk as it becomes available.**
11. **Members of Council wishing to take educational courses or other learning opportunities not listed in this policy will submit the request to Council for approval.**
12. For all members of Council attending a conference or workshop on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information within 60 days of the date of the conference or workshop.

**TITLE: Council Conference Attendance and Professional Development**  
**SECTION: Executive Office**  
**POLICY NO: 10530-33**

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Clerk	Adhere to the requirements of the policy.
Mayor / Council	Approve requests for additional learning opportunities as per Section 11 of the policy.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> <li>1. Housekeeping amendments to reflect current names of current Boards.</li> <li>2. Add Section 11 to include additional learning opportunities.</li> </ol>	Clerk, LeBlanc	Council	

Minutes reference date: 24 April 2017

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

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

**DATE:** May 15, 2023

**SUBJECT:** Ballfield User Policy Review

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

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

**RECOMMENDATION:** That Council forward to the May 23, 2023 regular meeting, approval of the repeal of the Ballfield User Policy 72300-01.

**BACKGROUND:** This policy was originally approved by Council in 2005 and last amended in 2007. The intent of the policy is to outline which user groups are required to pay fees, in accordance with the Towns User Fee Policy, and which users are exempt from fees for use of the ballfields at Robb Complex.

**DISCUSSION:** Upon review staff are recommending the existing policy be repealed as any fees charged for using the fields are found in the User Fee Policy and the other information contained in the policy can be captured in an operating procedure. A copy of the draft Ballfield User Procedure is attached. The procedure, in general, outlines;

- Hours of Operation
- Facility opening/closing dates
- Closures and cancellations
- Booking and scheduling
- Responsibilities of the user
- Responsibilities of the Town

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

**SOCIAL JUSTICE IMPLICATIONS:** The ballfields at the Robb Centennial Complex, with a few exceptions, are available to all members of the community free of charge.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

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

**ALTERNATIVES:**

1. Do not repeal the policy.
2. Direct staff to revise the policy.





**COMMITTEE OF THE WHOLE**

**CDR# 2023073**

**Date: May 15, 2023**

**ATTACHMENTS:**

Ballfield User Policy 72300-01

Ballfield User Procedure 72300-01-P

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Report prepared by: Aaron Bourgeois, Director of Operations

Report and Financial approved by:



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**DEPARTMENT:** Council and All Departments

**TITLE: Ball Field User Policy**

Minutes reference date: 21 February 2005

1<sup>st</sup> Revision date: 27 June, 2005

2<sup>nd</sup> Revision date: May 28, 2007

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**PURPOSE:**

All ball field facilities in Amherst have been developed and maintained for the use of Amherst residents and to encourage the development of sports and recreation in our community. The Town acknowledges that the teams and leagues using these facilities make a positive contribution to our community and should be encouraged to develop and grow their organizations in the future. Council has set the following rate structure for Ball field Users.

**POLICY STATEMENT:**

**League/Team Season Fees**

There will be no annual regular season user fee charged to teams for use of Town owned fields.

**Tournaments**

Tournament fees will be charged in accordance with User Fee Policy # 03470-03.

**Charitable Rates**

Individuals, organizations or businesses requesting an exemption in fees by virtue of being a charitable organization or fundraising for a recognized charity will receive an exemption from all fees upon receipt of reasonable proof of the charitable status of their organization or the charitable organization they represent.

A **User Agreement** must be completed with adequate arrangements for payment of fees with the Town of Amherst prior to the start of the season, tournament or event. A charitable organization will satisfy the Town of their charitable status.

**Robb Ball Field #2**

Bantam Baseball and Slow pitch games are permitted on Ball Field #2 under the following local rules **with the 65 foot high netting in place:**

1. A ball hit over the nets will be an automatic out;
2. Hitting fly balls to the outfield during warm up is not permitted.

**TITLE: BALLFIELD USER PPROCEDURE**  
**SECTION: RECREATION & CULTURAL SERVICES**  
**POLICY NO: 72300-01P**

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**APPROVAL DATE:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

**1. PURPOSE**

The purpose of this procedure is to establish the administrative process for the availability, booking, and use of the ballfields at the Robb Centennial Complex (Robb's).

**2. SCOPE**

This procedure is applicable to all staff and user groups requesting use of the Robb's ballfield fields

**3. PROCEDURE**

All users must complete a **User Agreement** and make arrangements for the payment of any required fees with the Town staff prior to the start of league play, tournaments, or other events.

Operating Season

The Robb's ballfields and washroom facilities will be available for use annually from May 1<sup>st</sup> until October 15<sup>th</sup>. The length of the season may be adjusted based on requests for use in consultation with the local user groups.

All user groups that use the field on a regular basis will be invited to an annual user group meeting. This meeting will be scheduled annually in March.

When considering requests for an early start to the season, extensions to closing the facility for the season, extending hours of operation, or hosting league or tournament play on holidays the following shall be considered;

- User group requests
- Field Conditions
- Budgetary restraints
- Availability of staff

Robb Complex will normally be closed for regular operations on holidays unless special request is received and we are able to meet the criteria listed above.:

- |                 |                    |
|-----------------|--------------------|
| • Good Friday   | • Natal Day        |
| • Easter Sunday | • Labor Day        |
| • Victoria Day  | • Thanksgiving Day |
| • Canada Day    |                    |

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**TITLE: BALLFIELD USER PPROCEDURE**  
**SECTION: RECREATION & CULTURAL SERVICES**  
**POLICY NO: 72300-01P**

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### Field Allocation

To ensure all user groups have a fair and equitable opportunity to schedule their preferred times, staff shall adhere to the following timeline:

- January 1 - Ballfield user package sent to previous years user groups. Ballfield packages include, field request forms, field start date, and upcoming meeting date.
- February 1 - Ballfield requests from user groups are due. Request are to include regular field usage schedule and special event and tournament schedule.
- February 21 - Draft schedule sent to user groups.
- April 1 - Schedule revised and tentative scheduled released to user groups.

### Field Time Reallocation

While the Town will endeavor to accommodate all requests for use and honor all bookings, the Town reserves the right to reallocate fields time based on operational needs.

### General Administration

All applicants and users must submit all requests for field time, amendments, or cancellations on the Town field request forms.

The Town of Amherst reserves the right to reject applications and request from users submitting forms which are incomplete or contain incorrect information.

In the case of inclement weather, the Town reserves the right to cancel user groups at any time. The Town will provide as much notice as reasonably possible.

The Town reserves the right to cancel games due to inclement weather during play. The Town of Amherst may overrule the umpire's decision.

User groups shall not sublet or render the facility to others without written authorization from the Town.

Users shall be held responsible for any damages incurred to the premises or property of the Town as a result of any act or omission of the applicant or the group named of their members. Damages which occur to the Robb Complex facility shall be responsibility of the group or individual responsible.

### Responsibilities of the Town

- Field usage scheduling and coordination
- Mowing of fields and raking infields
- Lining fields, placing bases, and preparing the pitching mound
- Emptying of trash and recycling receptacles
- Cleaning washroom facilities and dugouts prior to games

**TITLE: BALLFIELD USER PPROCEDURE**  
**SECTION: RECREATION & CULTURAL SERVICES**  
**POLICY NO: 72300-01P**

Responsibilities of Users

- Follow all Town rules, regulations, and policies related to the facility.
- Banners and/or signs may be permitted on fences, however all must be removed upon the conclusion of practice or game.
- Clean up all trash in and around the dugouts after use and place in appropriate trash receptacles.
- Maintain and set appropriate expectations of behavior from participants. Disorderly conduct will not be tolerated.
- Park only in designated parking areas and prohibit driving on grass or any area outside of designated parking area.
- Should there be any contravention of the above noted conditions, the field rental contract becomes null or void and the user shall be responsible to pay for any damages, cleanup and/or repairs. The user shall be subject to an administrative review which may include the revocation of booking privileges.

Alcohol, Tobacco & Cannabis

Alcoholic beverages, cannabis and tobacco are prohibited on the premises.

After the first request to cease use of the above items by staff, police will be called to deal with the issue. Repeated offenses may result in booking termination.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Director of Operations</b>	Responsible for ensuring that the procedure is reviewed regularly for relevancy.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Procedure Owner	Approved By	Approval Date
New Procedure	Director of Operations, Bourgeois	CAO	

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

**SUBMITTED BY:** Jason MacDonald, CAO

**DATE:** May 15, 2023

**SUBJECT:** **Memorandum of Understanding – Afghanistan Memorial Land**

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**ORIGIN:** The Town of Amherst was requested by the Royal Canadian Legion Branch 10, Amherst, to utilize the site beside Town Hall for an Afghanistan Memorial.

**RECOMMENDATION:** That Council forward to the May 23, 2023 approval of the Memorandum of Understanding between the Royal Canadian Legion Branch 10, Amherst, and the Town of Amherst and authorize the CAO to sign on the Town’s behalf.

**BACKGROUND:** The Town of Amherst was requested by the Royal Canadian Legion Branch 10, Amherst, to utilize the site beside Town Hall for an Afghanistan Memorial. The Town and the Legion have met and have basically agreed to a design and operating parameters of the site.

**DISCUSSION:** The attached MOU provides clarity of the role each party has in the continued development and daily operation of the site. Both parties agree that an MOU is needed and both parties have had an opportunity to provide input. For the Town, entering into this MOU will ensure the site is maintained to the same level of service standard as all other Town owned parks and green spaces. The MOU ensures that the park will be an inclusive and safe site where all people are welcome. It also allows for other memorial monuments to be placed on site.

**FINANCIAL IMPLICATIONS:** There are no financial implications to this MOU in particular. The Town will continue to operate the site.

**SOCIAL JUSTICE IMPLICATIONS:** The MOU ensures the site may be used for all people and that it is inclusive and safe. Other monuments honoring other veterans’ groups are permitted and encouraged.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**COMMUNITY ENGAGEMENT:** This project has been developed with the Royal Canadian Legion Branch 10, Amherst. It has received significant media attention. We will continue to celebrate our collaboration and achievements with regards to the site.

**ALTERNATIVES:**

1. Direct staff to draft changes to the MOU.
2. Do not approve the MOU.



**ATTACHMENTS:** MOU between Town of Amherst and the Royal Canadian Legion Branch 10, Amherst.

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Report prepared by: Jason MacDonald, CAO  
Report and Financial approved by:



## **Memorandum of Understanding**

### **THE TOWN OF AMHERST**

(Hereinafter referred to as “the Town”)

### **Royal Canadian Legion Branch 10, Amherst, NS**

AND

(Hereinafter referred to as “the Legion”)

The Town and the Legion have cooperated in the design of a Veterans Memorial space beside Town Hall at the corner of Victoria and LaPlanche Streets which will contain a memorial to Afghanistan Veterans. This space is also currently home to the Highlanders Mural and the Vimy Ridge Oak.

Both the Town and the Legion endeavor to create and utilize this site for honoring our veterans in a safe, respectful and inclusive manner.

WHEREAS it is the mutual objective of the Town of Amherst and the Legion to continue a positive working relationship in regards to the continued development and operation of the site:

1. The Legion agrees that the site should be integrated into the Town’s recreation plan to achieve maximum usage of the site’s facilities including daily scheduling and annual open and closing.
2. The Town will maintain the site as per the standards, policies and procedures established by the Town for all properties within the Town Park system. For clarity this will include:
  - a. Maintenance of the walkway, green space, flowers and trees;
  - b. Security and lighting;
  - c. The Town shall make every reasonable effort to generally utilize the site for activities which respect, promote and facilitate honoring our veterans.
3. The Town at their sole discretion may install equipment or apparatus for the use of the public on the site. This may include both passive and active uses. Such uses shall be in keeping with the overall respectful nature of the site.





# MEMO

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

**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
Jeff Bacon, Business Development Officer

**DATE:** May 15, 2022

**RE:** **Nova Scotia Webcam**

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A local business owner suggested the town consider a live webcam somewhere in town through the Nova Scotia Webcams: [Novascotiawebcams.com](http://Novascotiawebcams.com). This website maintains approximately 80 active cameras around the province and claims to have a significant social media following (ex. over 80,000 on Facebook). The cost to install and maintain a camera is approximately \$5,200 the first year and \$3,000 in annual fees thereafter. The service maintains the equipment and promotes the site on their social media feeds.

Most of the cameras are fixed on landscapes and outdoor spaces such as rivers, shorelines, harbors, and parks where the scene changes throughout the day. There are some locations in more urban settings such as Argyle Street and the Armdale Rotary in Halifax, and the Truro Civic Square. Skateparks, streets and bridges are also examples of urban public space locations. These cameras might be used for safety and traffic monitoring as much as they are for recreational or promotional viewing.

The one camera focused on the Truro Civic Square did have a unique view and would be an interesting way for a viewer to watch over the area during an event. However, below the live camera viewer are still photos at different times the square was used. This might lead one to question the value of a constant live feed over just having periodic photos taken during times when the location is busy.

Regarding a camera in Amherst, a downtown streetscape or Victoria Square would be unique, but has the potential to draw undue criticism. During periods of the day and times of the year when downtown might not be as busy could result complaints or even mockery. Alternatively, hiring a photographer for events or to capture drone videos might be a better use of limited budget dollars.

# MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: May 15, 2023

SUBJECT: Presentation to Council Request

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Staff have been contacted by Kassia Regnier on behalf of Food Cycle Science who would like to make a brief presentation to Council about *the Impact Canada Municipal Food Waste Program* funding opportunity and whether or not the Town of Amherst would be interested in participating.

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

## Natalie LeBlanc

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**Subject:** FW: Request to Appear Before Council - Impact Canada Pilot Program  
**Attachments:** FoodCycler Municipal Solutions-2023.pdf

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**From:** Kassia Régnier <Kassiar@foodcycler.com>  
**Sent:** May 9, 2023 12:24 PM  
**To:** Natalie LeBlanc <NLeBlanc@amherst.ca>  
**Subject:** Re: Request to Appear Before Council - Impact Canada Pilot Program

Hi Natalie,

Of course. Please find a copy of our presentation attached to this message.

For more context, I am a Municipal Program Coordinator with Food Cycle Science (FCS) in Ottawa, Ontario – we provide municipalities with innovative residential food waste diversion solutions to reduce the amount of organic waste going to landfill.

We have received federal funding through the **Impact Canada/Agriculture and Agri-Food Canada Food Waste Reduction Challenge** to expand our municipal programs across Canada. As a trusted solution provider to over 85 municipalities in Canada and the United States, we are seeking additional implementation partners to participate in this program. The program comes with a direct investment in your community to offset the cost of the program. (See Impact Canada's food waste reduction challenge here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>). This funding is available until mid-June 2023 (or until the funding is fully allocated, whichever comes first).

Please see the following link to the municipal page of our website: <https://foodcyclescience.com/pages/municipal-solutions>.

Along with a recent CBC article about some of our programs: <https://www.cbc.ca/news/canada/thunder-bay/foodcycle-science-redlake-kenora-1.6718181>.

With our programs, municipalities do not need infrastructure to collect or process green bins, landfill life is extended, and greenhouse gas emissions are reduced by 95% compared to sending food waste to landfills. Our partners see significant reductions in their regular waste treatment costs because they now have much less waste to landfill.

Thank you very much for considering us for the next Committee of the Whole meeting. I look forward to hearing from you.

Have a great day!

**Kassia Régnier, MSc, BScH**

Coordonnatrice des programmes municipaux | Municipal Program Coordinator  
+1 613-861-1721



Food Cycle Science Corporation  
371A Richmond Road, Suite 4,  
Ottawa, ON, K2A 0E7

[www.foodcycler.com](http://www.foodcycler.com)



# FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food  
Waste



# ABOUT US

## Food Cycle Science

- Canadian company based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on Food Waste Diversion Solutions
- Products available in North America through FoodCycler Municipal / Vitamix and internationally through network of distributors & OEM partners
- Finalists in Impact Canada/AAFC's Food Waste Reduction Challenge
- Globe & Mail Canada's Top Growing Companies (2021 & 2022)
- Deloitte Fast 50 CleanTech award winners (2021)
- Approved supplier with Canoe Procurement Group of Canada



82  
Municipal  
Partnerships  
Across North  
America

# TRUSTED CANADIAN SOLUTION

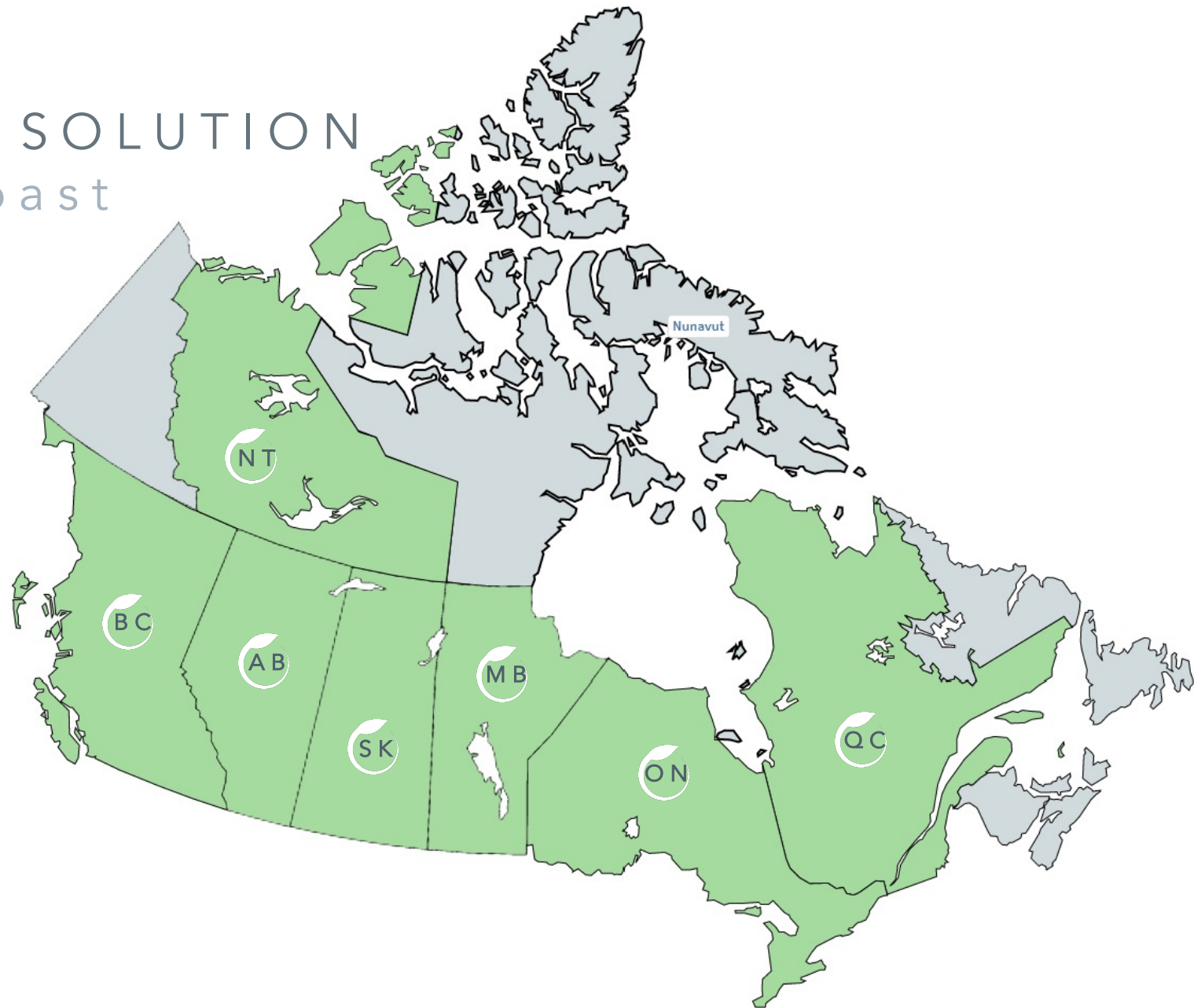
Coast to Coast to Coast

80\*

Canadian  
Municipal  
Partnerships

○ 6 Provinces

○ 1 Territory



\*Plus 2 in the United States.

# THE PROBLEM – FOOD WASTE

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- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



# MUNICIPAL IMPACT

## Waste is a municipal responsibility

### LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

### ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO<sub>2</sub>
- 1 tonne of food waste is equivalent to 1 car on the road for one year



### COMMUNITY

#### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



#### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less "interesting" for animals

# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**

## BACKYARD COMPOST

- **Space, ability,** and **know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odors**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

# OUR SOLUTION: 90% FOOD WASTE REDUCTION

Full bucket of wet,  
smelly food waste

2.5L / 5L



Handful of dry, sterile,  
odourless & nutrient-rich by-  
product

100 g / 200 g



4-8 HOURS  
(Overnight)

0.8-1.5 kWh  
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle  
(\$2-4 per month)

# THE FOODCYCLER PRODUCT FAMILY

FOODCYCLER™  
FC-30



FOODCYCLER™  
MAESTRO



2.5 L	VOLUME CAPACITY	5.0 L
30.5 L	UNIT VOLUME	28.9 L
4-8 HOURS	PROCESSING TIME	6-8 HOURS
0.8 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh
2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER
BACK	VENT LOCATION	TOP

# FOODILIZER™ : BENEFICIAL USES

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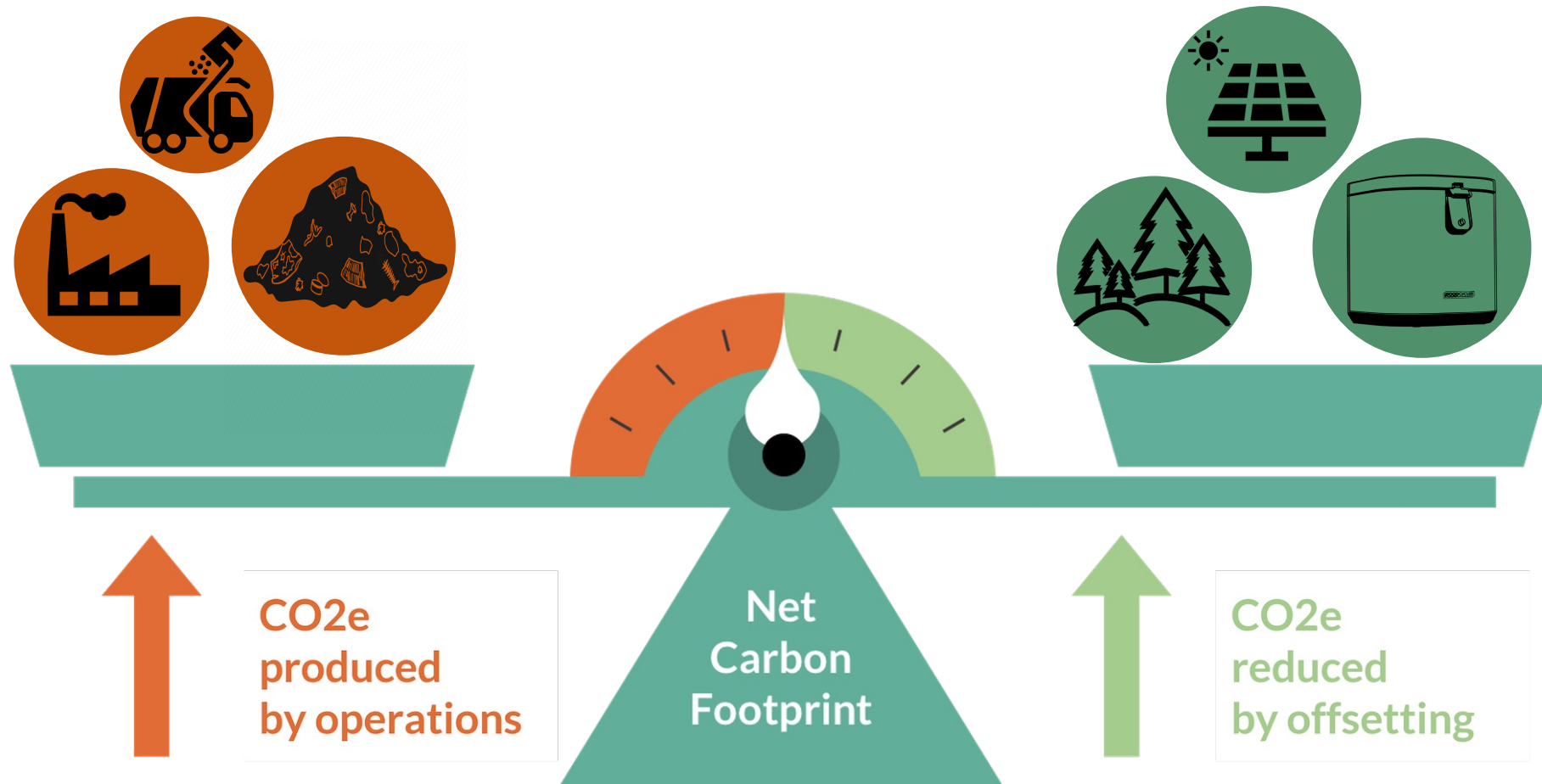
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

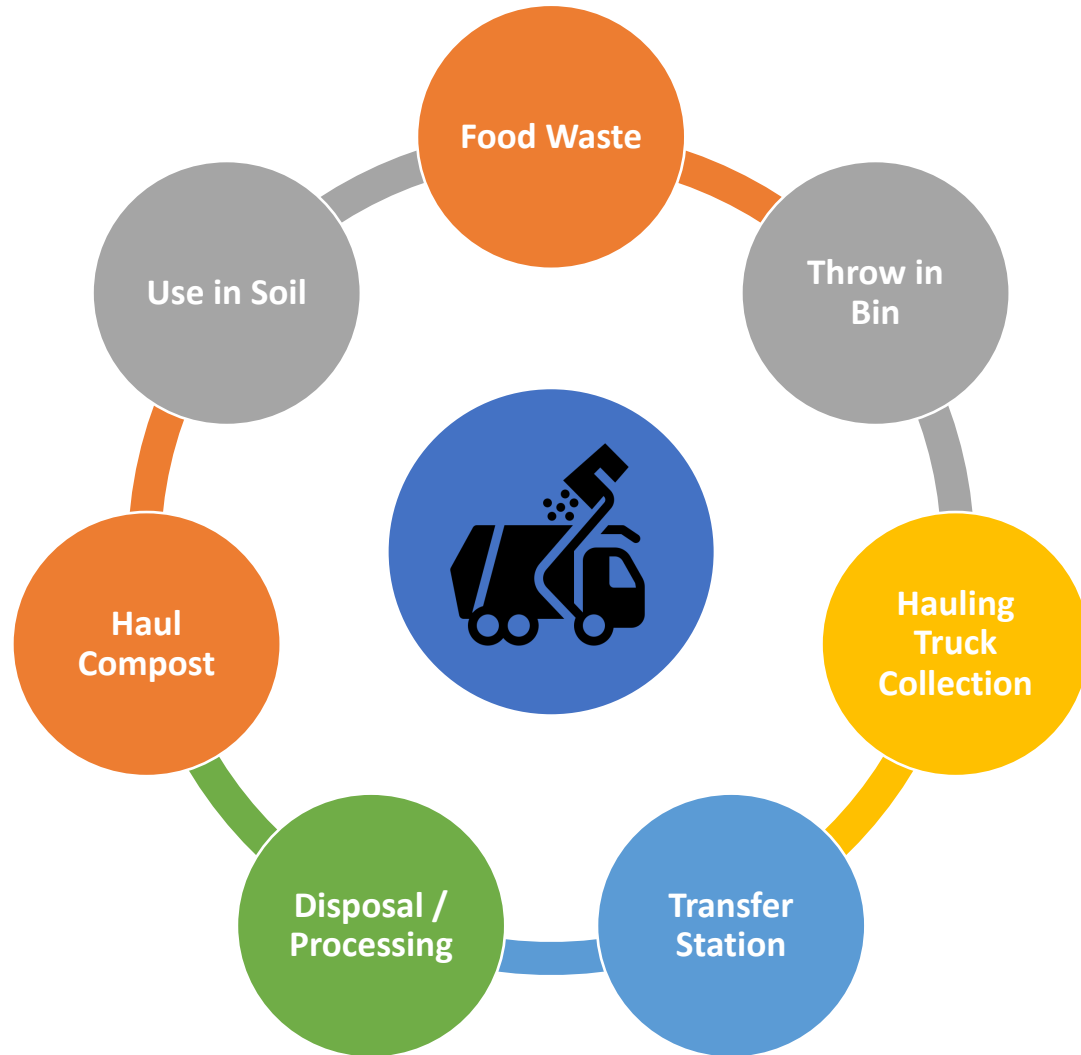


# IMPACT: ENVIRONMENT

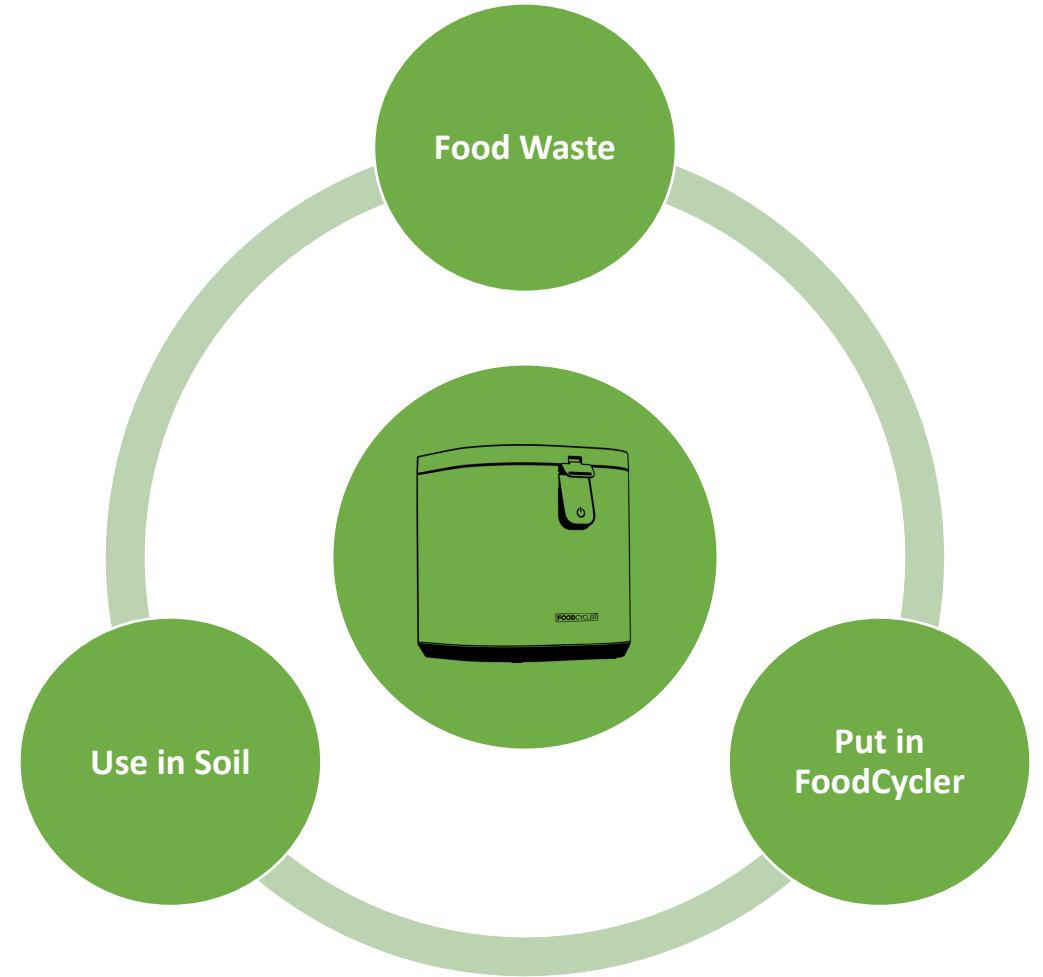
## The Path to Net Zero



# IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler

# IMPACT: PRESSURE

## Regulatory + Social

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."*

**Deputy Mayor Lyle Warden, (South Glengarry ON)**

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

**Pilot participant in South Glengarry**

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

**Pilot participant in Hornepayne**

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."*

**Kylie Hissa, Strategic Initiatives Officer  
(Kenora, ON)**

# THE FOODCYCLER PILOTS

The results are in.

Completed pilots\*  
in:

**5,000+**  
Households

**40+**  
Municipalities



**Participation Rate** 98%

- 98% of pilot participants will continue using the FoodCycler after the pilot period

**Recommendation Rate** 96%

- 96% of users would recommend the FoodCycler to friends/family/neighbours

**User Experience Rating** 4.6/5

- 4.6 out of 5-star rating for the overall user experience of the FoodCycler

**Net New Diversion** 300 kg

- Each participating household is estimated to divert approximately 300 kg of food waste per year

**Awareness + Prevention** 77%

- 77% of pilot participants resolved to waste less food as a result of increased awareness

\*The rest are in progress!

# FOOD WASTE REDUCTION CHALLENGE

## Impact Canada Finalists

### Federal Funding

- ✓ Semi-Finalists in Stage 1 received **\$100,000**
- ✓ Finalists in Stage 2 received **\$400,000**
- Finalists will compete in Stage 3 to win one of two Grand Prizes of up to **\$1,500,000**



# PILOT PROGRAM

12 Weeks from Start to Finish

## PILOT TIMELINE

START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

NEXT STEPS

Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.

# FUNDED PILOT PROGRAM OPTIONS

## Municipal Subsidy Model



FOODCYCLER™  
FC-30

\$500

-\$200

-\$50

\$100

\$150

RETAIL PRICE	\$500
MUNICIPAL DISCOUNT	-\$200
IMPACT CANADA INVESTMENT	-\$50
* MUNICIPAL SUBSIDY *	\$100
RESIDENT COST	\$150

\$800

-\$250

-\$150

\$100

\$300



FOODCYCLER™  
MAESTRO

# FUNDED PILOT PROGRAM OPTIONS

## Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
< 2,500 Residents	50 Households	\$5,000
2,500 – 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- Plus shipping costs and applicable taxes



## Next Steps

- 🍃 We kindly ask that you receive our presentation as information
- 🍃 If interested in partnering, please refer to Staff for a recommendation to Council



THANK YOU!  
ANY QUESTIONS?

**Kassia Régnier**

Municipal Program Coordinator

Email: [kassiar@foodcycler.com](mailto:kassiar@foodcycler.com)

Phone: 613-861-1721

**The Municipal Solutions Team**

[municipal@foodcycler.com](mailto:municipal@foodcycler.com)



**FOODCYCLER**

# MEMORANDUM

TO: Mayor Kogon and Members of Council

FROM: Natalie LeBlanc, Municipal Clerk

DATE: May 15, 2023

SUBJECT: Presentation to Council Request

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Staff have been contacted by Kathy Morash to make a brief presentation to Council about a recent situation regarding a protester outside of Coldwell Banker.

*“Hi Natalie. We had a protester in front of our building for an entire week, very disruptive and unwarranted. The police were called MANY times and they could do nothing because there is no bylaw preventing such things. It got extremely heated and dangerous, especially when our neighbours tried to intervene.”*

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

# MEMORANDUM

TO: Mayor Kogon and Members of Council  
FROM: Sharon Bristol, Director, Community Living  
DATE: May 15, 2023  
SUBJECT: Community Support Grants

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The Community Support Grants recommendations as noted below discussed at the meeting on April 24, 2023 will be forwarded to May Council meeting for decision.

**Moved By Councillor Davidson**  
**Seconded By Councillor Fawthrop**  
That the following Grants to Organizations as *Included in Policy* be forwarded to Council for approval:

Amherst Little League Baseball Association	\$ 1,500
Amherst Little League T-Ball Baseball	\$ 500
Cumberland County Transition House	\$10,000
Food Assistance Network	\$ 5,000
Seniors Safety Program	\$ 6,500
Sexual Health Centre for Cumberland	\$ 4,000

**MOTION CARRIED**

**Moved By Councillor Chambers**  
**Seconded By Councillor Fawthrop**  
That the following Grants to Organizations classified as *Events* be forwarded to Council for approval:

Amherst Terry Fox Run	\$ 100
LA Animal Shelter	\$ 500
Fibre Arts Festival 2023	\$ 2,000
Amherst Curling Club Volunteer Appreciation Event	\$ 800
Multicultural Association of Cumberland	\$ 600
Cumberland African Nova Scotian Association	\$ 1,000
Border Town Biker Bash	\$10,000
Cumberland Acadian Society	\$ 2,000

**MOTION CARRIED**

**Moved By Councillor Emery**  
**Seconded By Councillor Chambers**  
That the following Grants to Organizations classified as *Athletic or Sport Related Events/Activities* be forwarded to Council for approval:

Amherst Little League Baseball Association	\$750
Amherst Striders Running Club	\$500
Amherst & Area Heritage Trust	\$835

**MOTION CARRIED**

**Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson  
That the CAO engage public interest in the possible establishment of a regional  
Baseball Association.**

**MOTION CARRIED**

**Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson  
That \$10,000 to the Amherst Little League Baseball Association to support one batting  
cage be forwarded to Council for approval.**

**MOTION CARRIED**

**Moved By Councillor Davidson  
Seconded By Councillor Chambers  
That the following Grants to Organizations classified as *Other* be forwarded to Council  
for approval:**

<b>NSCC - New Grant</b>	<b>\$15,000</b>
<b>Eat Local Cumberland</b>	<b>\$ 1,500</b>
<b>Showcase Productions</b>	<b>\$ 1,000</b>
<b>After the School Bell Food Program</b>	<b>\$ 5,000</b>

**AND FURTHER that approval of the request from Eat Local Cumberland for the  
accessibility improvements be contingent on the results of the Dickey Brook Study.**

**MOTION CARRIED**

**Moved By Councillor Davidson  
Seconded By Councillor Chambers  
That Council forward the request from the Fundy Winds Society to Council for approval  
in the amount of \$4,000.**

**MOTION CARRIED**

**Moved By Councillor Fawthrop  
Seconded By Councillor Emery  
That the request from the 154 Amherst Anson Air Cadets RCACS be contingent on  
receipt of their financial statements.**

**MOTION CARRIED**

**Moved By Deputy Mayor Landry  
Seconded By Councillor Fawthrop  
That the request from Claire Christie be contingent on the funding, and monies from  
sales of the book, go to the Amherst Area Heritage Trust, or another non-profit  
organization.**

**MOTION CARRIED**

**Moved By Deputy Mayor Landry  
Seconded By Councillor Davidson  
That the CAO meet with the CAO of the Municipality of the County of Cumberland to  
collaborate on a plan for the request from the LA Animal Shelter in the amount of  
\$150,000 for the construction of a new facility.**

**MOTION CARRIED**

# Monthly Report

## Cumberland Business Connector

### May 2023

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#### Support Existing Businesses

- The Cumberland Business Accelerator Program continues to support businesses with high growth potential. Some of the progress with these businesses over the past month includes:
  - Identifying ways to reduce waste
  - Identifying areas of processing efficiency
  - Identifying new value added product and identifying a key export customer for this product
  - Identified the underlying value of a business's assets (of a local business to be purchased)
  - Improved financial projections and identified potential investors and lenders
  - Developing plan to bring new technology to an existing industry in Nova Scotia
- A business started by Ukrainian Immigrants is making progress. A commercial kitchen has been rented. Their novel food processing process has now been accepted by CFIA. Their first retail location for the summer of 2023 has been secured
- In collaboration with the Town of Amherst and CBDC Cumberland, Mashup Lab delivered their training program to two cohorts of aspiring and existing entrepreneurs in the Amherst/Cumberland Region.
- Continued to provide support to a local Amherst business to rejuvenate and adapt their business plan
- The Connector has created a Business Spotlight program to highlight small businesses on Social Media. We have highlighted six businesses during the month. Five of these have started up in the past year.

#### New Businesses

We have met with and advised an entrepreneur who is interested in purchasing a small existing (inactive) business in this region. A second entrepreneur has come for advice on starting a small service business in this region. Both of these entrepreneurs have recently moved to the area from other parts of Canada.

#### Workforce

- We continue to collaborate with NSCC and the Town of Amherst to plan the house "Earn Income, Rent Your Space" that will showcase the opportunity for local residents to earn extra income by renting rooms or apartments to students and health care professionals looking to study or work in Amherst.
- We continue to meet with the Department of Labour, Skills, and Immigration and the Regional Enterprise Networks to better co-ordinate workforce attraction efforts and make it easy for skilled workers to come to our region. One of their staff will be attending the Amherst Career Fair on May 17<sup>th</sup> to connect and network with the employers who are present.
- The Northern NS Connector Program continues to work with students and other professionals to help them build a local network of contacts in our region. This has been most effective with international students living in Sackville.
- We hosted the first High School Career Fair in Pugwash, and a second Career Career Fair in Advocate was held in the second week of May. Plans have begun for fall Career Fairs for other High Schools in Amherst and Cumberland.

# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Andrew Fisher, Director of Planning & Strategic Initiatives  
**DATE:** May 15, 2023  
**RE:** **Strategic Priorities Update**

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The following provides an update on the draft 2023 Strategic Priorities listed below, where appropriate. Updates to other priorities are provided to the Committee within other reports.

<b>Community Centre Feasibility Study</b>	<b>Municipal Planning Strategy Review</b>
<b>Policy / Bylaw Review</b>	<b>New Housing Development</b>
Industrial Park Expansion	Facilitate Business Development
Social Equity (Accessibility, Poverty, IDE)	Drugs and Addiction
Asset Management	Active Transportation
Chignecto Isthmus	Community Vibrancy
Municipal Cooperation	

Title: **Community Centre Feasibility Study**

Project Goal: Construction and operation of a financially feasible modern multi-purpose complex that includes an environmentally friendly, safe and inclusive facility that meets the needs of our citizens and partners by promoting community pride, healthy active lifestyles, and vibrancy that reflects community values and heritage.

Responsible Department: Planning and Strategic Initiatives

Current Status: Report draft development, in particular space planning and economic feasibility. The YMCA have confirmed their interest in being a major partner. Two potential location scenarios are being developed, one in a central location and one in the Highway Commercial area.

Future Actions:

~~1. Meeting with Steering Committee to discuss the concepts being developed and a first draft.  
Due Date: April 20- Complete~~

2. Revisions and Final Draft  
Due Date: ~~May~~ end of May

3. Final Draft Report to Council

- a. Summary of what they heard and general information
- b. Elements included (rink / library etc.)
- c. Partnerships (YMCA / MCC)
- d. Location(s)
- e. Cost Estimates
- f. Feasibility of Project

Due Date: June COW

4. Council Consideration of Various Options and feedback to consultant

- a. Elements included
- b. Partnerships
- c. Location

Due Date: September COW

5. Determination of Public Consultation on Community Centre Concept  
Due Date: November

6. Decide on moving forward or not.

2022 / 2023 Strategic Priority

Title: **Municipal Planning Strategy (MPS) Review**

Project Goal: A new MPS that provides a policy framework to guide future decisions on the physical, environmental, economic, social, and cultural development of the town.

Responsible Department: Planning and Strategic Initiatives

Current Status: Drafts of the MPS & LUB have been reviewed by the PAC. Staff are reviewing the committee's feedback in conjunction with staff's review, which will be provided to the consultant for revisions, response and/or discussion.

This process has been deprioritized due the volume of current planning applications.

Future Actions:

1. PAC and staff feedback on draft documents provided to consultant

Due Date: ~~April 14<sup>th</sup>~~ May

2. Revised draft to PAC.

Due Date: ~~May 1<sup>st</sup>~~-June

3. Draft documents to COW for Review and Comment

Due Date: ~~May 22<sup>nd</sup>~~ June

4. Community Consultations

Due Date: ~~June~~ July - September

5. Final Revisions

Due Date: ~~July~~ October

6. PAC Review

Due Date: ~~July - August~~ November

7. Formal adoption process

Due Date: ~~September - November~~ December - February

Title: **Industrial Park Expansion Project Outline**

Project Goal: Sufficient industrial lands are available to provide attractive options for new businesses and existing businesses looking to expand.

Responsible Department: Planning and Strategic Initiatives

Current Status: The Industrial Park is home to 42 businesses and approximately 1,300 employees. Within the park there remains only three vacant serviced properties and two developed properties for sale or lease. It is recognized that in order to promote future growth, additional land opportunities should be made available that can then be actively marketed.

Discussion: The area located south of Race Track Road between Highway 102 and Ancestral Drive is approximately 150 acres in area that is vacant and zoned Industrial. The lands have approximately 1 kilometre of frontage along the highway, and excellent highway access. This area is comprised of 8 properties, 2 owned by the same owner and 2 owned by the Town of Amherst. Preliminary discussions with the subject owners indicate a willingness to sell in the right circumstances. The plan would identify options regarding how the properties could be made available for development, establish a preliminary layout for a street network, and a strategy for infrastructure expansion. There is the possibility for either the Town of Amherst to purchase these lands or utilize the recent Local Improvement Bylaw to begin infrastructure development and levy a charge upon the property owner.

Future Actions:

1. Confirm location for expansion and develop preliminary infrastructure design and layout, including Class C estimates  
Due Date: ~~May COW~~ July
2. Approach land owners to discuss the project and their willingness to make their land available and under what conditions.  
Due Date: ~~July 4~~ To take place over the summer
3. Develop project summary and present to Council (including senior government funding and marketing)  
Due Date: October
4. Obtain direction from Council  
Due Date: November
5. Approve capital budget for land purchase and infrastructure construction (if required)  
Due Date: December or as opportunity arises
6. Apply for senior government funding (if available)  
Due Date: As opportunity arises
7. Procure infrastructure design  
Due Date: January
8. Purchase land or implement local improvement bylaw  
Due Date: January (commencement of process)
9. Procure / commence construction  
Due Date: Procurement March 2024 – Construction Spring 2024



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
<b>Jan-23</b>				
	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
<b>Feb-23</b>				
	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
<b>Mar-23</b>				
	D 02	LOCAL IMPROVEMENT BYLAW	OPERATIONS	Received 2nd reading April 2023
	D 03	WASTEWATER DISCHARGE BYLAW CONSOLIDATION	OPERATIONS	2nd reading April 2023
	P 09	COMMERCIAL DEVELOPMENT SUPPORT BYLAW	PLANNING	reviewed, no change recommended March COW 2023
	C 10	MOBILE VENDORS ON STREETS AND SIDEWALKS	POLICE	2nd reading April 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	updated March 2023
	10350-24	PROCEEDINGS OF COUNCIL	CLERK	Approved amendments April 2023
	317400-05	NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE POLICY	PLANNING	updated March 2023
	03700-01	PROCUREMENT POLICY	CLERK	updated 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
	3000-10	Inventory of Non Capital Equipment Policy - (New)	Finance	approved March 2023
<b>Apr-23</b>				
	01130-01	TOWN CREST (210)02)	CLERK	Approved amendments April 2023
	01130-02	PURCHASE AND USE OF BOTTLED WATER	CLERK	Approved amendments April 2023
	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	First Reading April 2023
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	deferred to May 2023
	03470-03	USER FEES	FINANCE	updated to Finance from Customer Service/HR
<b>May-23</b>				
	C 09	C TAXI BYLAW	POLICE	
	C07	FIRES AND BURNING OF MATERIALS BYLAW	FIRE	
	C08	REGIONAL EMERGENCY MANAGEMENT BYLAW	FIRE	postponed to a later date pending consultation



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	updated to Finance from Customer Service/HR
	72300-01	BALLFIELD USER POLICY (270-01)	OPERATIONS	
		Territorial Acknowledgement Policy (NEW)	CLERK	
	10350-26	COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT	CLERK	
<b>Jun-23</b>				
	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	
<b>Sep-23</b>				
	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	
<b>Oct-23</b>				
	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
<b>Nov-23</b>				
	P 05	VACANT BUILDING BY LAW	PLANNING	
	04500-01	Safety Policy (211-25)	FIRE	
	03800-01	TAX COLLECTION POLICY (110-01)	CUSTOMER SERVICE/HR	
<b>Dec-23</b>				
	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	
<b>Jan-24</b>				
	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	
	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	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	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	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	
	66400-01	HERITAGE ADVISORY COMMITTEE	PLANNING	
	03000-07	EXPENSE REIMBURSEMENT POLICY	FINANCE	per policy, the January following an election
Feb-25	02300-03	SALE/DISPOSAL OF SURPLUS EQUIPMENT (211-19)	CUSTOMER SERVICE/HR	
	D 06	BUILDING BY LAW	PLANNING	
	04000-10	VACATION/HOLIDAY - NON-UNION EMPLOYEES (211-31)	CUSTOMER SERVICE/HR	
	10350-05	INQUIRIES FROM COUNCIL (210-07)	CLERK	
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	
Apr-25	72300-08	SIGN RENTAL - STADIUM (273-07)	OPERATIONS	
	10350-27	JOINT COUNCILS TERMS OF REFERENCE POLICY	CLERK	
	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	
	04000-12	PERSONNEL POLICY & CODE OF ETHICS	CUSTOMER SERVICE/HR	
Jun-25	05000-02	INFORMATION/COMMUNICATION/TECHNOLOGY USAGE POLICY	COMMUNICATIONS	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	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	
	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	
	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	
	10350-18	MEMBERSHIP IN CLUBS, SOCIETIES AND ASSOCIATIONS (211-33)	CLERK	
	P 07	SUBDIVISION BYLAW	PLANNING	
Feb-26				
	04000-11	MATERNITY, PATERNAL AND ADOPTION LEAVE POLICY (20071126)	CUSTOMER SERVICE/HR	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	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	
	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	
	10350-19	SCHOLARSHIP AND BUSARY POLICY (NEW)	CLERK	
	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	
Sep-26	C 11	ALARM BYLAW INTRUSION ROBBERY AND FIRE ALARM SYSTEMS	POLCE	Year 4
	31600-14	COMMERCIAL SEWER SERVICE (240-04)	OPERATIONS	
	05000-04	ROUTINE ACCESS POLICY	COMMUNICATIONS	
	03800-03	INSTALLMENT BILLING POLICY (110-03)	CUSTOMER SERVICE/HR	



**TOWN OF AMHERST  
BYLAW LISTING**

DEADLINE	BYLAW/POLICY NO.	BYLAW / POLICY	ASSIGNED TO	NOTES
	72200-01	R. H. SMITH BEQUEST LIBRARY (274-01)	COMMUNITY LIVING	
<b>Oct-26</b>				
	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		
<b>Nov-26</b>				
	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	
<b>Dec-26</b>				
	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	
<b>Remain as is</b>				
	D 10	CLOSING PUBLIC STREET BY LAW	PLANNING	
	D 11	CLOSING OF PORTION OF SENATOR AVENUE BY LAW	PLANNING	
	D 12	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 13	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 14	CLOSING OF PORTION OF CORDOVA STREET BY LAW	PLANNING	
	D 15	CLOSING OF PORTION OF PENDER STREET BY LAW	PLANNING	
	D 16	RECORDED RESOLUTION UNSIGHTLY PREMISES ADMINISTRATOR	PLANNING	
	D 17	RECORDED RESOLUTION UNSIGHTLY PREMISES COMMITTEE	PLANNING	
	D 18	RECORDED RESOLUTION INTEREST RATE ON UNSIGHTLY PREMISES CLEAN UP ACCOUNTS	PLANNING	
	P 01	MUNICIPAL PLANNING STRATEGY CONSOLIDATED WITH AMENDMENTS TO 202003	PLANNING	
	P 02	LAND USE BYLAW CONSOLIDATION MARCH 2020 B	PLANNING	
	31600-19	FRANKLYN STREET EXTENSION - STREET CLOSURE POLICY	OPERATIONS	
	31600-20	GOULD STREET - STREET CLOSURE POLICY	OPERATIONS	
	31600-21	PORTION OF CORNWALL AVENUE CLOSURE	OPERATIONS	



**TOWN OF AMHERST  
BYLAW LISTING**

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

# CAO Task Report

May 2023

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## Task Updates:

### Task: Intermunicipal Cooperation

We have to revisit this motion, given the motion made at the April 11 meeting to direct the Mayor to discuss pulling out of the Joint Council meetings and Tourism committee.

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: 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

Policy and a report with recommended amendments on agenda for May Committee of the Whole.

Status: Ongoing

### Task: LA Animal Shelter

I spoke to the County CAO and we discussed a likely option. We have to discuss further details.

Status: Ongoing

### Task: Baseball Association

Moved By Deputy Mayor Landry Seconded By Councillor Davidson

That the CAO engage public interest in the possible establishment of a regional Baseball Association.

Status: Not started yet.

# Monthly Report

## Finance

May 2023

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The 2023/24 operating budget was approved by Council on April 24<sup>th</sup>. This is the earliest that the operating budget has been approved in many years. The 2023/24 capital budget was also amended at the April 24<sup>th</sup> meeting to add carry over projects from last fiscal year that were not complete as well to add a few new projects that have come up since the original capital budget approval in February. A report on the 2023/24 operating and capital budgets has been placed on the Town of Amherst website at <https://www.amherst.ca/budgets.html>

Work on the year end review has commenced. 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.

The Annual Expenditure Report (AER) for the Canada Community Building Fund (CCBF) or previously known as Gas Tax is due May 30<sup>th</sup>. Staff have completed the report and it will be submitted before the due date. The AER details the projects that were funded by CCBF funds in 2022/23.

### Task Updates:

Task: General Borrowing Resolution

Update: General Borrowing Resolution has been signed by Mayor & Treasurer. Signed GBR has been sent to Royal Bank.

Status: Complete

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Task: 2023/24 Amherst Water Utility Operating Budget

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP.

Status: Complete

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Task: Solid Waste Management Uniform Charge

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP. Emailed Ann & Krista to update rate in SAP.

Status: Complete

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Task: Wastewater Treatment Facility Uniform Charge

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP.

Status: Complete

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Task: Sanitary Sewer Rates

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP.

Status: Complete

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Task: Mandatory Provincial Contribution Area Rate

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP. SAP and website have been updated with revised tax rates.

Status: Complete

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Task: Community Support Area Rate

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP. SAP and website have been updated with revised tax rates.

Status: Complete

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Task: General Tax Rate

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP. SAP and website have been updated with revised tax rates.

Status: Complete

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Task: General Operating Budget – Estimates of Revenues & Expenses

Update: Operating & Capital Budget Report has been posted to Town website, operating budget has been moved to version 0 in SAP.

Status: Complete

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Task: Capital Budget Amendment - Wellfield VFD's

Update: 2023/24 Water Utility Capital Budget has been updated to include the VFD's project with funding from the water depreciation fund.

Status: Complete

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Task: Capital Budget Amendments – Land Purchase & APD Boilers

Update: 2023/24 Capital budget has been amended to include the land purchases and police station boiler replacement with funding.

Status: Complete

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Task: Capital Budget Amendment – Carry Over Projects

Update: 2023/24 capital budget has been amended to include carry over projects and funding. Staff have been emailed the revised capital budget with all project additions from the April 24th meeting.

Status: Complete

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# Monthly Report

## Communications and I.T.

### May 2023

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#### IT Services:

- Continued with new computer setups for APD.
- Assisted Oxford with their IT equipment as needed.
- Equipment setup for new staff as requested.
- Continue to provide APD with assistance in viewing and converting video for Court Cases.
- Updated the Alarm Codes at the Library. There were some that needed to be deleted and a few new ones to be added.
- Installed and tested firewall with wireless at water reservoir. Installed repeater to increase signal further from the shed for the solar panels.
- Setup, installed, and tested AP at the treatment plant shed to increase signal for the solar panels.
- Updated documentation on our IT systems and network.
- Contacted our security camera manufacturer to get information on suppliers in our area for new security cameras. Sent documentation to the suppliers for quotes on replacing a few of our cameras.
- Finished setup of video conferencing cart at CCUBIC Boardroom.
- Troubleshooted some security and firewall issues.
- Worked on Security Management System.

#### Procurement:

ID	Type	Project	Process Type	Budget Type	Released	Closed	App'd	App'd By
23-36	RFP	One-ton Truck	Reg	C	X			
23-40	RFP	Structural Fire Fighting Bunker Gear	Reg	C	X			
22-80	RFP	Zero -turn Mower	Reg	C	X	X		
23-32	RFP	Five-ton Dump Truck	Reg	C	X	X		
23-50	RFP	Half-ton Truck	Reg	C	X	X		
22-70	RFQ	Blaine Street Survey Work	Reg	O			X	CAO
23-14	RFT	Capital Paving	Reg	C			X	Council
23-18	RFT	Asphalt Patching	Reg	O			X	Council
22-68	RFQ	Fit Testing System	Reg	C	X	X	X	CAO

22-37	ALT	HVAC Investigation – APD	ALTP	C	X	X	X	CAO
23-16	ALT	Traffic Paint – Barrels	ALTP	O	X	X	X	CAO
23-31	RFQ	Traffic Paint – Pails	Reg	O	X	X	X	CAO
23-58	RFQ	Pressure Washer	Reg	O	X	X	X	CAO
23-13	OTH	Hydrants	ALTP	C	X	X	X	CAO

## 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. Tom was our primary contact for the website. With his departure we are doing our best to learn and keep current. The new Marketing staff member has some web skills and has been extremely helpful in updating our site and providing advice. This is ongoing

Status: In progress

### **Task:** Customer Notification System Software

Update: The scope of work for the procurement is in progress and we hope to be able to release within the month

Status: In progress

### **Task:** Public wifi

Update: IT staff will provide a report for June COW. The issue seems to be a problem when the facility has a few hundred people inside and people are heavily engaged in social media streaming systems.

Status: In progress

### **Task:** Capital Paving

Update: Document has been signed by Town officials and sent to the contractor for signatures

Status: In progress

### **Task:** Asphalt Patching

Update: Document has been signed by Town officials and sent to the contractor for signatures

Status: In progress

# Monthly Report

## HR and Customer Service

### May 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:

**2023/24 Interim Property Tax Bills** – interim tax bills were mailed in April and are due on May 31-2023.

**2023 Assessment Appeals** – the Town received the appeal inventory from PVSC on May 1. There was a total of 96 appeals of which twenty eight (28) appeals are complete, sixty eight (68) outstanding, one (1) pending, one (1) withdrawn, NSAAT three (3) complete, & one (1) withdrawn.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of May 1/23	Pending as of May 1/23	Withdrawn as of May 1/23	Outstanding Appeals as of May 1/23	Appeals Successful as of May 1/23	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	64	\$2,202,700	12	0	0	52	4	\$ 198,500	\$ 3,318	1
Commercial	32	\$3,087,400	16	1	1	16	6	(\$ 629,200)	(\$ 28,125)	0
<b>TOTAL</b>	<b>96</b>	<b>\$5,290,100</b>	<b>28</b>	<b>1</b>	<b>1</b>	<b>68</b>	<b>10</b>	<b>(\$ 430,700)</b>	<b>(\$ 24,807)</b>	<b>1</b>

**Tax Certificates** – there were 12 tax certificates requested in the month of April 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:

The 4th quarter water/sewer bills were mailed in early May and are due on June 30, 2023.

Customer Service Tracking – E11:

There was a total of 87 opened cases in April and 62 cases closed. The category with the most opened/closed cases in April was Application for Development/Building permit.

## **HUMAN RESOURCES**

**Community Well-Being Manager:** this competition concluded with the hiring of Mallory Klooster as the successful candidate. She will assume her new role on May 15.

**Water/Sewer Billing Clerk:** this competition closed on April 23. An interview schedule has not yet been determined.

**2023 Summer Students:** onboarding of 2023 summer students began on May 2.

**Active Living Coordinator:** this competition closed on April 28. The selection and interview process is currently underway.

**Engineering Technician and Engineering Technologist:** competitions for both vacancies closed on April 26. Interviews are anticipated to be held at the end of May.

# Monthly Report

## Operations

### May 2023

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

#### **RECREATION & HORTICULTURE**

- Park washrooms opened for the season on May 8. They are currently opened from 9:00am to 5:00pm. These hours will be extended starting June 1.
- Seasonal employees returned to work May 1.
- Park cleanup and maintenance is ongoing.
- June 3 there will be an Autism Walking Event at Dickey Park
- June 4 is the date for the Crohn's and Colitis Gutsy Walk at Dickey Park.
- Weather permitting, the splash pads will be turned on June 1 .
- Staff have increased the number of routine park inspections due to a recent increase in vandalism.
- Ice at the stadium was removed on May 1.
- Stadium was closed from May 1 to May 15 for stadium repairs and cleaning.
- Events taking place at the Stadium include; May 17 Job Fair, May 26 Rotary Wine, Beer, Spirits Tasting Event and May 27 Roller Blading Event.
- Robb Complex is open for the season.
- Batting cage to be installed by May 12.
- Staff are meeting with Kevin Anderson from Woodpecker Tree Care to discuss the health of the trees in Victoria Square, these trees may need to be removed in the next 5-7 years.

#### **PUBLIC WORKS & ENGINEERING**

- Pothole patching remains a priority. Weather permitting, staff are patching potholes on a regular basis.
- Seasonal staff returned to work on May 1.
- Quarterly water meter reading was completed and staff are investigating high consumption reads and repairing meters that registered little or no consumption during the last quarter.
- Weather permitting traffic line marking will be started after the May long weekend or earlier if possible.
- Public Works staff installed concrete pads and assembled 3 sun shelters in the Lions Park.
- In-house capital sidewalk replacements to start in May.
- 5 staff recently completed the 3-day traffic control person and temporary workplace signage training.
- 2 staff are registered to write their wastewater collection Level II certification exam on May 24, 2023 in Truro.

Upcoming / Ongoing projects:

- Meter repairs and investigation of high or no consumption is ongoing.
- Centreline Painting in June.
- Contracted spreader patching and service cut repairs.
- Upcoming events at the Amherst Stadium include:
  - June 10: Relay for Life Event
  - June 18: Benjamin Circus

Task Updates:

## Task: WWTP Grey Water Energy Extraction Report

Update: Staff will investigate the feasibility of the project over the summer months and prepare a report for Council to be presented at September or October COW.

Status: not started

# Monthly Departmental Report

## Police Department

### May 2023

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#### TRAINING

**National DNA Bank Training:** On April 25<sup>th</sup>, 2023, Cpl Tom Wood and Det/Cst Jeff Goodwin attended the National DNA Bank training which was hosted by New Glasgow Regional Police. The training was a refresher for Cpl Wood who had done the training a few years ago. The training provides instruction on DNA collection (blood or buccal swab) as well as preparing submissions whether as a result of a DNA warrant or a DNA court order as a result of a conviction condition.

**Initial Critical Incident Response Course:** Det/Cst Jeff Goodwin attended the ICIR Course that was hosted by Halifax Regional Police from April 17<sup>th</sup> to April 21<sup>st</sup>. This training is designed for front-line supervisors who are in charge during the initial portion of a critical incident, covering topics that include tactical planning, resource allocation, working in a command triangle and managing a critical incident. The majority of our supervisors have received this training over the past few years.

#### OPERATIONAL

**Traffic Blitz:** On May 1<sup>st</sup>, 2023, Cst Matt Wilmot organized a traffic blitz with the help of Cst Mitch Ferguson and the members of A Platoon. They focused on traffic enforcement around the 'move over law', expired registrations, cell phones and other issues. Within a few hours, 12 tickets and 11 warnings were issued by the participating members.

**Homelessness:** The homelessness related files for April dropped slightly to 41, down from 47 in March however still up from the 11 files in February. As with previous months, the majority of complaints are generated by 2 or 3 people in which police often have multiple contacts with each day and are usually centered around trespassing or well-being checks.

**Shoplifting Complaints:** We continued to see an upward trend in the shoplifting complaints. In February we had 9 complaints, this increased to 18 in March and 29 complaints in April. These complaints have resulted in numerous charges as well as police issuing Protection of Property Act Notices on behalf of local business against persons alleged to have been involved in theft related incidents.

**Polar Plunge – April 29<sup>th</sup>, 2023:** Sergeant Aaron Graham attended and participated in the Special Olympics Polar Plunge in Halifax with several of his colleagues and community partners. Representatives from numerous Nova Scotia Police agencies were in attendance and 'took the plunge' to support the Special Olympics. Sergeant Graham commented "*it was way colder than I expected!*" but enjoyed and took pride in the opportunity to represent our department and support such an important cause.



**Marsh Trail Issues:** With the warmer weather on the horizon, the expectation is that we will be busy with issues relating to off-highway vehicles accessing the marsh trail in contravention of the signage. I will have a report to council prepared by way of a memo for June Committee of the Whole in regards to the efforts to curb these issues.

**Moment of Silence – April 18<sup>th</sup>, 2023:** Members and staff of the Police Department were joined by other members of the community for a moment of silence outside the police station to remember the victims and families of the tragic incident that occurred on the 18<sup>th</sup> & 19<sup>th</sup> of April 2020. As they stood in silence, the church bells rang 22 times in honour of each of the 22 victims.



**Drug Charges – Traffic Stop:** Amherst Police seized over half a pound of a white power that tested positive for cocaine after a traffic stop on May 3<sup>rd</sup>. Police had been notified that the vehicle was involved in a theft from an Amherst-area business and an employee was following the vehicle and called police. Police located the vehicle and subsequently searched the vehicle locating the suspect cocaine, unstamped tobacco and items suspected to be stolen. Brenden Leblanc aged 52 and Daniel Downey aged 56 were arrested and are facing numerous charges which include possession of a controlled substance for the purpose of trafficking, theft related charges and charges in relation to the tobacco. Both males were held in custody and made a brief court appearance before being released on conditions. The truck they were driving was seized pending further investigation.

**Arrest of Male after Altercation:** A 26-year-old male from the Truro area was arrested by Amherst Police and is facing numerous charges as a result of an incident in Amherst on April 25<sup>th</sup>, 2023. Charges include Resist Arrest 129(a) CC x 2, Assault 266 CC x1, Damage to property 430(4) CC, fail to comply with conditions 145(5)(a) x 3. At approximately 10:30pm on Tuesday, April 25<sup>th</sup>, Police responded to a complaint of an assault in progress at a residence in Amherst. On arrival, they discovered a male who had assaulted a family member and was being restrained by another family member until police arrived. The male continued to be combative with the attending officers, resisted arrest and attempted to kick the windows out of the police car. As a result, pepper spray was utilized. The male was transported back to the Amherst Police Department. At the police station, the male continued to be uncooperative by damaging APD property. Upon further investigation, it was learned that the male was the subject of a warrant out of New Brunswick. Authorities in New Brunswick were contacted and he was later released from APD custody on conditions and a with a court date handed over to custody of the New Brunswick RCMP.

**Fraud Charges:** Two Amherst women have been arrested and charged in relation to a complaint of a theft from vehicles which occurred on or about April 21<sup>st</sup>/22<sup>nd</sup>, 2023. Bank and credit cards were stolen in the theft and were used at several locations in town. Jessica Dawn Scott, 29, has been charged with 7 counts of fraud, 4 counts of Possession of Property obtained by crime, breach of probation, breach of release conditions, theft under \$5000 and four (4) other charges relating the theft, use and possession of stolen bank/credit cards and laundering the proceeds of crime. Brandi Lynn Landry, 48, has also been charged in relation to these incidents, including 5 counts of fraud, 1 count of possession of property obtained by crime and 5 additional charges relating to the theft, use and possession of stolen bank/credit cards and laundering the proceeds of crime.

**Traffic Stop – Stolen Vehicle:** An Amherst woman, Nellie Landry, 26, is facing multiple charges following a traffic stop conducted by the Amherst Police Department on Sunday, April 16, 2023. Landry been charged with two counts of possession of property, valued at \$5,000 or less, that were obtained by crime and operating a motor vehicle without a valid driver’s licence. The traffic stop was initiated at about 5:45 p.m. after an Amherst officer observed a woman going through donation bins located on Crescent Avenue, getting into a vehicle and departing. During the traffic stop, the officer learned the vehicle had allegedly been stolen from a Port Elgin, N.B. residence on April 15. The officer arrested the three female occupants of the vehicle and took them into custody. A subsequent search of the vehicle resulted in the discovery of a BB pellet gun that was allegedly stolen from the same Port Elgin residence. Two of the three women were released from custody with no charges at this time. Landry was also released on conditions and will appear in Amherst provincial court at a later date.

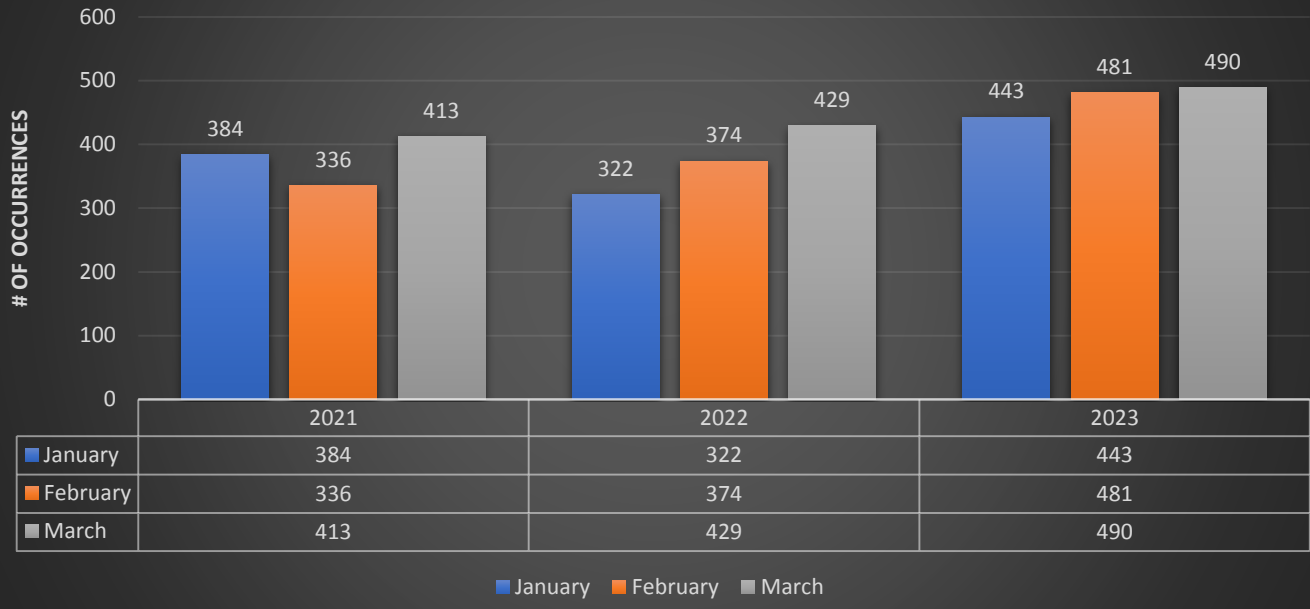
**OPERATIONAL STATS – MARCH 2023**

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**

<p><b>Task:</b> Marsh Trail ATV Issues: That staff be directed to install signs, barriers and cameras along the centennial walking trail, and further that Council approves funding for such.</p> <p><b>Update:</b> 2023-05-09 To have a memo for COW in June 2023 DDPike</p> <p><b>Status:</b> In Progress</p>
<p><b>Task:</b> Noise By-law changes</p> <p><b>Update.</b> 2023-05-09: to discuss with CAO. DDPike.</p> <p><b>Status:</b> In Progress</p>
<p><b>Task:</b> Taxi By-law - Suggested changes to current bylaw</p> <p><b>Update:</b> 2023-05-09: got a couple of questions/comments. to review. DDPike.</p> <p><b>Status:</b> In Progress</p>

# Monthly Occurrences 2021-2023



# Monthly Departmental Report

## Fire Department

### May 2023

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#### **RESPONSES (April)**

##### Town of Amherst – 24 events

- 2 Structure fire
- 1 Hazardous materials response
- 11 Monitored alarm activations
- 1 Vehicle fire
- 1 Motor vehicle accidents
- 4 Smell of smoke / Air quality check
- 1 Wildland fire / Open land
- 1 Medical Assist
- 2 Mutual aid

##### Contract area (District 2) – 12 events

- 2 Motor vehicle accidents
- 1 Vehicle fire
- 1 Monitored alarm activations
- 1 Hazardous materials response
- 7 Wildland fire / Open land

#### **PROFESSIONAL DEVELOPMENT**

During the month of April, the fire department focused its training on leadership development, conducted a hazardous materials exercise, and practiced rural water supply techniques to support aerial operations. Also, several members have attended training and evaluation sessions at the fire school.

#### **NEW FIRE APPARATUS – AERIAL PLATFORM**

On May 2<sup>nd</sup> Chief Jones travelled to Dubin, Ohio and spent a few days completing the final inspection on the new Sutphen SPH 100 aerial platform. During the final inspection Chief Jones identified a few minor issues that need to be adjusted prior to taking delivery. In addition, Chief Jones had an opportunity to tour the various manufacturing facilities around Columbus, Ohio, where the unit was manufactured from start to finish. Delivery of the new unit is scheduled to take place in July, following an appearance at the Atlantic Fire Leadership Conference in Halifax; however, there is a possibility that the unit could be delivered sooner.

#### **MASCOT NAMING CONTEST RESULTS**

In the Fall of 2022, a contest was held to name the Amherst Fire Department's new mascot. Over 900 students from three elementary schools in the Amherst area participated in the contest and submitted name suggestions. After a vote by the members, the mascot was named "Blaze"! Blaze made a special appearance to the school on April 18<sup>th</sup> to present a toque to the lucky students who helped choose Blaze's name. You can be sure to see more of Blaze at future Amherst Fire Department special events!

#### **RECRUITMENT**

The fire department is always looks for new members to join our team. For more information on becoming a member, please go to [www.amherst.ca/volunteer-firefighter](http://www.amherst.ca/volunteer-firefighter).

#### **TASK UPDATES**

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

# Monthly Departmental Report

## Planning & Strategic Initiatives

May 2023

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The attached report shows development activity over the month of April 2023, as well as, a year-over-year comparison for that month. As shown, 2023 development levels are equal to if not stronger than 2022, particularly with respect to new residential units. Given the volume of development noted below, the outlook for 2023 and into 2024 is positive with regards to addressing the need for more housing.

Regarding planning decisions by Council, after 2<sup>nd</sup> reading in March the following development agreements were not appealed and are currently being executed and registered:

1. A 98-bed care facility at 264 Church Street; and,
2. a change of a non-conforming use at 3,4,5,7 Robie Street (community hall to a commercial office).

Although no specific timeline has been determined, the next step will be for the applicants to submit construction drawings for issuance of development and building permits before construction commences.

Council gave 2<sup>nd</sup> reading April 24<sup>th</sup> of 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.

The 14-day appeal period ended May 10<sup>th</sup> with no appeals received.

The development agreement application for an apartment building at 155 East Victoria Street was considered by the PAC May 1<sup>st</sup> with several revisions including, reduced units, building height, increased setback to an adjacent property, and architectural changes. The PAC recommended that Council not enter into the agreement. After the meeting it was determined that information provided in the staff report contained an error that overestimated the height of the building on the lot. As such, another PAC meeting will be held Wednesday, May 17<sup>th</sup> at Noon to correct the record and provide the committee an opportunity to confirm or change their recommendation to Council. The item will be on the agenda of the May 23<sup>rd</sup> Council meeting.

A Public Participation Session is scheduled for May 24<sup>th</sup> to garner public input on the following applications:

1. Development agreement to permit a 3-story, 24-unit apartment building on three abutting properties on the corner of Electric Street and Maple Avenue;
2. Development Agreement for property to permit another 3-story, 24-unit apartment building off Prince Arthur Street behind the Amherst Theatre; and,
3. Development Agreement at 106 Church Street to permit the change of use from a dance studio to a clay studio.
4. Request to amend the Municipal Planning Strategy and Land Use Bylaw to permit the installation of a drive-through at 55 Victoria Street East (behind the former Tim Hortons).

Staff are also in receipt of an application for a development agreement from Black Bay Real Estate Group for a multi-unit residential development with potentially 164 dwelling units. A Public Participation Opportunity for this item will likely take place in June.

Staff and the PAC have reviewed the new MPS and LUB drafts and are communicating with the consultant to address the feedback. This project has been delayed given the volume planning applications noted above.

The Community Centre Feasibility Study is currently developing functional space programs based on the information and consultation completed so far. The steering committee met April 20<sup>th</sup> to provide further direction to the consultants who are working on a draft report for June.

Planning continues to provide planning and development services for the Town of Oxford.

A report on Business Development Activities is provided in the package as a separate report.

### Task Updates:

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

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.

**Task:** Blaine Street and Ottawa Avenue Acquisitions

Update: The outstanding property acquisition is now complete. Black Bay Real Estate Group have applied for a development agreement in keeping with the awarded RFP. An item related to this issue will be on the in-camera agenda at May COW.

Status: Ongoing

**Task:** Hotel Levy Report

Update: Staff have met with County staff to discuss a potential levy in the Cumberland region. Town staff investigated how other non-urban levies have been established in the province, including how they are structured and managed. This information was shared with County staff. Further progress on this item is impacted by current staffing levels at the County.

Status: Ongoing

**Task:** Recognition of Local Businesses

Update: A detailed plan for the event to take place during Small Business Week has been drafted and is being reviewed and refined by staff. The plan will be ready for Council's review in June.

Status: Ongoing.

**Task:** Transfer of 8/10 Prince Arthur Street to Cornerstone

Update: In March the Agreement of Purchase and Sale was provided to Cornerstone that is being reviewed by their solicitor.

Status: Ongoing.

# May Permits

PERMIT APPLICATIONS								For the Month of April
Number	PID	Civc Address	New Units	Work Type	Bldg Type	Proposed Use	Permit Fee	Value
B2023-013	25342213	138 South Albion St	0	Construction	Commercial	Restaurants	278.00	276,500.00
D2023-014	25479312	East Victoria St	0	Construction	Garage/Carport/Shed	Shed	50.00	10,000.00
B2023-017	25027004	13 West Pleasant St	0	Renovate	Commercial	Retail Stores	300.00	100,000.00
C2023-015	25031451	27 Snowden Ave	0	Construction	Garage/Carport/Shed	Deck	58.00	33,000.00
C2023-016	25020454	26 Franklyn St	0	Construction	Garage/Carport/Shed	Deck	53.00	4,000.00
C2023-018	25509795	Hillcoat	6	Construction	Apartments	Row House	559.96	600,000.00
C2023-019	25000829	27 Cumberland Ridge Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	120,000.00
C2023-020	25000829	29 Cumberland Ridge Dr	1	Construction	Single Detached Dwelling	Moble/Mini Homes	192.00	120,000.00
B2023-021	25036674	126 South Albion St	0	Renovate	Commercial	Grocery Store	612.00	225,000.00
C2023-022	25013327	6 Chignecto St	0	Renovate	Single Detached Dwelling	Porch/Patio	81.00	15,000.00
<b>Total</b>	<b>10</b>		<b>8</b>				<b>2,375.96</b>	<b>1,503,500.00</b>

# 2021-2022 YTD Comparison

ACTIVITY REPORT							For Month of April 2023-04-30
Type	Apr 2022			Apr 2023			
	Permits	Units	Value of Construction	Permits	Units	Value of Construction	
Single Family	3	0	121,790	3	2	255,000	
Duplex/Semi	0	0	0	0	0	0	
Apartments	0	0	0	1	6	600,000	
Other Residential	5	0	59,700	3	0	47,000	
Commercial	1	0	8,000	3	0	601,500	
Industrial	0	0	0	0	0	0	
Inst & Gov	0	0	0	0	0	0	
Agriculture	0	0	0	0	0	0	
Other	0	0	0	0	0	0	
<b>Total</b>	<b>9</b>	<b>0</b>	<b>189,490</b>	<b>10</b>	<b>8</b>	<b>1,503,500</b>	
<b>Year To Date</b>	<b>23</b>	<b>13</b>	<b>3,463,238</b>	<b>22</b>	<b>20</b>	<b>3,537,249</b>	

# Monthly Report

## Business Development

### May 2023

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The Amherst Downtown Business Association's April meeting was cancelled. The next meeting will be held on May 18<sup>th</sup>, 2023.

The Cumberland Chamber of Commerce hosted JoinUsInCumberland campaign by inviting skilled workers from all over the world to relocate to Cumberland County. Combining this effort for labour force growth, the Chamber is in discussions with federal and provincial government partners around reforming the immigration process and building the labour force with immigrants.

On May 18<sup>th</sup>, the Chamber is hosting an "Is your business ready for AI" information session at the CCUBIC conference room from 5 - 6 pm. The event is to discuss both the positive and negative impacts of the future technology. For example, collecting customer information and providing faster service.

The Chamber issued a survey, canvassing member businesses for feedback on the proposed 155 Victoria Street apartment building development in the Town of Amherst. The developer contacted the Chamber looking to gauge support for the project in the business community. The survey currently has a 92% response rate in support of the project within the Town of Amherst.

Through advocacy, the Chamber is supporting efforts of moving forward the Chignecto Isthmus vital trade protection issue. This includes engaging the Canadian and Atlantic Chambers of Commerce as partners in raising awareness of the economic impact on Canada.

Organizing for the 2023 NS Works Job Fair at the Amherst Stadium on May 17<sup>th</sup> nears finalization. The Town of Amherst is a sponsor of this event and will be participating in the tradeshow. This year's Job Fair has 50 vendors across multiple business sectors such as hospitality, manufacturing, and health care. ISANS and Yreach will be participating to provide information on Immigrant support programs for both attendees and businesses. NS Works expects over 350 attendees and a large participation from Amherst and Cumberland County schools.

The Town of Amherst, Cumberland Business Connector, and CBDC sponsored the Dream Business Entrepreneurship Program, hosted by Mashup Labs and completed on April 27<sup>th</sup>. Through the program, 12 participants were actively engaged with over half being Amherst residents. A celebration night was held on May 3<sup>rd</sup> for participants to summarize their experience and business ideas. Partners of the program will continue supporting these entrepreneurs and the development of their businesses.

The Earn Income – Rent Your Space public information session was held on May 11<sup>th</sup> from 6 to 8 pm. The session was held at the NSCC Amherst Campus Cafeteria. Town staff, along with NSCC Amherst Campus and Cumberland Business Connector staff, have partnered to inform Amherst residents about the opportunity to convert space in their homes to rent to students and young professionals seeking temporary housing. This event included various supporting agencies in the Amherst area such as contractors, financial assistance, and building regulations inspectors.

Tourism Nova Scotia (TNS) issued a request for applications for programs under their Compelling Tourism Communities Initiative. Town staff applied for the Emerging Destination Program. TNS will work with successful applicants to determine opportunities to attract travelers during different seasons and identify short-term actions to help increase awareness of the applicant in 2023-24. Amherst would receive target market research, coaching, and new marketing content as part of the program. A decision on application approval is expected by mid-May. TNS staff is also working with Amherst staff to offer a package / experience development workshop to encourage more listings on the TNS website [novascotia.com](http://novascotia.com) by Amherst Businesses.

Work continues on the industrial park expansion project with a focus on the Racetrack Road area. Conceptual designs are in process to evaluate infrastructure costs, environmental impacts, and landowner engagement. In addition to these growth plans, staff are working on projects for the promotion of the park. Staff met with Invest NS and the CBDC Senior Program Coordinator to discuss the Atlantic Canada Certified Sites Program. Certified properties are recognized as development-ready sites that are promoted by InvestNS and other Atlantic Canada investment agencies to global companies. Staff are investigating funding opportunities to develop a sector strategy specific to Amherst's industrial park to entice foreign and domestic direct investment.

The pursuit of land acquisition for the Nature Challenge Funding continues with a revised appraisal and negotiations for a prospective property in the North Tyndal Wellfield Protection Zone. Our land agent, hired to assist with the program, has been contacted by a property owner with several separate PIDs considered for sale and is determining the feasibility of these properties.

The Town of Amherst's Clean Energy Financing Program 2023/2024 promotional campaign has commenced using advertising packages and guidelines provided by the Clean Foundation. Monthly ads will be issued throughout the year on social media sites, newspapers, and radio to encourage resident participation and program usage. Town staff utilized Amherst's 2022 Tax Bill to market the program and it will also be advertised on the 2022 Water Bills. The Clean Foundation will be sending representation to support the Earn Income – Rent Your Space public information session and present the CEF program to residents.

The NS Department of Natural Resources and Renewals held a forum at the NSCC Springhill campus to share information about Clean Energy programs and the resources available to develop clean energy projects or ideas. The Department introduced the provincial Low Carbon Communities Program which provides funding for feasibility studies for projects that support low-carbon solutions in buildings, electricity, and transportation.

Local vehicle enthusiast, Jake Spence, is organizing a Show and Shine Event with the vehicle group Truckology. This event will be held on June 10<sup>th</sup> from 11 am to 5 pm. in Downtown Amherst on Victoria Street between Havelock St. and Church St. Town staff have provided instructions and guidance with the event organizers to ensure a successful event.

In May, the Department of Municipal Affairs and Housing will release its request for applications for the 2023/2024 Beautification and Streetscaping Program. Staff will be submitting an application for the Gritty to Program partnered with the Cumberland Chamber of Commerce.

# Monthly Report

## Community Living

May 2023

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### Community Living

#### Active Living

- A MOU was signed with the Cumberland YMCA to keep this going during selection of a new candidate. Laura Farrow is heading the programming on our behalf
- Fundy Games, 55+ 2025 games submission is in progress and we have hired 4 of the 5 summer parks students for programs planning
- Multisport activities are in the final stages for this year and Laura is working with the region contacts to plan for next year.

#### Community Well Being

- The PRAC strategic plan is finalized and was presented to each COW. We are currently analyzing feedback from the Councils
- A survey to gain public feedback was developed for the IDE strategic plan. This was launched on April 5 and remained open until April 30, we received 25 responses.
- Hosted the Volunteer Awards
- Attended meetings re: Acadian Committee, CANSA re: Emancipation Day, capital budget, AYTC meetings, Community Arts meeting, and Meetings with YMCA

#### Culture, Events & Marketing

- 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 Town wide yard sale, Roller skating party, Pride week, Acadian Festival, and much more.

## Task Updates:

<b>Task: Volunteer recruitment to Committees</b>
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Update: Staff to determine best practices in recruitment of volunteers
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Status: in progress
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<b>Task: Volunteer Nominations</b>
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Update: Staff to develop procedure around scoring applications for the Volunteer nomination process
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Status: In progress
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<b>Task: Street Banner Policy</b>
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Update: Council requested the legion be consulted on the draft policy as it relates to their Veterans Banner program. Met with Legion on April 20 and will be collaborating moving forward.
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Status: In progress
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<b>Task: Green space beside Town Hall</b>
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Update: Met with Legion to discuss overall plans
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Status: ongoing but going well
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<b>Task: Community Support Grants</b>
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Update: Recommendations being forwarded to May Council for approval. Follow up on questions to be conducted.
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**Update Report**

**Community Navigator**

**May 2023**

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**Recruitment**

**Conferences**

Dr. Brian MacFarlane attended the Rural and Remote Medicine Course held at Niagara Falls on April 20 – 23 on behalf of Cumberland County. He distributed bags and gum to conference attendees who also filled out ballots to win a Nova Scotia tartan blanket. The blanket was won by a medical student from British Columbia. A follow-up email to all those who entered the contest is being sent out by Dr. MacFarlane as a reminder about opportunities in the area. Dr. Gradstein also attended the conference on behalf of Nova Scotia Health.



**Site Visits**

There have been three site visits planned since February 2023, two of which moved ahead and one that ended up being deferred at the last moment. These visits provide physicians with a feel of the area, introduce them to their prospective co-workers and highlight areas of interest in the region.

The first site visit took place on March 25 and 26 with a focus on the Cumberland Regional Health Care Center, Amherst clinics, and the Amherst region. The prospective physician met with various physicians practicing in the area as well as community members. The Physician Recruitment Committee provided a community tour that was focused on the doctor's areas of interest, including a tour of Maltby Stables.

The second site visit took place May 5 – 8 and highlighted Pugwash and the North Cumberland Memorial Hospital, Parrsboro and the South Cumberland Community Care Center, and Amherst and the Cumberland Regional Health Care Center. The prospective physician met with a group of women physicians on the Friday night for a dinner. On the Saturday, she met with a team in Pugwash and toured the old hospital and the new one – still under construction. The physician and her partner also had a regional tour with members of the Pugwash Physician Recruitment Committee and spent an evening at a community dinner with members of the health care team and community at large. The second day had the couple touring Parrsboro and the South Cumberland Community Care Center, meeting the Nurse Practitioners who work in the area and met with members of the arts community. The couple finished their visit on Monday in Amherst with a tour of the hospital and clinics in the area, lunch with members of the community, and were provided with a community tour before concluding their weekend.



## Branding and Resources

A booklet highlighting the area is in the works with Nova Social Media & Marketing. A survey was sent out to the community on behalf of the community navigator during the month of April. The responses have been collected and will be used to inform the content of the booklet moving forward. This booklet will help highlight the Cumberland region for those from away, recently moved to the area, or those looking to relocate here. The Cumberland logo designed by M5 for the [exploreumberland.ca](http://exploreumberland.ca) website will be the basis of the branding. The work is still ongoing.

Bags, pens, and tumblers have been designed and purchased with the Cumberland branding to be used in recruitment bags, baskets and appreciation efforts.

Cumberland branded backdrops have also been designed and purchased for upcoming trade shows and events.

Some bulk orders from local vendors for soaps, lip balms, chocolates, tea and coffee have been made to ease repeat purchases while creating welcome and appreciation baskets.

## Retention and Appreciation

A welcome basket and meal was provided for Dr. Alkabari, in Springhill, upon his arrival on March 20.

The Physician Appreciation Committee held a pizza party for the physicians on April 22. The committee continues to provide ongoing moral boosts to physicians.

A morale boosting meal for emergency department employees was provided on May 2 at Duncan's Pub. This had originally been planned around a site visit but after the visit was postponed, it was decided to move forward with the meal regardless.

## Recognition Days

Since taking on the role at the end of February, there have been a few appreciation days and month that have been acknowledged through baskets to the various departments. The Be Kind Committee at the Cumberland Regional Health Care Center have been the driver of the appreciation events and days. Treat baskets have been provided for pharmacy appreciation month, lab tech appreciation week, and administrative assistant day. Flowers were delivered to the mental health clinic for Mental Health Week.

Doctors Day was celebrated on May 1. The Physician Appreciation Committee requested baskets that were delivered to each of the centers in Cumberland County on May 1. These baskets had goodies, thank you cards, and superhero cards provided by a Grade 1 classroom from Cumberland North Academy.



Nurses Week takes place May 8 – 12. The Town of Amherst and Municipality of Cumberland ran appreciation ads in Saltwire to recognize the week. The Town of Amherst also printed an appreciation



message on their water bills. Kalie's Kreation created a balloon display for the Cumberland Regional Health Care Center. In addition, the hospital departments and clinics were provided with a small bag of appreciation to recognize the week across Cumberland County.

### **Settlement Assistance**

One of the major hurdles for bringing new health care professionals to the region is the lack of housing and childcare in the area. Since the end of February, there have been 6 requests to the Community Navigator for help with housing assistance. Two of the requests were able to be fulfilled, one person – who was still in the exploratory phase - ended up not moving to the area and as of May 9, three of the housing requests are still being worked out.

There have also been two requests for assistance with childcare and the limited resources were shared with the individuals. In addition, communication has been made with a medical resident moving to the area around local schooling, pre-primary, recreation opportunities and other community programs.

As part of the housing conversation, the community navigator is taking part in the Earn Income, Rent Your Space evening with the Cumberland Business Connector, NSCC, and then Town of Amherst on May 11.



# Monthly Report

## Solid Waste Education & Enforcement Report

### May 2023

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#### Education & Enforcement

##### Earth Day Events- School Challenge

The following 7 schools participated in our annual Earth Day Challenge: Spring Street Academy, West Highlands Elementary, Cumberland North Academy, Oxford Regional Education Center, West End Memorial, Cyrus Easton Elementary School, and River Hebert District School. Schools that conducted a cleanup in celebration of Earth Day had their name entered into a draw to win \$100 for their breakfast program. The winning school was Oxford Regional Education Centre. Bags were supplied through the Great NS Pick-Me-Up and gloves were supplied by Cumberland County Solid Waste.



### Earth Day- Pick Up the Park Challenge

Emmerson Packaging issued their annual Pick Up the Park Challenge. Four businesses participated in the challenge and 69 bags of garbage were collected.



### Earth Day- Community Clean Up Challenge

Staff were at the Amherst Stadium on Friday, April 21 and the Springhill Community Center on Saturday, April 22 to give out bags and gloves to residents looking to do a cleanup in their community. Compost vouchers and seeds were also given out to those conducting cleanups.

The Rotary Club and the Amherst Striders also participated in Earth Day Cleanups!



**Progressive Agriculture Safety Day**

The Education Coordinator and Enforcement Officer from the Mun. of Cumberland met with approximately 280 Grade 4 students from across Cumberland County at the Oxford Arena to talk about reduce, reuse, recycle, and proper sorting.

**NS Great Pick Me Up**

Community groups that are looking to register a cleanup are encouraged to visit the following website for information on how to register a cleanup: <https://www.nsadoptahighway.ca/>

**Social Media**

Cumberland County Solid Waste continues to have an active presence on Facebook. The focus over the last month has been on Earth Day, Leaf & Yard Waste Collections, and the Special Collection taking place in the Mun. of Cumberland.

**Education & Enforcement Agreements**

Staff are working on the education and enforcement plans for the upcoming year for Divert NS.

**Enforcement**

Curbside audits have been taking place as well as commercial inspections.